



Employee Guide

Daily tools: duty, Dispatch, reports, documents, training and the logistician.

Version OPERIA 5.0.223	Manager 1.1.152	Audience Employees / Members
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This guide matches the current modern panels. Historical Gaétan/LSFD paths are not part of new OPERIA installations.

1. Your daily workspace

Employee Space groups daily actions. Permanent panels stay in place; detailed views open privately and close without destroying the source panel.

- Time clock / status.
 - My Unit and Dispatch.
 - Reports, documents, uniforms, leave and training.
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2. My Unit and Dispatch

My Unit shows your active unit, status and current call. Operational statuses remain quick: available, en route, arrived, return and end of incident.

- EMS does not show irrelevant fire steps.
 - Fire keeps enabled fire/first-responder functions.
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3. Incident reports

An EMS field report follows a clean medical flow. Authorized roles (physician, psychologist, etc.) can also open a manual Internal / in-hospital clinical report without inventing a Dispatch call.

AI may improve final wording, but structured facts remain authoritative. If AI is unavailable, the deterministic report still works.

4. Documents and references

The Documents button gives access to OPERIA guides and real service documents according to your permissions: protocols, radio codes, rates and other approved references.

- The full PDF remains available.
 - Long references can be viewed page by page.
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5. Training and probation

Skills are tracked in your Training record. When a probation-final exam is scheduled, the evaluator and date are attached to your record. The exam uses the service's validated official question bank.

6. Leave, availability and record

Features enabled by your service appear in the intended surfaces. Leave or availability updates your record without requiring a separate private-message workflow.

7. Talk to the logistician

The logistician can answer using service context and operational memory. It must not reveal channels you cannot access. Autonomous Discord creation actions are reserved for Command/administration.

8. Navigation

Navigation is uniform: Home → My Service when available; Back → previous surface; Close → closes the private view; arrows → pagination; Refresh only when data can genuinely change.
