

# Nucula

## Nucula User Guide to Work Records

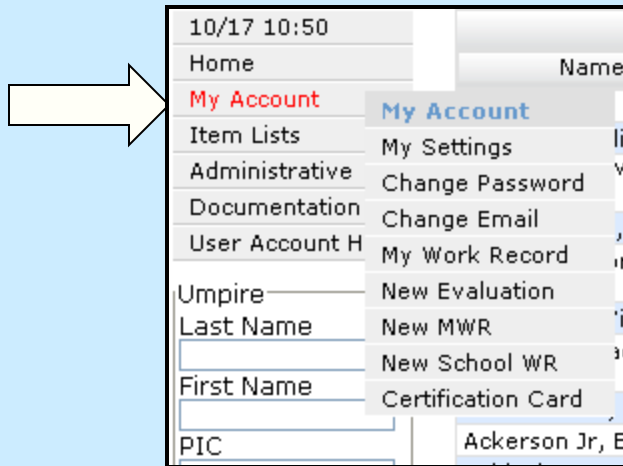
Revised October 2011

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# How to View Your Work Records

Once logged in to Nucula you will be able to navigate through most of the areas via the buttons on the left hand side. Scrolling over these buttons will show you all the areas under each category. You can get to each of these areas by clicking these sub-categories.



Here you see all the areas under the “My Account” category. This appears once you mouse over where the blue arrow is pointing

# How to View Your Work Records

In this category you will have the option to go to the following pages:

My Settings -where you can view and edit your personal information, evaluations, Certifications, incident reports, and work records

Change Password- Where you can set a new one.

Change Email - Where you can set a new address

My Work Record – Where you can view all details of you work records

New Evaluation – A quick way to start a new evaluation if you are a Trainer/Evaluator.

New MWR – This stands for new manual work record. Here you can add to your work history.

New School WR – This stands for new school work record. Here you can add any school or clinics you attended and want to record.

Certification Card – You can display a virtual certification card that you can print and show others.

# How to View Your Work Records

The tab farthest to the right will allow you to view your work record summary. This is NOT your full work record but will be basics data of the work records you have on file.



The screenshot shows a user profile page for Julio Echavarria. On the left is a navigation menu with options: 10/13 09:05, Home, My Account, Item Lists, Administrative, Documentation, User Account Help, and Logout. At the top of the profile area are tabs: Address, Personal, Certs., Avail., Evals., Incidents, and Work Record. A yellow arrow points to the 'Work Record' tab. Below the tabs, the user's name 'Julio Echavarria' is displayed. A table lists personal information: First Name (Julio), Last Name (Echavarria), Section (None), Email (echavarria@usta.com), Phone (Cell, Home, Business), Address (n/a, n/a, n/a, USA), and User ID (104). At the bottom are buttons for 'Edit Personal Data', 'Edit Roles', 'Change Email', and 'Change Password'. The text 'Revised October 2011' is centered at the bottom of the page.

10/13 09:05
Home
My Account
Item Lists
Administrative
Documentation
User Account Help
Logout

Address Personal Certs. Avail. Evals. Incidents **Work Record**

Julio Echavarria

First Name	Julio
Last Name	Echavarria
Section	None
Email	echavarria@usta.com
Phone	(Cell) (Home) (Business)
Address	n/a n/a, n/a n/a USA
User ID	104

Edit Personal Data Edit Roles Change Email Change Password

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# How to View Your Work Records

You will have the ability to view your more detailed work record by clicking on “Full Work Record” located right below the summary.



The screenshot shows a user profile for Julio Echavarria. At the top, there are several tabs: Address, Personal, Certs., Avail., Evals., Incidents, and Work Record (which is highlighted in red). Below the tabs, the name Julio Echavarria is displayed. Underneath the name is a table with three columns: Date, Event, and Type. The table contains two rows of data. Below the table, there is a button labeled 'Full Work Record' with a yellow arrow pointing to it. At the bottom of the page, it says 'Revised October 2011'.

Date	Event	Type
2009-11-19	Test	N/A
2009-12-01	Referee-Idaho Challenge	Chair

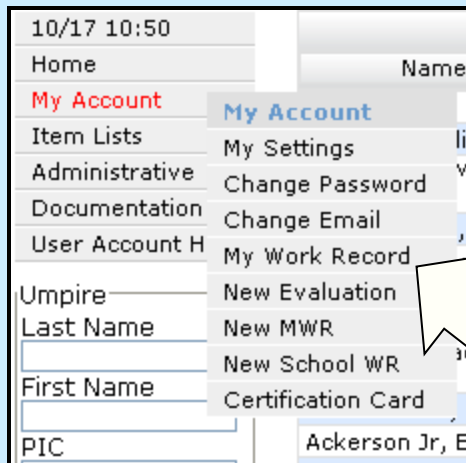
Full Work Record

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# How to View Your Work Records

When Clicked you will be able to see the list of work records under your account.

WORK RECORD FOR JULIO ECHAVARRIA											
Date	Man	Event	Event Type	Prize	Assgt. Type	Chief/Ref/Instr	LDays/Score	FR-L/P/F	Rove	Chairs	FR-C
2009-11-19	Y	Test	Prof.	\$50000	Prof.	John Doe	0	None	0	0	None
2009-12-01	Y	Referee-Idaho Challenge	Sect.	\$0K	Sect.	myself	0	None	0	10	F



This view is also accessible by clicking “My Account” and then “My Work Record” from the main menu.

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# Types of Work Records

There are 2 types of work records:

## Manual Work Record (MWR) Items

For non-Nucula-enabled events, the umpire will create a corresponding *manual work record item* (MWR). To enter an MWR, select the New MWR item from the My Account menu and enter the work record information in the form. These appear as a “Y” under the “Man” column.

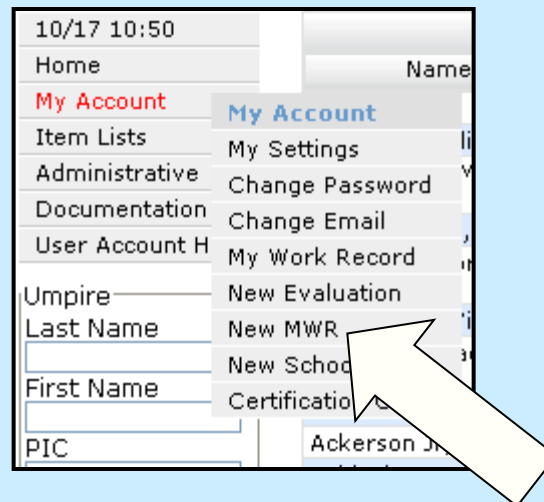
## Nucula Event Work Record Items

For Nucula-enabled events, the work records will be entered by the chief umpire (tournaments) or instructor (schools). This is done using the [Event Work Record Editor](#) accessed from the [Main Event Page](#) for the corresponding event. These appear as a “N” under the “Man” Column.

WORK RECORD FOR JULIO ECHAVARRIA									
Date	Man	Event	Event Type	Prize	Assgt. Type	Chief/Ref/Instr	LDays/Score	FR-L/P/F	
2009-10-16	Y	My Event	Other	\$10K	Other	Chief	0	None	
2009-10-19	N	test school	School	\$0K	School	Alan Steinhauser	90	Pass	
2009-11-23	Y	referee-Ohio Zone	Prof.	\$0K	Prof.	Myself	0	None	
2009-12-15	Y	Chief-Idaho Challenger	Prof.	\$0K	Prof.	Julio Echavarria	0	None	

# How to Create a Work Record

Manual work records are easy to create. The first step to to access the New Manual Work record form. You can do this by clicking “New MWR” in the “My Account” menu.



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# How to Create a Work Record

Manual Work Records (MWR's) are recorded in a similar fashion to how you would record it on the Data Cards.

The screenshot shows a web form for creating a Manual Work Record (MWR). The form is titled 'DATE (YYYY-MM-DD) †' and contains the following fields and options:

- DATE (YYYY-MM-DD) †**: Text input field containing '2011-10-17'.
- EVENT NAME †**: Text input field.
- CHIEF/REFEREE/INSTRUCTOR †**: Text input field.
- SCHOOL TYPE**: Dropdown menu with 'None' selected.
- TEST SCORE †**: Text input field containing '0'.
- PASS/FAIL**: Radio button options for 'PASS', 'FAIL', and 'N/A'. 'N/A' is selected.
- TYPE**: Dropdown menu with 'Prof.' selected.
- PRIZE AMOUNT †**: Text input field containing '0'.
- POSITION**: Dropdown menu with 'N/A' selected.
- LINE DAYS †**: Text input field containing '0'.
- ROVER DAYS †**: Text input field containing '0'.
- FURTHEST ROUND LINE**: Dropdown menu with 'None' selected.
- CHAIR COUNT †**: Text input field containing '0'.
- FURTHEST ROUND CHAIR**: Dropdown menu with 'None' selected.
- COMMENTS**: Large text area for entering notes.
- Buttons**: 'Add Work Record' and 'Cancel Add' at the bottom.

When you choose “New MWR” you will open up a new form that allows you to input the information. There is even a comment box for you to add relevant notes. The Chief Umpire will not need to sign since we are doing this online. Like in the past, the person who will review your record for certification purposes has the option to contact the Chief Umpire you listed in the record.

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# How to Create a Work Record

The screenshot shows a web form for creating a work record. The form contains the following fields and controls:

- DATE (YYYY-MM-DD) †**: Text input field containing "2011-10-17".
- EVENT NAME †**: Text input field.
- CHIEF/REFEREE/INSTRUCTOR †**: Text input field.
- SCHOOL TYPE**: Dropdown menu with "None" selected.
- TEST SCORE †**: Text input field containing "0".
- PASS/FAIL**: Radio buttons for "PASS", "FAIL", and "N/A". "N/A" is selected.
- TYPE**: Dropdown menu with "Prof." selected.
- PRIZE AMOUNT †**: Text input field containing "0".
- POSITION**: Dropdown menu with "N/A" selected.
- LINE DAYS †**: Text input field containing "0".
- ROWER DAYS †**: Text input field containing "0".
- FURTHEST ROUND LINE**: Dropdown menu with "None" selected.
- CHAIR COUNT †**: Text input field containing "0".
- FURTHEST ROUND CHAIR**: Dropdown menu with "None" selected.
- COMMENTS**: Text area.
- Buttons**: "Add Work Record" and "Cancel Add".

Red arrows point from the text on the right to the following fields in the form: DATE, EVENT NAME, CHIEF/REFEREE/INSTRUCTOR, TYPE, PRIZE AMOUNT, and POSITION.

You will be asked to input:

DATE: the start date of the event

EVENT NAME: The name of the event

CHIEF/REFEREE/INSTRUCTOR:  
The name of the official holding that position at the event

TYPE: event designation Professional, ITA, Sectional etc.

PRIZE AMOUNT: The prize money level of the professional event. Please use integers only

# How to Create a Work Record

The screenshot shows a web form with the following fields and values:

- DATE (YYYY-MM-DD) †: 2011-10-17
- EVENT NAME †: [Empty]
- CHIEF/REFEREE/INSTRUCTOR †: [Empty]
- SCHOOL TYPE: None
- TEST SCORE †: 0
- PASS/FAIL:  PASS  FAIL  N/A
- TYPE: Prof.
- PRIZE AMOUNT †: 0
- POSITION: N/A
- LINE DAYS †: 0
- ROVER DAYS †: 0
- FURTHEST ROUND LINE: None
- CHAIR COUNT †: 0
- FURTHEST ROUND CHAIR: None
- COMMENTS: [Empty text area]

At the bottom of the form are two buttons: "Add Work Record" and "Cancel Add".

Red arrows point from the text on the right to the following fields in the form: POSITION, LINE DAYS, ROVER DAYS, FURTHEST ROUND LINE, CHAIR COUNT, and FURTHEST ROUND CHAIR.

**POSITION:** Your primary duty at the event (Chair, Line, Referee/Supervisor, Deputy Referee, Chief Umpire, and Roving Official)

**LINE DAYS:** Days you worked as a line umpire

**ROVER DAYS:** Days you worked as a Roving Official

**FURTHEST ROUND LINE:** The furthest round you worked as a line umpire at the event

**CHAIR COUNT:** How many total matches you worked as a Chair Umpire

**FURTHEST ROUND CHAIR:** The furthest round you worked as a Chair Umpire at the event

# How to Create a Work Record

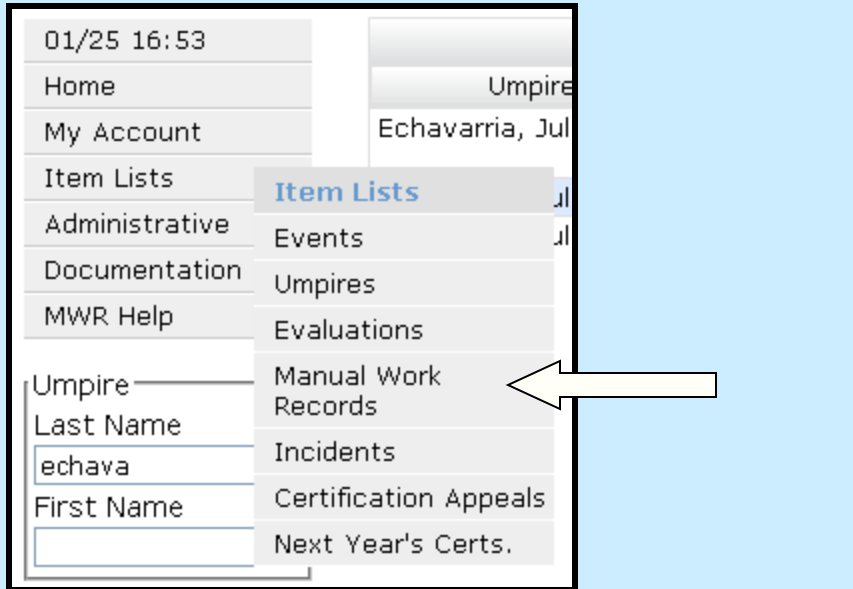
DATE (YYYY-MM-DD) †	<input type="text" value="2011-10-17"/>	
EVENT NAME †	<input type="text"/>	
CHIEF/REFEREE/INSTRUCTOR †	<input type="text"/>	
SCHOOL TYPE	<input type="text" value="None"/>	
TEST SCORE †	<input type="text" value="0"/>	
PASS/FAIL	<input type="radio"/> PASS <input type="radio"/> FAIL <input checked="" type="radio"/> N/A	
TYPE	<input type="text" value="Prof."/>	
PRIZE AMOUNT †	<input type="text" value="0"/>	
POSITION	<input type="text" value="N/A"/>	
LINE DAYS †	<input type="text" value="0"/>	
ROVER DAYS †	<input type="text" value="0"/>	
FURTHEST ROUND LINE	<input type="text" value="None"/>	
CHAIR COUNT †	<input type="text" value="0"/>	
FURTHEST ROUND CHAIR	<input type="text" value="None"/>	
COMMENTS	<input type="text"/>	
<input type="button" value="Add Work Record"/> <input type="button" value="Cancel Add"/>		

TEST SCORE: For schools only. The test score for the session you attended.

PASS/FAIL: For schools only. if the score you input represents a passing of failing grade

COMMENTS: Any relevant notes you would like to mention. These should be brief. They will not be visible unless accessed by a Chairperson or administrator looking up the this specific work record.

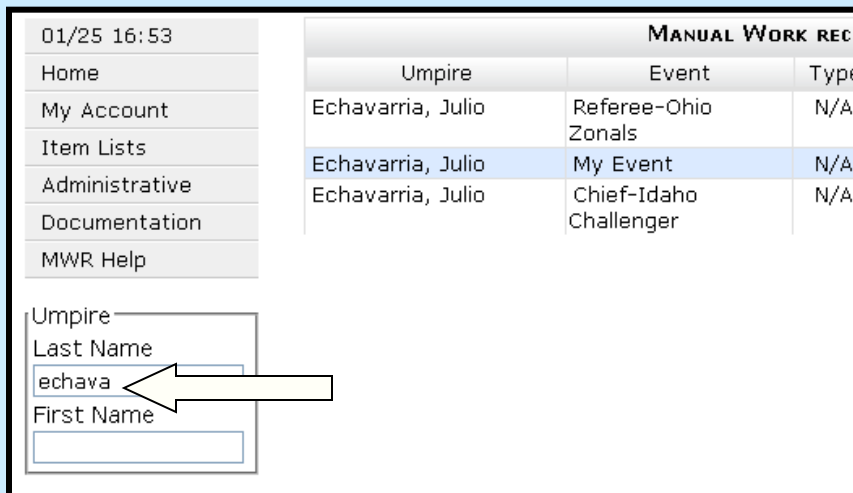
# How to Edit a Work Record



A screenshot of a web application interface. On the left is a vertical navigation menu with items: Home, My Account, Item Lists, Administrative, Documentation, MWR Help, and a search section for 'Umpire' with fields for 'Last Name' (containing 'echava') and 'First Name'. On the right is a dropdown menu under 'Item Lists' with options: Item Lists, Events, Umpires, Evaluations, Manual Work Records (highlighted with a white arrow), Incidents, Certification Appeals, and Next Year's Certs.

For the purpose of editing work record you can click “Manual Work Records” under the ”Item List” menu.

This will bring up a searchable list where you can enter your name to bring up your records. You can also search for work records during a certain date range.



A screenshot of the 'MANUAL WORK RECORDS' page. The left navigation menu is the same as in the previous image. The main content area shows a table with columns: Umpire, Event, and Type. The table contains three rows of data. Below the table is a search section with 'Last Name' and 'First Name' fields. The 'Last Name' field contains 'echava' and is highlighted with a white arrow.

Umpire	Event	Type
Echavarria, Julio	Referee-Ohio Zonals	N/A
Echavarria, Julio	My Event	N/A
Echavarria, Julio	Chief-Idaho Challenger	N/A

# How to Edit a Work Record

Clicking on a certain record will allow you to view the details on the right side of the screen. Here all the details of your record are shown. You will also be given the ability to edit your record via a button below the display of details.

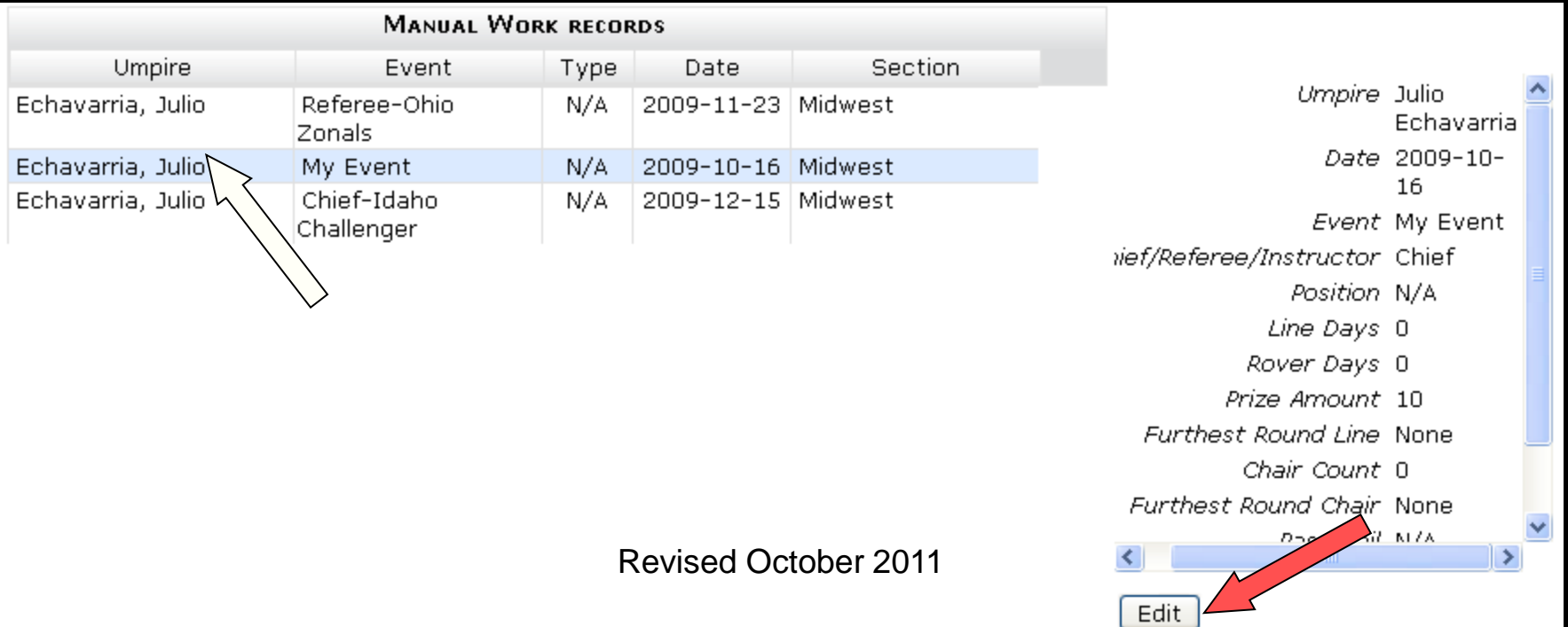
MANUAL WORK RECORDS				
Umpire	Event	Type	Date	Section
Echavarria, Julio	Referee-Ohio Zonals	N/A	2009-11-23	Midwest
Echavarria, Julio	My Event	N/A	2009-10-16	Midwest
Echavarria, Julio	Chief-Idaho Challenger	N/A	2009-12-15	Midwest

Umpire	Julio Echavarria
Date	2009-10-16
Event	My Event
Chief/Referee/Instructor	Chief
Position	N/A
Line Days	0
Rover Days	0
Prize Amount	10
Furthest Round Line	None
Chair Count	0
Furthest Round Chair	None
Days Off	N/A

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Edit



# How to Edit a Work Record

Once pressed a form will appear and you will be able to make the changes you need to make and then save those changes.

**MANUAL WORK RECORDS**

**Edit Manual Work Record:**

Manual Work Record

Umpire Julio Echavarria

Date (YYYY-MM-DD) 2009-10-16

Event Name My Event

Type  Prof.  Natl.  Sect.  ITA  Other  School

Chief/Referee/Instructor Chief

Prize Amount 10

Position  Chair  Line  N/A

Line Days 0

Rover Days 0

Furthest Round Line None

Save Cancel

Umpire Julio Echavarria  
Date 2009-10-16  
Event My Event  
/Instructor Chief  
Position N/A  
Line Days 0  
Rover Days 0  
Prize Amount 10  
Round Line None  
Chair Count 0  
Round Chair None  
Rover/Evil N/A

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# Listed Event Work Record

You will notice that records that are not considered Manual Work Records will not be able to be accessed by the method we just described. If you have a record you believe is incorrect and in need of editing, please contact the Chief of Umpires for that event or if not available, the National Office at officiating@usta.com .

WORK RECORD FOR JULIO ECHAVARRIA								
Date	Man	Event	Event Type	Prize	Assgt. Type	Chief/Ref/Instr	LDays/Score	FR-L/P/F
2009-10-16	Y	My Event	Other	\$10K	Other	Chief	0	None
2009-10-19	N	test school	School	\$0K	School	Alan Steinhauser	90	Pass
2009-11-23	Y	Referee-Ohio Tournaments	Prof.	\$0K	Prof.	Myself	0	None
2009-12-15	Y	Champion-Idaho Challenger	Prof.	\$0K	Prof.	Julio Echavarria	0	None