

Welcome

Welcome to the mybcmea.com web based Plugin system.

mybcmea.com Despatch Information area has been enhanced to include a "Plugin" area. If you are on the Squamish, Checkers or First Aid telephone boards you will be able to Plugin easily and quickly through the mybcmea.com Plugin pages.

Please use the help index on the left hand side of the screen to navigate through the Plugin help pages to learn how easy the Plugin process really is.

To see what new features and web site enhancements will be available in the near future, check the "Site Status Update" link under Quick Links available within the "Despatch Information" section of mybcmea.com.

The Current despatch information is real time. This information may change so please check your work status frequently!

Should you require further assistance, you may contact the mybcmea.com technical support line at (604) 694-2307 or use the "contact us" link to send us your comments and/or feedbacks.

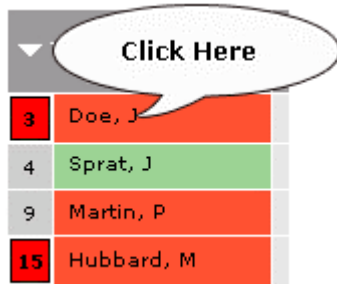
We would like to hear from you.

Getting Started

mybcmea.com allows longshore employees on the telephone boards (Squamish, First Aid, Checkers) to Plugin via the web.

Employees on the telephone boards may enter the Plugin area by clicking on the plate for each board that they are member of.

Find your board and plate and click on your name to bring up the new Plugin window.



The image shows a screenshot of a telephone board interface. At the top left, there is a grey dropdown menu with a white downward-pointing triangle. Below it is a list of four rows, each representing an employee. The first row has a red background and contains the number '3' in a white box on the left and the name 'Doe, J' in white text. A white speech bubble with a black border and the text 'Click Here' in bold black font points to the name 'Doe, J'. The second row has a green background and contains the number '4' in a white box on the left and the name 'Sprat, J' in white text. The third row has a red background and contains the number '9' in a white box on the left and the name 'Martin, P' in white text. The fourth row has a red background and contains the number '15' in a white box on the left and the name 'Hubbard, M' in white text.

3	Doe, J
4	Sprat, J
9	Martin, P
15	Hubbard, M

Once you click on your plate, you will see the Plugin window pop open, defaulting to the same shift that you were looking at on the board.

Overview - Page Layout

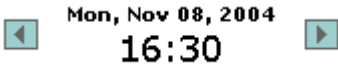
mybcmca.com web based Plugin page is shown below. Please familiarize yourself with the features available on the page.

The screenshot displays the mybcmca.com web-based Plugin page interface. The page is divided into several sections, each with a corresponding annotation:

- Shows your despatch plate:** A photograph of a physical despatch plate with the text "Doc, J CDFA 012345 BRD 01" and a small black square.
- Plate Legend explains the rating symbols and colors on the plate:** A legend box titled "Plate Legend" with the following entries:
 - Plate Insert Rating: Dock LR Truck (represented by a green square)
 - Rating: LIFT TRUCK (DOCK) (represented by a black square)
 - Rating: CHECKER (DOCK) (represented by a blue square)
 - Rating: BOMB CART (represented by a black square)
- Use arrow buttons to navigate through available shifts:** A "Select Plugin Shift:" section for "Mon, Nov 08, 2004" at "16:30". It includes a "Plugin for 16:30 shift" checkbox and expandable sections for "Plugin Options:", "Plugin Toggles:", and "Plugin Preferences:".
- Click here to Plugin or Un-Plug for the shift shown:** A link located above the "Plugin for 16:30 shift" checkbox.
- Click on [+] box to view available Options, Toggles and Preferences:** A "+" icon next to the "Plugin Options:", "Plugin Toggles:", and "Plugin Preferences:" labels.
- Shows current Plugin Status:** A "Plugin Status: Not Plugged In" section with the message "You are not plugged in for the 16:30 shift on Mon, Nov 08, 2004".
- Verify your changes in this area:** A confirmation message area.
- Confirmation Receipt will be displayed here:** A receipt area containing:
 - Last Change: Sun, Nov 07, 2004 20:18:29 - mybcmca.com
 - Conf. No.: #00001433
- Click "submit plugin" to save your changes:** A "submit plugin" button.
- Print your receipts using this link:** A "Print Receipt" link.
- To view and choose Plugin Preference from ordered jobs:** A link "Select preferences from these ordered jobs".
- To view and choose Plugin Preference via pick list click here:** A link "Don't see a job you want - Use the pick list".

How to Perform A Simple Plugin

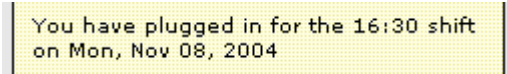
Step 1 – Use the arrow buttons to scroll through the available shifts for Plugin.



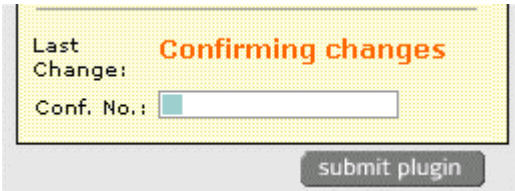
Step 2 – To Plugin for the shift click on the check box. (To unplug for the shift you can uncheck the box. Please note this will also unplug any preferences and/or options you have chosen for this shift. Plugin Toggles will remain unchanged.)



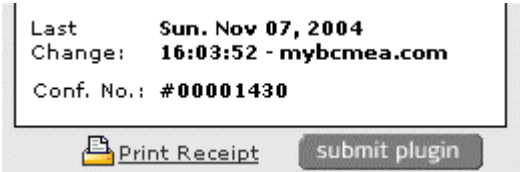
Step 3 - Confirm your changes before submitting them by viewing the Plugin Status Window.



Step 4 – Once you are satisfied with your pending changes press the “submit Plugin” button at the bottom of the Plugin Status window to save.



Step 5 – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.



How to Add or Remove Plugin Options

Step 1 - Before using the Plugin options, ensure you have selected the correct shift and have clicked on "Plugin for shift" check box.

◀ Mon, Nov 08, 2004 ▶
16:30

Plugin for 16:30 shift

Plugin Options:

Plugin Toggles:

Plugin Preferences:

Step 2 – Click on the "Plugin Options:" box to show available options for this shift.

Plugin Options:

Rated Work Only

Early Start

Step 3 – Check or un-check boxes by clicking on them to add or remove your Plugin option choices.

Plugin Options:

Rated Work Only

Early Start

Step 4 – Verify your changes in the Plugin status windows.

You have plugged in for the 16:30 shift on Mon, Nov 08, 2004

Your selected plugin options are:

Early Start


Step 5 – Once you are satisfied with your pending changes press the "submit Plugin" button at the bottom of the Plugin Status window to save.

Last Change: **Confirming changes**

Conf. No.:

Step 6 – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print the information above.

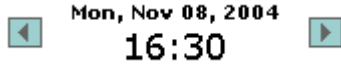
Last **Sun. Nov 07, 2004**
Change: **16:03:52 - mybcmea.com**
Conf. No.: **#00001430**

 [Print Receipt](#)

[submit plugin](#)

How to change Plugin Toggles

Step 1 – Select any shift that is before the expiry time of the toggle you wish to change. For example: If you wish to change lines toggle expiring on 12:00 Monday the 8th the toggle will be available starting at 12:00 pm from the 16:30 Sunday shift to the 08:00 Monday shift.



NOTE It is not necessary to Plugin for a shift to Plugin for toggles. However you may only change Plugin toggles for shifts within the current expiry period of any toggle.

Step 2 – Click on “Plugin Toggles” box to show available toggles.

Plugin Toggles:

- Vancouver Availability**
- Daily Lines Calls**
- 28 Day Replacements**

Step 3 – Check or un-check boxes by clicking on them to add or remove your Plugin toggle choices.

Plugin Toggles:

- Vancouver Availability**
- Daily Lines Calls**
- 28 Day Replacements**

Step 4 (Optional) - Some toggles offer preferences (ie. 28 Day Replacements). To view these preferences click on the box to the right of the toggle.

Plugin Toggles:

- Vancouver Availability**
- Daily Lines Calls**
- 28 Day Replacements**
 - MECHANICS MACHINE
 - FIRST AID HOLD
 - TOPSIDE WATERBOY
 - CHECKER DOCK

Step 5 (Optional) – Check or un-check preference boxes by clicking on them, they will be added in the sequence you select.

Plugin Toggles:

- Vancouver Availability**
- Daily Lines Calls**
- 28 Day Replacements**
- MECHANICS MACHINE
- FIRST AID HOLD [2]
- TOPSIDE [1] WATERBOY
- CHECKER DOCK

Step 6 – Verify your changes in the Plugin status windows.

Your selected plugin options and toggles are:

- 28 Day Replacements
*Expires Nov 08, 2004 06:30:00

Your selected 28 day replacement for the following categories:

- TOPSIDE [1]
- HOLD [2]

*Expires Nov 08, 2004 06:30:00

Step 7 – Once you are satisfied with your pending changes press the “submit Plugin” button at the bottom of the Plugin Status window to save.

Last Change: **Confirming changes**

Conf. No.:

Step 8 – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.

Last Change: **Sun. Nov 07, 2004 16:03:52 - mybcmea.com**

Conf. No.: **#00001430**

How to Add or Remove Plugin Preferences by Code

Step 1 - If you have not already done so, ensure the shift you wish to add or remove Preferences for is checked off for Plugin.

◀ **Mon, Nov 08, 2004** ▶
16:30

Plugin for 16:30 shift

Plugin Options:

Plugin Toggles:

Plugin Preferences:

Step 2 – Click on the “Plugin Preferences:” box to show the available number of Preference selections for this shift.

Plugin Preferences:


Enter up to 3 preference codes, or choose your plugin preference from any of the ordered jobs.

First	Second	Third
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3 – If you know the Plugin preference code(s), simply type them into the selection boxes in the order you wish to apply them for.

Plugin Preferences:

Enter up to 3 preference codes, or choose your plugin preference from any of the ordered jobs.



First	Second	Third
 <input type="text" value="7"/>	<input type="text"/>	<input type="text"/>

You can remove Plugin Preferences by clicking on the garbage bin image beside the preference you would like to remove. Alternatively you may remove the preference by highlighting the box and pressing delete key

Step 4 (Optional) – Plugin Preference sequence can be changes by moving the mouse pointer to the slip image you want to move, holding left mouse click and moving the slip image to the desired position (drag and drop).

Plugin Preferences:



Enter up to 3 preference codes, or choose your plugin preference from any of the ordered jobs.

First	Second	Third
 7	 117	

Once you drop the image where you would like it to be, the Plugin Preference sequence will be updated.



Plugin Preferences:

Enter up to 3 preference codes, or choose your plugin preference from any of the ordered jobs.

First	Second	Third
 117	 7	

Step 5 – Verify your changes in the Plugin status windows.

Your selected Plugin Preferences are:

-  117 SHIP DRIVERS - SQUAMISH #1
-  7 DRIVING - WAREHOUSE


Step 6 – Once you are satisfied with your pending changes press the “submit Plugin” button at the bottom of the Plugin Status window to save.

Last Change: **Confirming changes**

Conf. No.:

Step 7 – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.

Last **Sun. Nov 07, 2004**
Change: **16:03:52 - mybcmea.com**
Conf. No.: **#00001430**

 [Print Receipt](#)

[submit plugin](#)

How to Add or Remove Plugin Preferences from the Pick List

Step 1 -In addition to adding and removing preferences by code, the Plugin preference pick list offered at the bottom right-hand side of the screen can be used to modify Plugin Preferences. Simply click on "Don't see a job you want - use the pick list" to view the available codes.

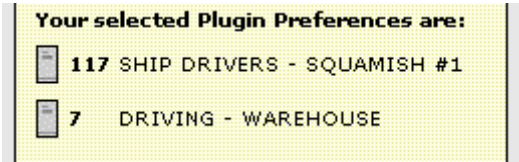


Once you have clicked on the tab, the preference pick list will appear just below the link. The complete list of available preferences will be shown.

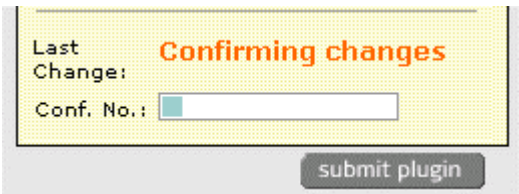
Step 2 - Scroll to find the preference(s) you wish to select and click on "add pref" button to add up to 3 Plugin preference choices, in the order you add them.

	Code	Description
<input type="button" value="add pref"/>	5	JANITOR - WAREHOUSE
<input type="button" value="add pref"/>	6	LABOUR - WAREHOUSE
<input type="button" value="del pref"/>	7	DRIVING - WAREHOUSE
<input type="button" value="add pref"/>	8	CHECKER - WAREHOUSE
<input type="button" value="add pref"/>	100	FIRSTAID/STORES
<input type="button" value="add pref"/>	101	ELECTRICIAN - WAREHOUSE
<input type="button" value="add pref"/>	102	CARPENTER - WAREHOUSE
<input type="button" value="add pref"/>	103	WELDER - WAREHOUSE

Step 3 – Verify your changes in the Plugin status windows.




Step 4 – Once you are satisfied with your pending changes press the "submit Plugin" button at the bottom of the Plugin Status window to save.



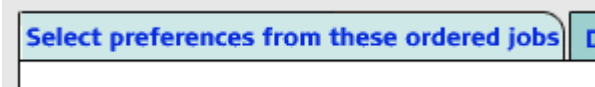
Step 5 – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.

Last	Sun. Nov 07, 2004
Change:	16:03:52 - mybcmea.com
Conf. No.:	#00001430

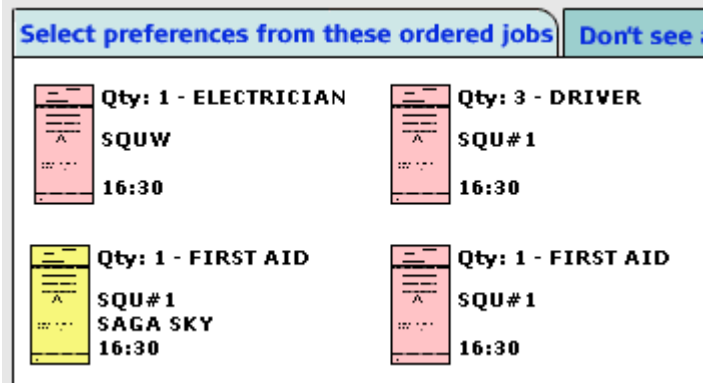
 [Print Receipt](#)

How to Add or Remove Plugin Preference from Ordered Jobs

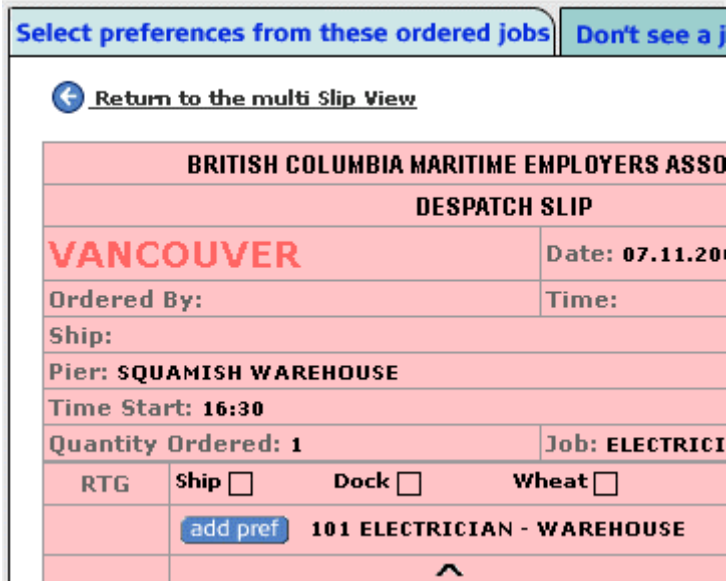
Step 1 - In addition to adding and removing Plugin preferences by code or by pick list, you may also add or remove them by ordered jobs. Click on "Select preferences from these ordered jobs".



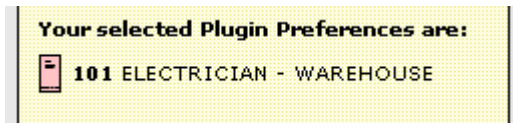
Step 2 - Click on a job that you would like to see preferences for.



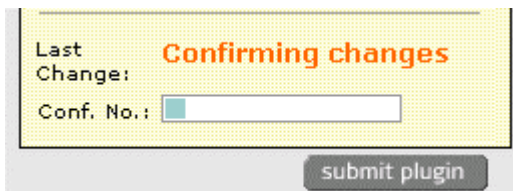
Step 3 - You can click on "add pref" to add up to 3 Plugin preference choices, in the order you add them. If you wish to remove a preference, the button changes to "del pref", which you can click on to remove it.



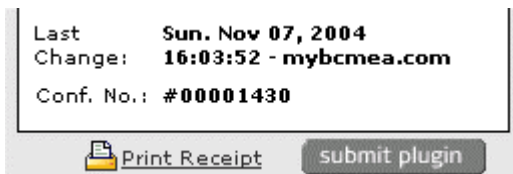
Step 4 – Verify your changes in the Plugin status windows.



Step 5 – Once you are satisfied with your pending changes press the “submit Plugin” button at the bottom of the Plugin Status window to save.



Step 6 – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.




How do I Accept My Despatched Job

Step 1 - In order to confirm the acceptance of your despatched job, you will need to go to the "Current Despatch" page accessible under the "Despatch Information" tab in the top menu bar.



Once you have clicked on the "Despatch Information" tab, the "Current Despatch" page will be shown. Please note this page is the first page that is shown when you log into the mybcmea.com web site.

Step 2 - Read the entire contents of the job that you have been despatched to including the warnings. You may click on the slip icon to see the actual slip plus all other employees despatched to it.

You are despatched to: [View Slip](#) 

Order Date: **10.11.2004**


Shift: **NIGHT (16:30)**


Location: **SQUAMISH WAREHOUSE**

Vessel:


Job: **DRIVER**

Warnings: **TRANS LEAVES HALL AT 15:00**

Order Pickup Status:  **Order acceptance has not been confirmed.**



Step 3 - If you decide that you would like to accept this job, press the "submit order pickup" button.

 **I accept this despatched job position.** [submit order pickup](#)

If you change your mind and would like to refuse a job that has been previously accepted, you will need to contact the Despatch Hall directly to let them know.

Step 4 - When your changes are saved the Order pickup Status window will be updated with the date and time it was saved and the confirmation number. Click the "print receipt" link to print your Order pickup receipt.

Order Pickup:

You have confirmed acceptance of this order. **To refuse this order please contact the Despatch Office.** The current despatch information is real time.

Confirmation number: **1026**

Last change: **Wed. Nov 10, 2004 13:18:13**

 [Print Receipt](#)

Frequently Asked Questions

I Plugged in. How come the board does not reflect it right away?

Sometimes the board view may take several minutes to refresh, please be patient as the system refreshes the data. Always review your plugin receipt to ensure that your changes have been made.

Can I Plugin for a Toggle without plugging in for shifts?

Yes. Lines, Vancouver Availability, and 28 Day Replacements do not require you to Plugin for any shift. Please review the "How to change Plugin Toggles" section for further detailed explanation.

Why are the Plugin Toggles not offered for certain shifts?

Select any shift that is within the expiry period of the toggle you wish to change. Please review the "How to change Plugin Toggles" section for further detailed explanation.

Where can I view and/or accept my despatched positions?

mybcmea.com allows employees on the telephone boards to confirm the acceptance of their despatched job in the "Current Despatch" section under "Despatch Information". Please review the "How do I Accept My Despatched Job" section for further detailed explanation.

Do I need to print my receipts?

Yes, we recommend that you print and keep your receipts. These become an **official record** of your plugin.
