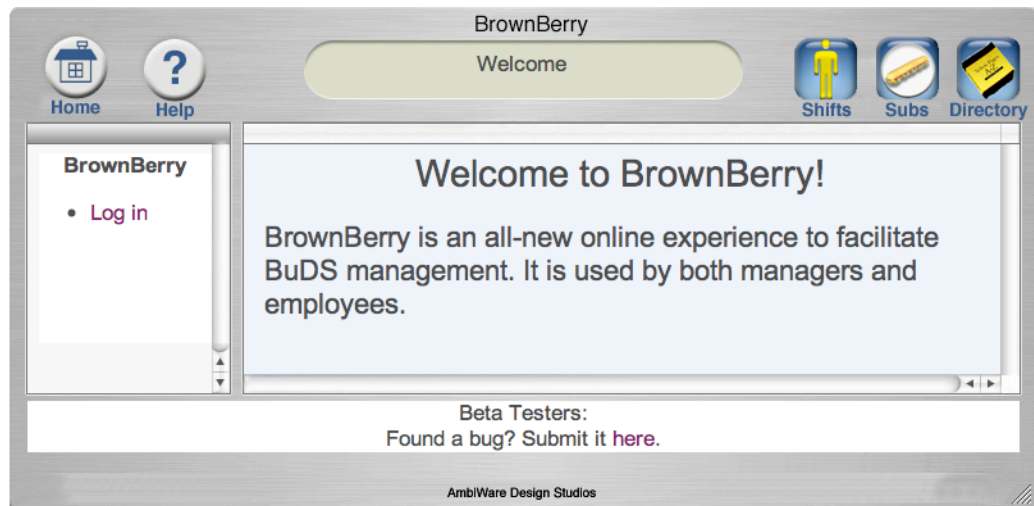




# BrownBerry Tutorial



## Meet BrownBerry.

### So what exactly is BrownBerry?

BrownBerry is a new web-based application designed specifically for BuDS employees. Its main purpose is to serve as an easy-to-use tool which manages the various details of your BuDS employment.

With BrownBerry you can:

- Check the times/days of your shifts
- Get unit updates posted by your UM
- Post & View Sub Requests
- View open shifts

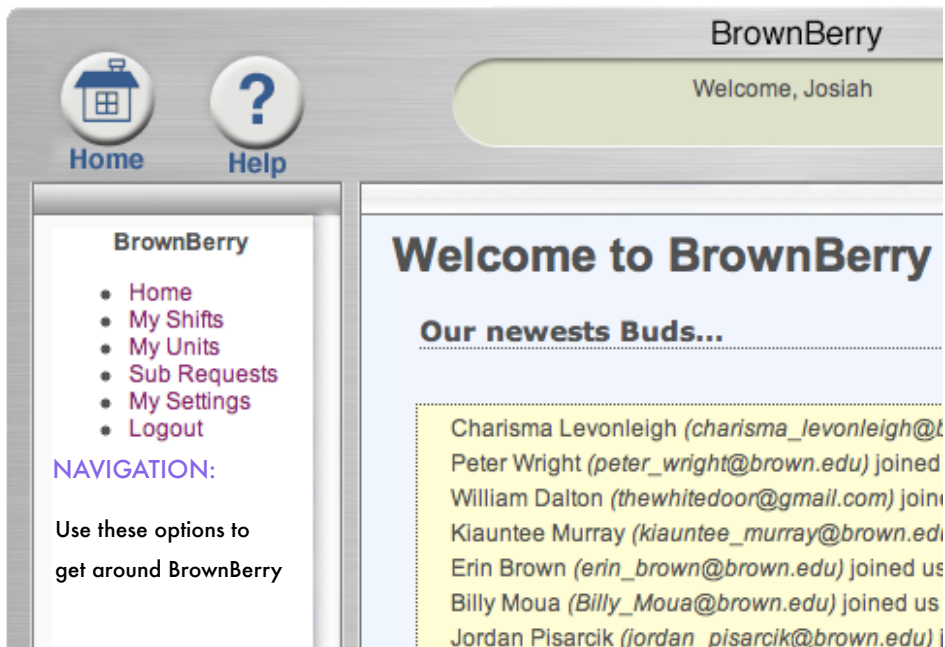
### How do I get signed up?

To start using BrownBerry, you first need to be a hired BuDS employee. If you haven't completed the hiring process yet, you can do so by stopping by the SMO. After that an account will be created for you using your email

address (usually your Brown email) and a password (the default password is your last name and the first letter of your first name, all lowercase). If you are having trouble logging in, click the "Forgot Password" link on the login page and a new password will be created for you.

### system requirements:

- an Internet connection
  - a Web Browser
- Recommended:  
Mac Users: Safari 2.0  
PC Users: Firefox 1.5



## Viewing Open Shifts

By clicking on the “My Shifts” link on the left (or the “Shifts” button at the top-right of the screen) you can then choose to “View Open Shifts.” This will produce a list of all the shifts currently available. You can use the “Next” and “Previous” links to move back and forth between pages. If you click on the shift time for any of the shifts, you will be brought to a more detailed description of the shift. This will also allow you to see who else is currently on the shift.

## Making Sub Requests

To make a sub request, click on “Sub Requests” in the left navigation window. You will be brought to a screen where you can choose to view sub requests for one of your units, or make a sub request of your own.

By clicking “Request a Sub,” you’ll be brought to a screen where you can select for which of your shifts you need a sub. You can specify the date, and an optional reason for why you need the sub. All the data is stored in the database and will be visible immediately to other BrownBerry users. BrownBerry will also notify your supervisor about your planned absence, and will also notify you when someone has decided to sub your shift.

## Searching for Employees

By clicking the “Directory” button at the top-right of the screen, you’ll be brought to a page where you can look up other BuDS employees. You can retrieve basic info such as telephone numbers and email addresses.

## Getting Additional Help

BrownBerry features an online help repository for getting help on various BrownBerry and BuDS-related topics. Similar to Wikipedia, all entries in the help repository are editable by any BrownBerry user. This means that you and others can add to the help repository and add to the knowledge base for everyone’s benefit. You can get there by clicking on the “Help” button at the top right of the screen. If you find you need info on a topic that’s not listed in the help documents, you can either choose to “Submit a Question” and have an administrator answer it, or you can click “Add an Article” and publish your own help article.

## Berry easy.

### Get to know BrownBerry’s basic sections:

#### 1. Home

This is where it all begins—see your shifts at a glance, find out who’s new to BuDS, and get important BuDS-related updates.

#### 2. My Shifts

View a detailed list of all of your shifts. You can click on individual shifts to find out more details (supervisors, other people on the shift, etc). You can also view an up-to-date list of open shifts.

#### 3. My Units

Get important unit updates from your Unit Manager.

#### 4. Sub Requests

Make a sub request with the click of a button! BrownBerry handles all the necessary details for you: notifies your supervisors and sends emails to all parties involved. You can also view other sub requests in your unit(s) and sub for fellow employees.

#### 5. My Settings

Here you can change your password and update personal information. Any updates made here are automatically propagated throughout the rest of the system.

## It’s good, but it ain’t perfect...

BrownBerry is still very new. We’re doing our best at getting the kinks out, but there are still some bugs here and there. If you encounter any problems, feel free to submit a Bug Report by clicking on the link at the bottom of each page.