

**The BlueBook**

**Employee Data Collection System**

**Administrative Guide**

**Government Information Center  
Enterprise Technology Service Department  
Office of Emergency Management  
Employee Relations Department**

**Miami-Dade County**

**April 2008**

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## **I. Introduction to the BlueBook**

The purpose of this administrative guide is to: 1) provide an overview of the County BlueBook directory, 2) identify responsibilities and workflows associated with maintaining its content, and 3) provide step-by-step procedures for maintaining BlueBook content. In addition, the guide will serve as a starting point for the ongoing development of the BlueBook system and related processes.

The BlueBook is an online directory of Miami-Dade County employee contact information, e.g., office locations and office phone numbers. It is used by County employees to locate County staff and 311 Answer Center to respond to public inquiries. In addition, the BlueBook database is used by the Office of Emergency Management (OEM) to support the Disaster Assistance Employee (DAE) program. The database contains Office of Emergency Management (OEM) Information, e.g. employee personal contact information, employee special skills, interests and experience, which OEM uses to make DAE assignments during emergency activations. The OEM-related information is only accessible to County employees with authorized access to this section.

The Government Information Center (GIC) is responsible for the overall administration of the BlueBook. However, the Employee Relations Department (ERD) and County departments have an essential role in its content management. For example, ERD initiates the action of adding employees to the database as well as changes in employee status through the Personnel Change Document (PCD) system. Department Personnel Representatives (DPRs) assign department emergency responsibilities for their respective department, e.g., employee Department Essential (DE) or Emergency Operations Center (EOC).

It is essential that the information contained in the BlueBook database be accurate. Employees are required to update their contact information as needed by going online at <http://intra.miamidade.gov/bluebook>. A comprehensive annual audit is performed by ERD to ensure that the information is accurate. The workflow and procedures for managing the content of the BlueBook are included in this administrative guide.

## **II. Overview of the BlueBook**

Prior to the BlueBook, the County employee contact information resided in many different databases, each with its own security system, making access to information often cumbersome or slow. In 2003, the County embarked on the development of the online directory of Miami-Dade County employee contact information including office locations and office phone numbers for more than 30,000 employees. Launched in 2004, the BlueBook centralized employee data, made the management of employee contact information more efficient, and facilitated access and enhanced usage of this important employee information.

The significance of the BlueBook and its accuracy cannot be emphasized enough. This database is the County's key resource to contact employees during disasters and emergencies. To maintain its timeliness, the BlueBook database requires continuous updating. ERD processes thousands of employee status changes each year which generate BlueBook updates. County employees' home telephone numbers and addresses change as well. Clearly, it is important that a workflow process is in place to manage these data changes.

### **III. Responsibilities, Timeline and Workflow**

The overall administration of the BlueBook is the responsibility of the Government Information Center. However, responsibilities for managing various aspects of the BlueBook involve various departments and units within GIC. To ensure that the BlueBook is as effective as possible, GIC will conduct an annual review of the existing application by October 1.

The following is an outline of BlueBook functional areas of responsibility and workflow.

#### **a. Employee Account Creation and Position Status Change**

The role and responsibility for employee account creation and employee position status change is tasked to ERD. The employee account is created in the BlueBook by the MDC Payroll System. Employee status changes, e.g., a change in classification or reporting, are updated through the Personnel Change Document (PCD) process.

#### **b. Ongoing Maintenance of Employee Personal Information**

Employee information should be current at all times, because a disaster or an emergency may arrive without warning. By February 1 of each fiscal year, County employees should verify that their personal information is current and updated. Should their home address change, they are required to contact their department DPR. This will generate a PCD which will populate the BlueBook. Other types of personal information can be updated by the employee online, including:

- Change of telephone number
- New emergency contact information
- Training in skill sets that are desired by OEM

#### **c. Annual ERD Audit**

By March 1<sup>st</sup> of each year, ERD completes an audit of BlueBook information. ERD assigns DPRs and DPLs at County departments the task of reviewing the accuracy and completeness of their respective department employee information. DPRs and/or DPLs review three BlueBook areas:

- Employee profiles and emergency contact information,
- BlueBook registration of all new hires, and
- Designation of employees as either Department or EOC essential.

#### **d. Annual Geocoding of EOC Essential Employees**

By April 1<sup>st</sup> of each year, ETSD and OEM will geocode all EOC essential employees.

#### **e. Pre-assignment and Notification of EOC Essential Employees**

OEM will pre-assign and notify EOC essential employees by May 31 of each year.

#### **f. Departmental Personnel Representatives (DPR) Technical Support**

311 Answer Center staff provides technical support to DPRs and DPLs including providing access to the BlueBook (resetting passwords) and training on how to run system reports. Going forward, due to security issues, this support should reside with ERD.

#### **g. BlueBook Application Support and Maintenance**

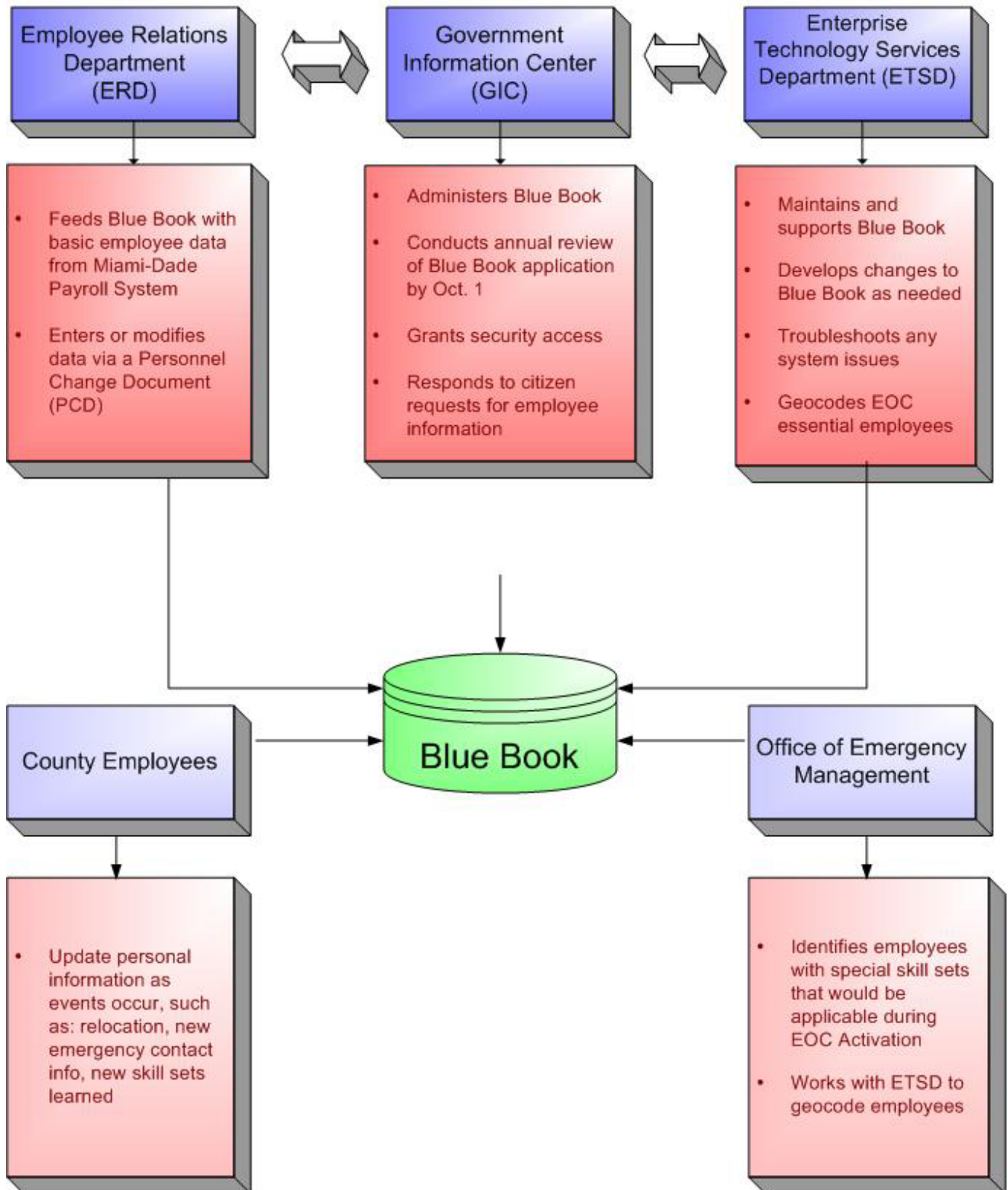
ETSD is responsible for providing BlueBook applications support and maintenance including troubleshooting any system issues.

## BlueBook Annual Timeline of Workflow

Assignee	Responsibility	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
311 Answer Center	Technical Support for DPRs/DPLs												
ETSD	Support and Maintenance												
ERD	Employee Account Maintenance and Position Status Change												
GIC	Annual Review	1											
MDC Employees	Maintenance of Personal Information					1							
ERD	Annual Audit						1						
ETSD & OEM	Geocode EOC Essential Employees							1					
OEM	Pre-assign and Notify EOC Essential Employees								31				

# Blue Book Workflow

## Online Directory of Miami-Dade County Employees



**IV. Administrative/Content Management Procedures**

**a. What Data Is Needed and Who Supplies It?**

Personal, work, OEM (Office of Emergency Management) and emergency contact information are requested and are defined as follows:

- **Personal Information** – This is the employee’s home information and personal contact points. Basic employee data (name, address, occupational title) comes from Miami-Dade Payroll and has to be updated by ERD, via the Personnel Change Document (PCD). The data supplied by this system is updated in the BlueBook every night. All other data is provided by the employee or DPR via the intranet and is instantly updated. \*Please note that should an employee need to update their address they must do so through ERD. DPRs need to ensure that new employees to the County or to their department need to access the BlueBook for profile updates.
- **Work Information** – An employee’s office or work-related data is contained in this category. Work information includes occupational title (from Payroll), work address, and work contact information.
- **OEM Information** – This category is data that is needed by the Office of Emergency Management during natural disasters or local/national emergencies. Employees must select their preferred primary and secondary disaster role/area of interest. This data also provides information about an employee’s current, skilled licensing and certification status.
- **Emergency Contact Information** – In the case of a personal emergency, the employee provides a prioritized list of person(s) for Miami-Dade County to contact.

<b>BlueBook Data Fields</b>			
<p><b><u>Personal Info</u></b></p> <ul style="list-style-type: none"> <li>• Home Address <b>(supplied by ERD)</b></li> <li>• Home Phone</li> <li>• Cellular phone (H)</li> <li>• Email (H)</li> <li>• Home Fax</li> <li>• Education (<b>dropdown menu</b>)</li> </ul>	<p><b><u>Work Info</u></b></p> <ul style="list-style-type: none"> <li>• Work Location <b>(dropdown menu)</b></li> <li>• Occupational Title <b>(supplied by ERD)</b></li> <li>• Cubicle/Suite <b>(supplied by ERD)</b></li> <li>• Floor #</li> <li>• Office Phone</li> <li>• Phone Extension</li> <li>• Cellular Phone (W)</li> <li>• Pager</li> <li>• Fax</li> <li>• Email (W)</li> </ul>	<p><b><u>OEM Info (bubble-in)</u></b></p> <ul style="list-style-type: none"> <li>• Languages</li> <li>• Skills</li> <li>• Prior Disaster Experience</li> <li>• Licenses &amp; Certifications</li> <li>• Disaster Roles &amp; Areas of Interest</li> </ul>	<p><b><u>Emergency Contact Info</u></b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Home Address</li> <li>• Phone Numbers</li> <li>• Relation (<b>dropdown menu</b>)</li> <li>• Email</li> </ul>

**b. When is Employee Data Available for Updating?**

- Employee data is available to be updated as soon as the employee has been recognized within the Payroll system. Once the employee is in the database, their information is available for searches and updating in the BlueBook. DPRs should update an employee’s information as often as a Personnel Change Document (PCD) is created.

**\* Please Note:** DPRs need to be cognizant of employees that transfer between various departments or divisions. There could be a delay of up to two months for an employee’s new information to be updated within the ERD system, which will then appear the next day within the BlueBook.

### **c. Data Security**

- To ensure that employee data can only be accessed and modified by the appropriate parties, the Government Information Center will provide a BlueBook Administrator. The BlueBook Administrator will provide access rights to the DPRs and any other essential personnel who require access to pull reports from the BlueBook.
- To protect the security of the data, only an employee and their DPR can view their personal employee data. Moreover, data can only be accessed internally via the intranet and is not available via the Internet.
- For 311 usage, Miami-Dade County employee personal data is confidential. 311 Call Specialists cannot view an employee's personal information. The Answer Center, as required and in accordance with County information disclosure policy, will provide only work information. Where there is a need for citizens to contact an individual, instead of contacting a department or service area, the work phone number of the employee will be provided.

### **d. Who is to Supply Data?**

- Beyond the information that is provided directly from ERD, the **employee** is requested to enter all information where possible. **DPRs/DPLs** are responsible for ensuring that data is entered for employees in their department having no access to the intranet.
- Employees with no access to the intranet are to fill out the attached form. Once completed, the form is to be forwarded to the DPR for data-entry into the system.

### **e. Security Access Levels – User Management**

- To ensure that data is maintained in a timely manner by all parties, there are four levels of users in the BlueBook system: Employee/My Profile, Division, Department and County
  - My Profile – (default access) is employee-only access; every County employee can manage his or her own information. Under this view an employee will be able to modify their profile, change their emergency contacts, and search for other County employees work-related contact information.
  - Division-wide Access - Employees with Division-wide access can modify the information of the employees in their division and run division reports.
  - Department-wide Access - Employees with Department-wide access can modify the information of the employees in their Department and run departmental reports.
  - County-wide Access – Employees with County-wide access can manage the information of the entire County. These users have “super-user” access. Their level of access is divided into three areas:
    1. System access: Can update information County-wide.
    2. Report access: Can produce reports County-wide.
- System search access: Users are assigned a value of true or false; a user with a value of “True” indicates that they can search employee's work, home, and emergency contact information County-wide. “False” indicates that this user can only view work information.



## f. Running Reports

- The reporting features within the Blue Book allow departments to access data regarding employees who are department and EOC essential for emergencies, and those with necessary skills that pertain to the emergency at hand. There are six different reports available:
  - **Department Update** – This report allows the user to create a list of the percentage of department employees that have updated their personal info during a certain timeframe.
  - **Department Essential/EOC Essential Employee (Disaster Assistance Employee)** – Report identifies all employees within a specific department, and defines them as **Department Essential or EOC Essential Employee**. **The reporting feature for this particular report is available in Excel version.**
  - **Emergency Contact/Emergency Contact (short version)** – Report provides all emergency contact information for County employees department-wide. Shorter version of the report is available as an option. This report can also be exported into an Excel file allowing for data sorting. **The reporting feature for this particular report is now also available in Excel version.**
  - **Blue Book Login** – Report provides a list of all employees who have not logged in to update their information during a certain time period.
  - **Employees Who Have Not Updated Their User Info** – Provides a listing of all employees who have not updated their Blue Book user information. Because this report is so frequently requested, ETSD created a link to provide this report; there's no need to logon. Just click on the link below and select a department. Everyone has access to this report.

<http://intra.miamidade.gov/bluebook/rptNoUserUpdate.asp>

## Illustrated Screen Shots



Bluebook - Your e-Directory for County Employees!

Search My Profile Emergency Contact Reports User Management Security

user: dwighte

Submit Reset

### Select a report

Department Update Report  From (mm/dd/yyyy):  To:  (Percent update in this date range)

BlueBook Login Report  From (mm/dd/yyyy):  To:  (Not logged in, in this date range)

Department/EOC Essential  Select flag: EOC - Able To Perform

Emergency Contact

Emergency Contact (short version)

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Emergency Contact Excel Version

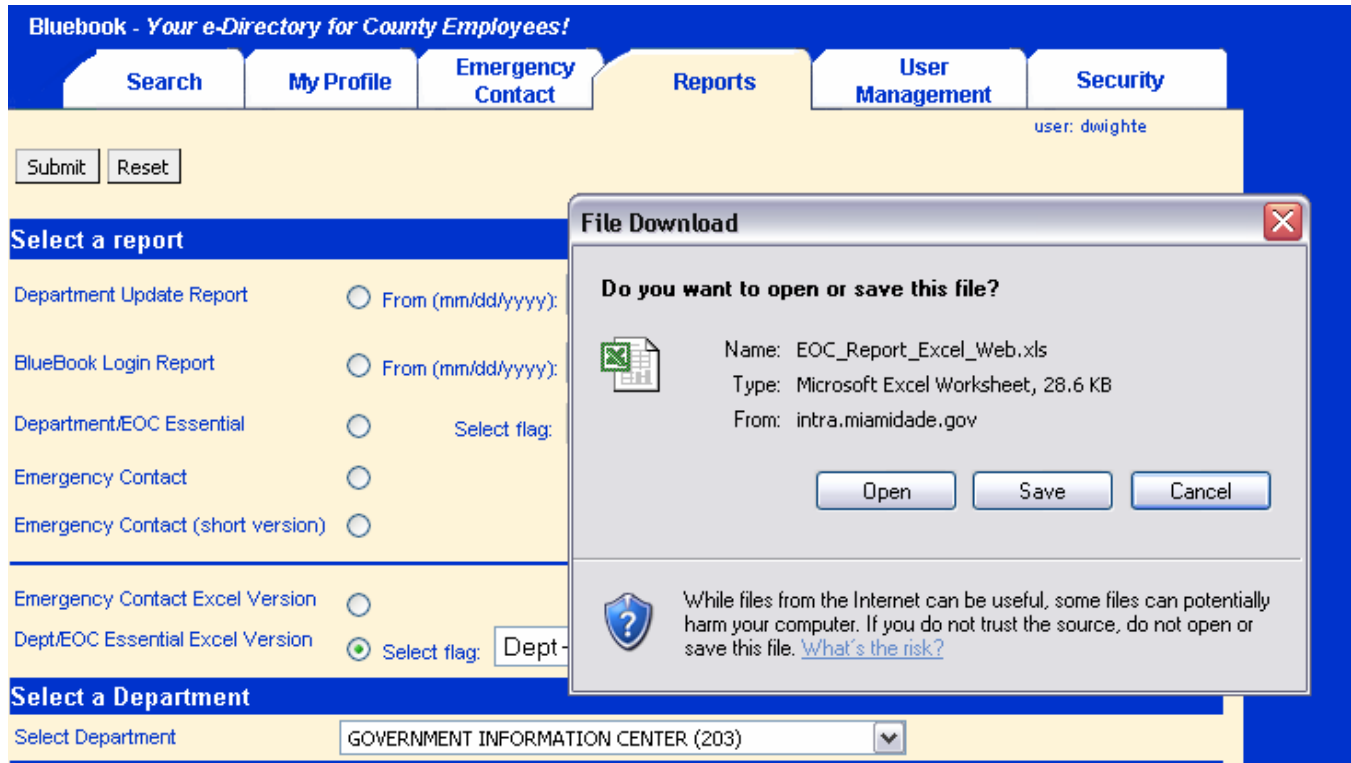
Dept/EOC Essential Excel Version  Select flag: Dept - Able To Perform

### Select a Department

Select Department

**NOTE:**

- Under the Reports tab, go to Select a report.
- This allows you to customize the report by date, bluebook login, whether Department/EOC Essential or Emergency Contact.
- This feature also provides the ability to print Emergency Contact and Dept/EOC Essential reports in an Excel version.



**NOTE:**

- Once you have selected your report queries, click the submit button in the upper left hand corner.  
The File Download box appears. It gives you the option to either open or save the report in an Excel spreadsheet.

**g. Technical Assistance**

- To provide BlueBook users with the most accessible technical assistance to resolve any issues with data input, technical help is located on the opening page; a button entitled "Login Instructions". If there are any further issues with technical problems such as logins, instructions, or reports, contact the 311 Answer Center. If it is an issue with the BlueBook system itself, direct all feedback to **ETSD Service Desk at (305) 596-HELP.**

## **V. Entering and Maintaining Employee Data – A User’s Guide**

For entry convenience, two (2) methods of entering employee data is available: **Quick Click** and **Picture Perfect**. The Quick Click Method is a fast and concise method intended for those who are more comfortable with information entry. The Picture Perfect Illustrated Method is a more comprehensive, data entry tutorial. It guides one through the process, frame by frame, and provides a visual sequence for entering the data. Screen prompts, pop-ups and messages are provided to navigate you through the data entry session for both methods.

After accessing the employee data collection system, the user is provided with three functions (folder tabs) to assist in entering data:

- **Search** – Allows the user to search for any employee within a department or across all departments. This is a read-only function.
- **My Profile** – Allows the employee or DPR/DPL to dynamically update employee information that is displayed with a white background. Data extracted from the Payroll database is displayed in gray-tone and cannot be updated via this procedure. Payroll fields can only be updated by submitting a Personnel Change Document (PCD) via the DPR.
- **Emergency Contact** – Allows the employee to specify the person(s) for Miami-Dade County to contact in the event of a personal emergency.

Both “My Profile” and “Emergency Contact” information can be updated at the employee’s discretion.

### **A. Quick Click Method**

Follow the six (6) steps below to quickly enter employee data.

1. Using your intranet/Web browser, access the employee data collection application via <http://intra.miamidade.gov/bluebook>
2. On the Login screen, enter your **username** and **password**.
3. Click the **Login button**.
4. Enter your Personal, Work and OEM Information in appropriate fields. (Shaded fields can only be updated via a Personnel Change Document (PCD) and your DPR.) Use the Tab key to move to the next field.
5. When complete, click the **Update button** to dynamically update your data.
6. Click **Logout** . You’re done !!!

## B. Picture Perfect Illustrated Method

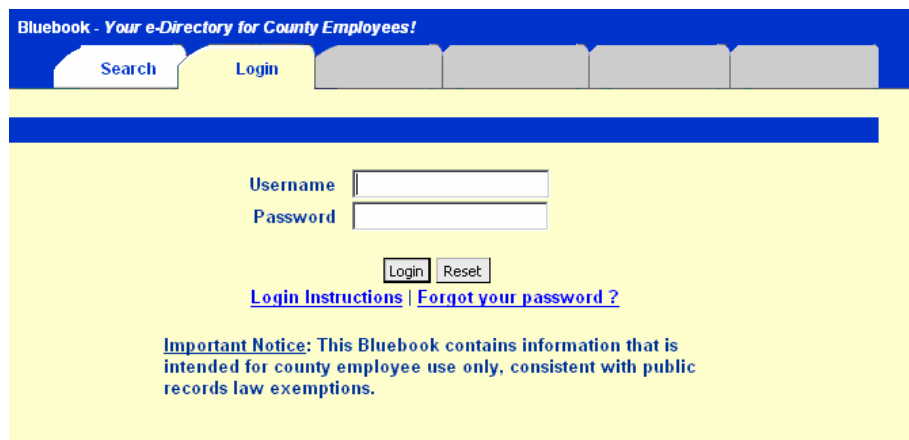
The following sequences guide you through:

- Login
- Entering employee data via “My Profile”
- Entering “Emergency Contact” information
- Searching for employee data

Each sequence of steps employs screen shots of expected results to provide a clear and easy path for entering employee information. In the event that you discover an error or lose your footing, refer to the section entitled “More HOW TO Instructions”.

### How to Login

1. Access the employee data collection system via Intranet using <http://intra.miamidade.gov/bluebook>. This link will directly take you to the LOGIN screen shown below.



Bluebook - Your e-Directory for County Employees!

Search Login

Username

Password

Login Reset

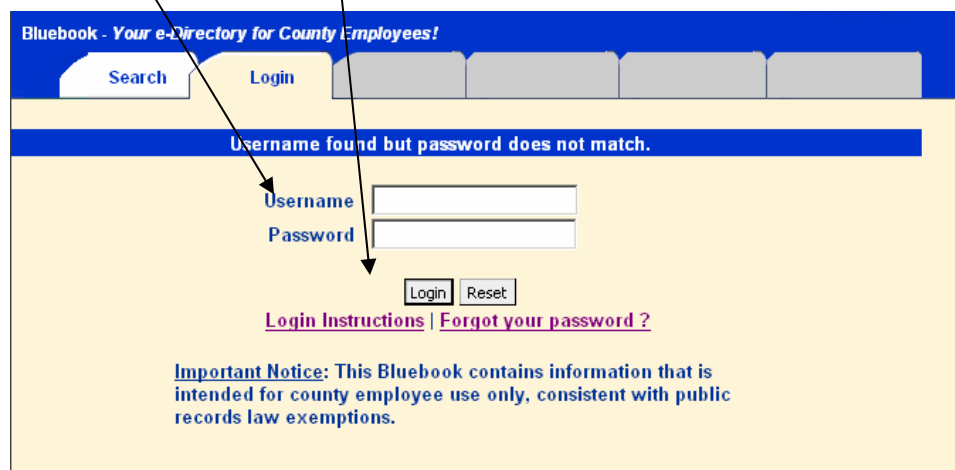
[Login Instructions](#) | [Forgot your password ?](#)

**Important Notice:** This Bluebook contains information that is intended for county employee use only, consistent with public records law exemptions.

2. Enter your **user id** or your **County employee number** (found on your County ID badge). The **user id** can also be found by clicking on the **Search** button and inserting the name of the County employee. On your keyboard, press the **Tab** key to advance to the Password field.

Enter your **password**. Click the **Login** button.

**Note:** If your **user id** or password is incorrect, an error will be displayed in the message strip. Click the **Reset** button to clear the screen and try again.



Bluebook - Your e-Directory for County Employees!

Search Login

Username found but password does not match.

Username

Password

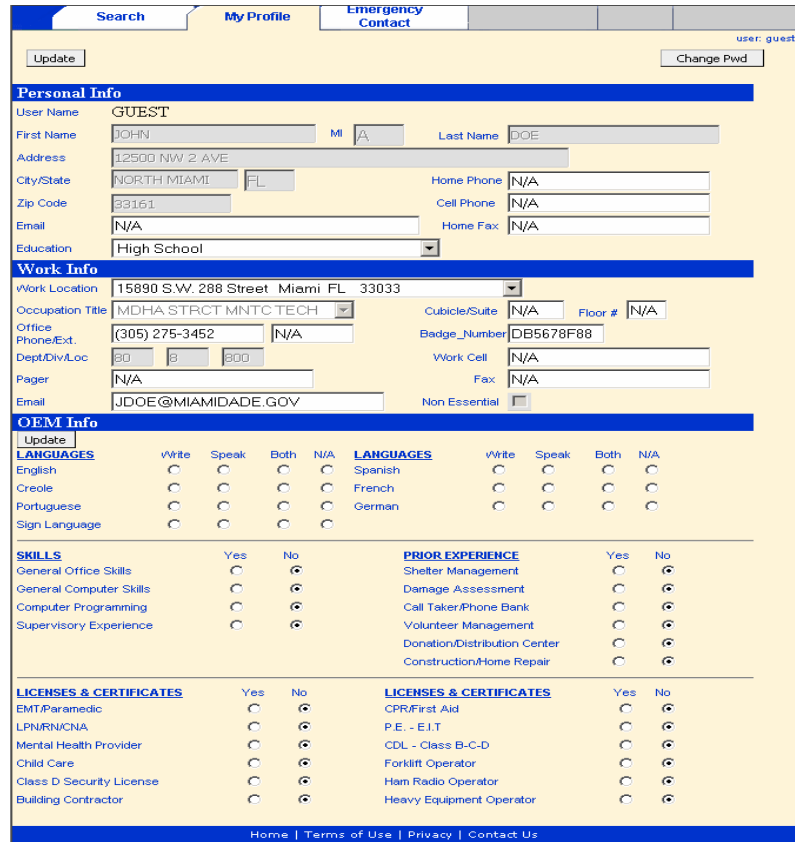
Login Reset

[Login Instructions](#) | [Forgot your password ?](#)

**Important Notice:** This Bluebook contains information that is intended for county employee use only, consistent with public records law exemptions.

If you forget your password, follow the **Forgot your password?** procedure in section C: More HOW TO Instructions.

3. After a successful LOGIN, a view of your current data will be displayed as in the example below:



The screenshot shows a web interface with tabs for 'Search', 'My Profile', and 'Emergency Contact'. The 'My Profile' tab is active, displaying a form with the following sections:

- Personal Info:** Includes fields for User Name (GUEST), First Name (JOHN), Last Name (DOE), Address (12500 NW 2 AVE), City/State (NORTH MIAMI, FL), Zip Code (33161), Email (N/A), and Education (High School).
- Work Info:** Includes Work Location (15890 S.W. 288 Street Miami FL 33033), Occupation Title (MDHA STRCT MNTC TECH), Office Phone/Ext. ((305) 275-3452), Dept/Div/Loc (B0, B, B00), and Email (JDOE@MIAMIDADE.GOV).
- OEM Info:** A table for language skills and experience.

LANGUAGES		Write	Speak	Both	N/A	LANGUAGES		Write	Speak	Both	N/A
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	French	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Portuguese	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	German	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

SKILLS		Yes	No	PRIOR EXPERIENCE		Yes	No
General Office Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Shelter Management	<input type="radio"/>	<input checked="" type="radio"/>	
General Computer Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Damage Assessment	<input type="radio"/>	<input checked="" type="radio"/>	
Computer Programming	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Call Taker/Phone Bank	<input type="radio"/>	<input checked="" type="radio"/>	
Supervisory Experience	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Volunteer Management	<input type="radio"/>	<input checked="" type="radio"/>	
				Donation/Distribution Center	<input type="radio"/>	<input checked="" type="radio"/>	
				Construction/Home Repair	<input type="radio"/>	<input checked="" type="radio"/>	

LICENSES & CERTIFICATES		Yes	No	LICENSES & CERTIFICATES		Yes	No
EMT/Paramedic	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	CPR/First Aid	<input type="radio"/>	<input checked="" type="radio"/>	
LPN/RN/CNA	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	P.E. - E.I.T	<input type="radio"/>	<input checked="" type="radio"/>	
Mental Health Provider	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	CDL - Class B-C-D	<input type="radio"/>	<input checked="" type="radio"/>	
Child Care	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Forklift Operator	<input type="radio"/>	<input checked="" type="radio"/>	
Class D Security License	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ham Radio Operator	<input type="radio"/>	<input checked="" type="radio"/>	
Building Contractor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Heavy Equipment Operator	<input type="radio"/>	<input checked="" type="radio"/>	

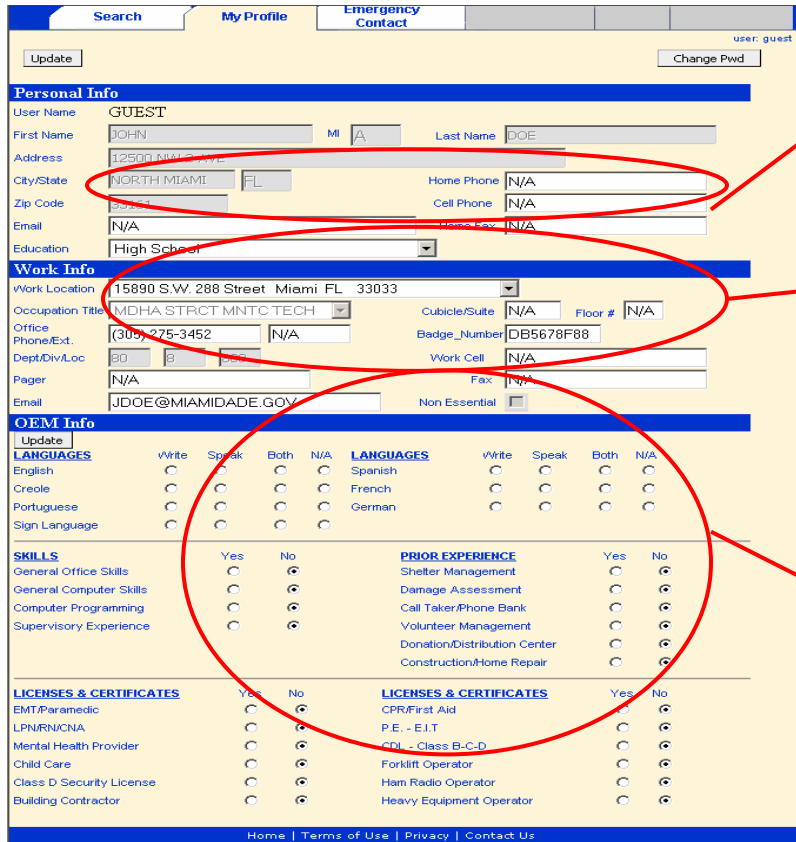
4. You are now logged in. Proceed to “My Profile – How to Enter Employee Data” to enter/update your data.

My Profile – How to Enter Employee Data

1. Fill in all acceptable data in the clear fields for Personal and Work Info.

**TIPS**

- Press the Tab key to advance to next field.
- Enter 10 digits (area code and telephone number) without punctuation for all phone numbers, e.g., 3055551234.
- For OEM data, click all bubble-in conditions that apply to you.



The screenshot shows a web form titled 'My Profile' with three main sections: Personal Info, Work Info, and OEM Info. Red circles highlight these sections, and red arrows point from them to summary boxes on the right. The Personal Info section includes fields for User Name, First Name, Last Name, Address, City/State, Zip Code, Email, and Education. The Work Info section includes Work Location, Occupation Title, Office Phone, Dept/Div, and various contact numbers. The OEM Info section includes a 'LANGUAGES' table with 'Write' and 'Speak' columns, a 'SKILLS' table with 'Yes' and 'No' columns, and a 'LICENSES & CERTIFICATES' table with 'Yes' and 'No' columns. An 'Update' button is located in the top left corner of the form.

**Personal Info**

- Home Phone
- Cellular phone (H)
- Email (H)
- Home Fax
- Education (dropdown)

**Work Info**

- Work Location (dropdown)
- Occupational Title (supplied by ERD)
- Cubicle/Suite
- Floor #
- Office Phone
- Phone Ext
- Cellular Phone (W)
- Pager
- Fax
- Email (W)

**OEM Info (bubble-in)**

- Languages
- Skills
- Licenses & Certifications

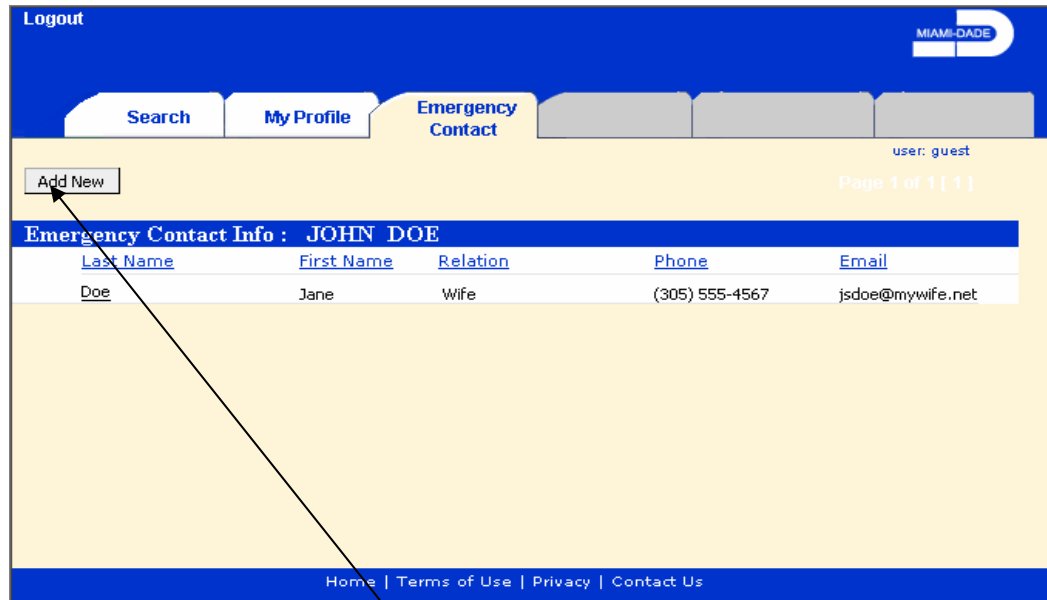
2. When you have completed your entry, click the **Update** button in the upper left-hand corner of the screen and data will be dynamically updated.
3. If you need to make changes/corrections, go back to step 1 in this procedure and change desired field(s). If data appears as you wish, you can end the session by following the “How to Logout” procedure **or** select from the other folder tabs:

- **Search** and follow the “How to Search for an Employee’s Data” steps or
- **Emergency Contact** and follow the “How to Enter Emergency Contact(s)” steps

## How to Enter Emergency Contact(s)

Information entered here will be used by the County to contact the person(s) listed in the event that you have a personal emergency at work. Here's how to enter the data:

1. Click the **Emergency Contact** folder tab. If you have previously entered contact information, your current contact list will be displayed as below; otherwise you are set to enter your first contact information.

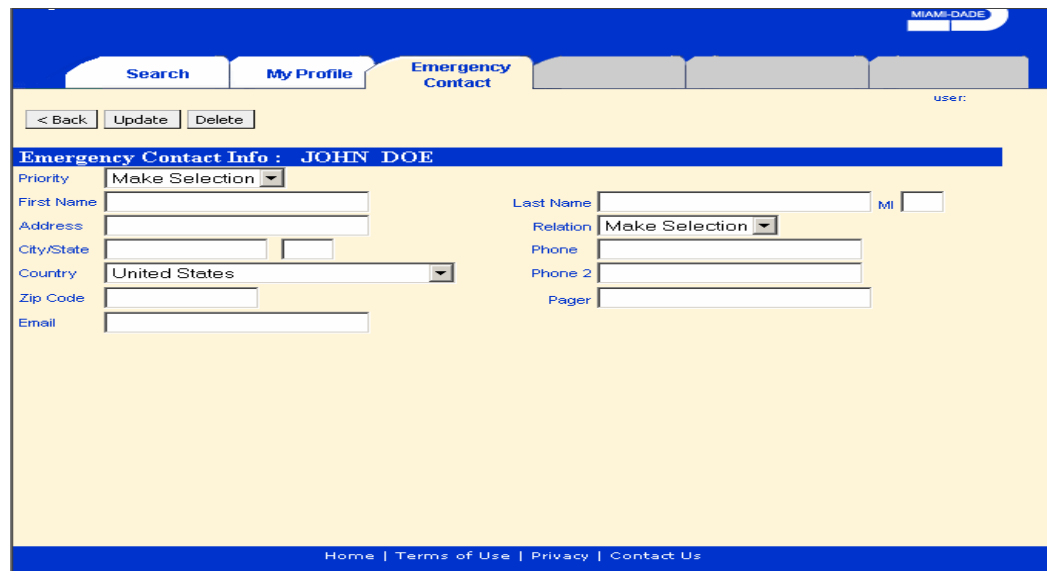


The screenshot shows the 'Emergency Contact' section of the system. At the top, there are navigation tabs: 'Search', 'My Profile', and 'Emergency Contact'. Below the tabs, there is an 'Add New' button. The main content area displays a table with the following data:

Last Name	First Name	Relation	Phone	Email
Doe	Jane	Wife	(305) 555-4567	jsdoe@mywife.net

At the bottom of the page, there are links for 'Home', 'Terms of Use', 'Privacy', and 'Contact Us'.

2. To add a new person, click on the **Add New** button. The entry screen below will be displayed.



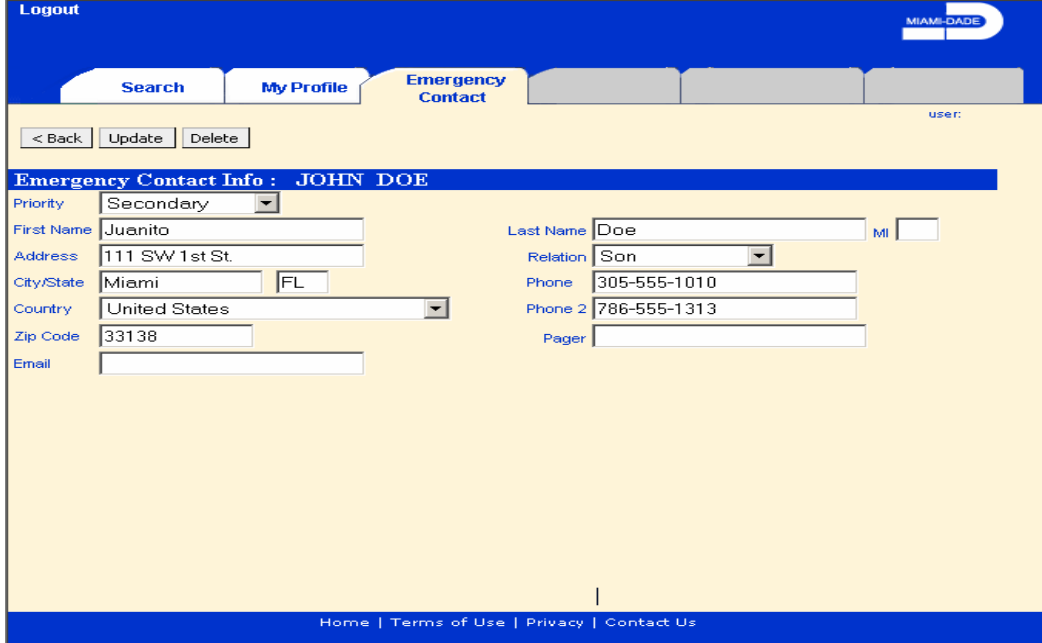
The screenshot shows the 'Add New' form for an emergency contact. The form is titled 'Emergency Contact Info : JOHN DOE'. It includes the following fields:

- Priority: Make Selection (dropdown)
- First Name: [text input]
- Last Name: [text input] MI [checkbox]
- Address: [text input]
- Relation: Make Selection (dropdown)
- City/State: [text input]
- Phone: [text input]
- Country: United States (dropdown)
- Phone 2: [text input]
- Zip Code: [text input]
- Pager: [text input]
- Email: [text input]

At the bottom of the page, there are links for 'Home', 'Terms of Use', 'Privacy', and 'Contact Us'.

3. Click the **Priority** dropdown to select the order in which the person(s) to be added will be contacted, e.g., **Primary**, **Secondary**, etc.

4. Enter data as requested using convenient dropdowns as indicated. Use the Tab key on your keyboard to advance to the next field.



Logout MIAMI-DADE COUNTY

Search My Profile **Emergency Contact**

< Back Update Delete user:

**Emergency Contact Info : JOHN DOE**

Priority: Secondary

First Name: Juanito Last Name: Doe MI

Address: 111 SW 1st St Relation: Son

City/State: Miami FL Phone: 305-555-1010

Country: United States Phone 2: 786-555-1313

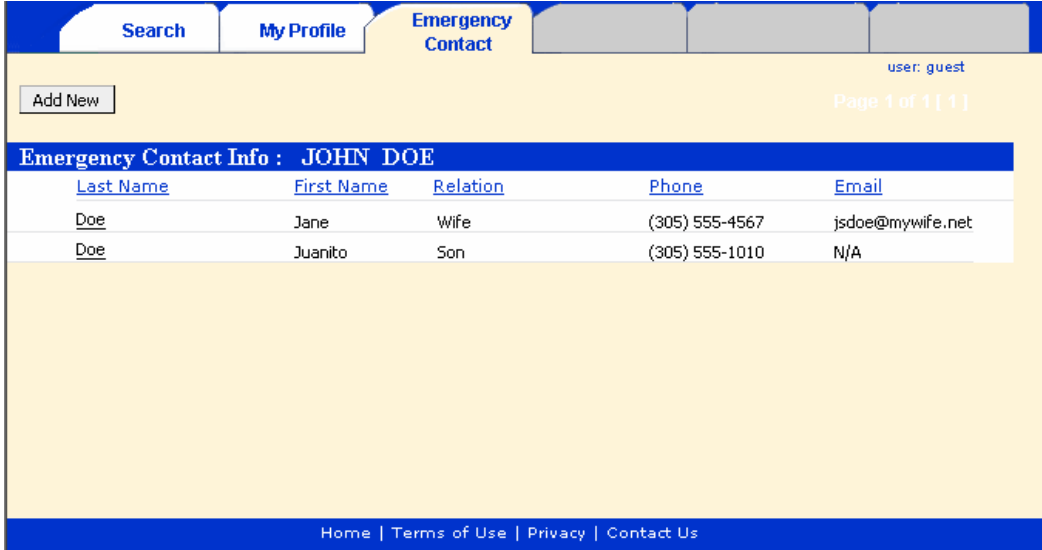
Zip Code: 33138 Pager:

Email:

|

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5. When complete, click the **Update** button to save the information.



Search My Profile **Emergency Contact**

user: guest

Add New Page 1 of 1 [ 1 ]

**Emergency Contact Info : JOHN DOE**

Last Name	First Name	Relation	Phone	Email
<a href="#">Doe</a>	Jane	Wife	(305) 555-4567	jsdoe@mywife.net
<a href="#">Doe</a>	Juanito	Son	(305) 555-1010	N/A

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6. To add another contact, repeat from step 2 above.
7. To update an existing contact, click on the last name. Repeat from step 3 to change desired data.
8. To delete an existing contact, click on the last name then click the **Delete** button.
9. When you have completed entering data, click another folder tab or click **Logout**.



### How to Search for an Employee's Data

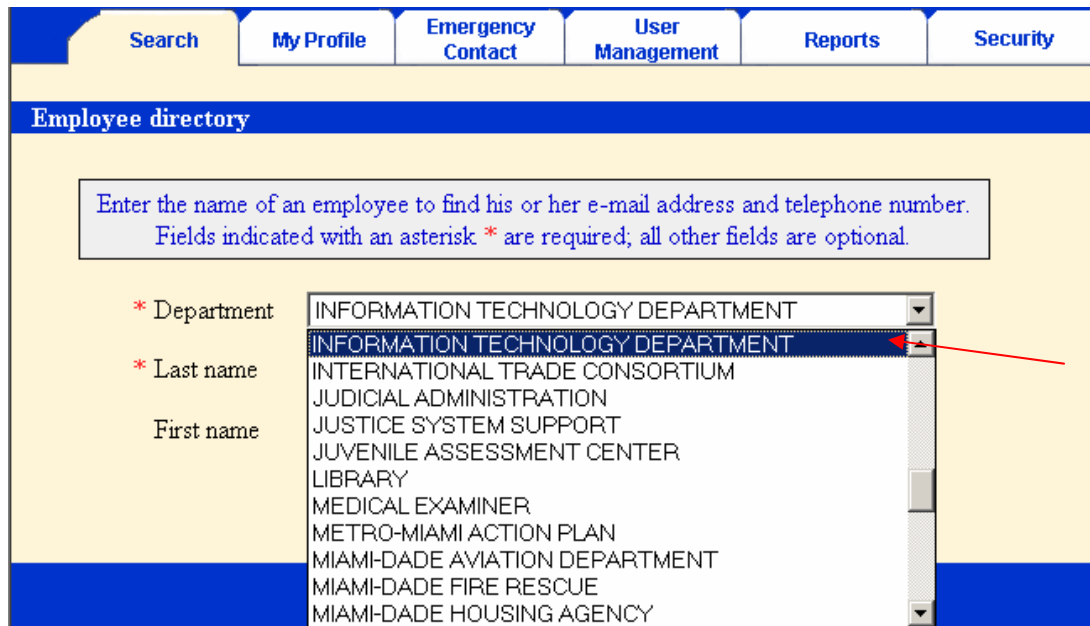
Once you have access to the employee data collection application via the intranet link via <http://intra.miamidade.gov/bluebook>, you can find an employee's work information as follows:

1. Click the **Search** folder tab on the Login screen.

Note: The search for an employee can include "All" County departments or, using the **Department** dropdown, can be limited to a specific department.



The screenshot shows the 'Employee directory' search interface. At the top, there is a navigation bar with tabs for 'Search', 'My Profile', 'Emergency Contact', 'User Management', 'Reports', and 'Security'. Below this is a search form with a text box containing instructions: 'Enter the name of an employee to find his or her e-mail address and telephone number. Fields indicated with an asterisk \* are required; all other fields are optional.' The form includes three input fields: '\* Department' (a dropdown menu currently showing 'All'), '\* Last name', and 'First name'. A green 'Search' button is located below the fields. A red arrow points to the dropdown arrow of the Department field with the text 'Search all departments'. At the bottom of the page, there are links for 'Home | Terms of Use | Privacy | Contact Us'.

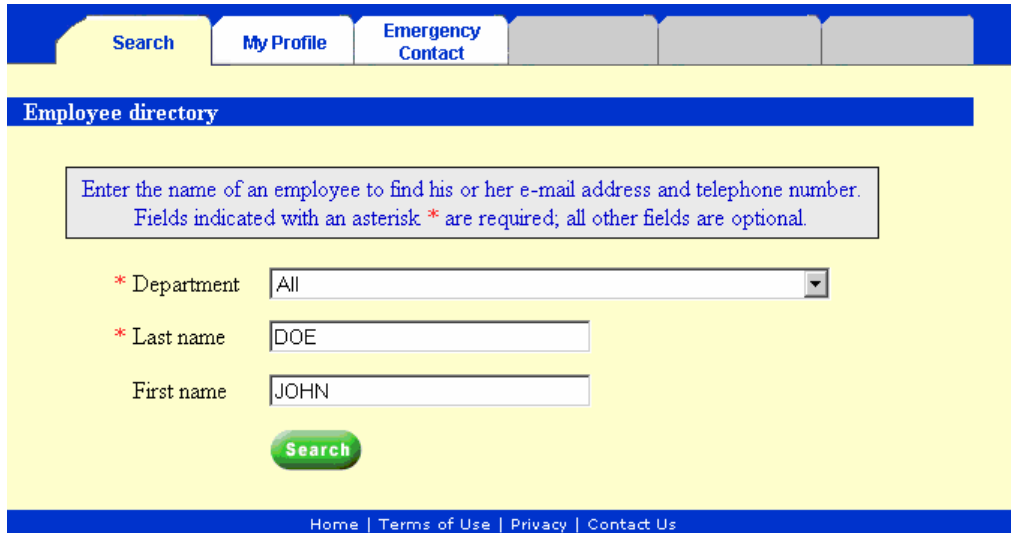


This screenshot shows the same search interface as the previous one, but with the Department dropdown menu open. The dropdown list contains the following departments: INFORMATION TECHNOLOGY DEPARTMENT, INTERNATIONAL TRADE CONSORTIUM, JUDICIAL ADMINISTRATION, JUSTICE SYSTEM SUPPORT, JUVENILE ASSESSMENT CENTER, LIBRARY, MEDICAL EXAMINER, METRO-MIAMI ACTION PLAN, MIAMI-DADE AVIATION DEPARTMENT, MIAMI-DADE FIRE RESCUE, and MIAMI-DADE HOUSING AGENCY. The 'INFORMATION TECHNOLOGY DEPARTMENT' option is highlighted in blue. A red arrow points to this highlighted option with the text 'Limit search to a specific department'.

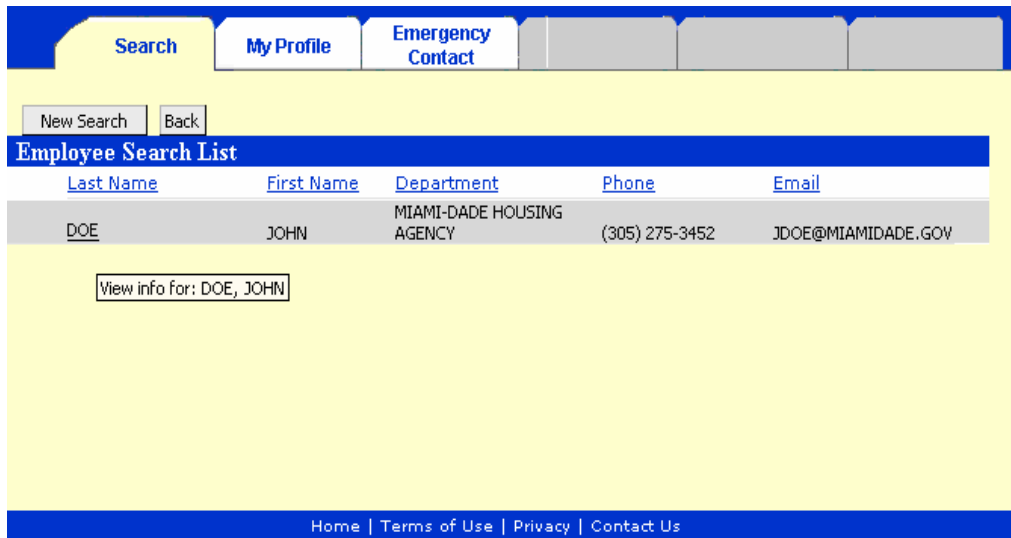
2. Enter the employee's **Last name**, tab to next field and enter **First name**.

Note: Type-ahead prompts of the name may be provided for you, if the typed characters in the employee's name(s) match characters in the system.

3. Click **Search**

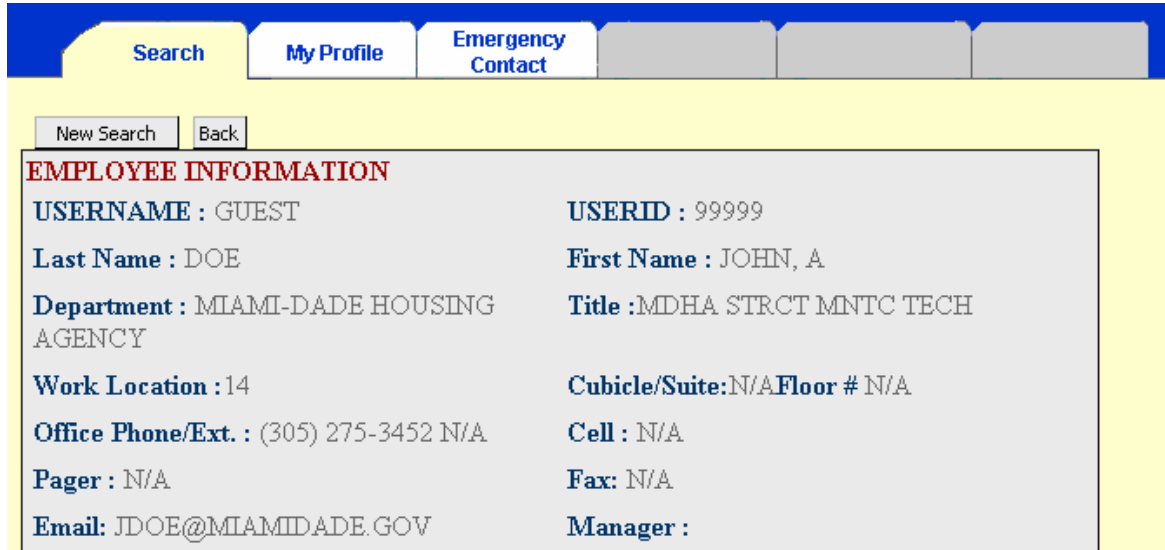


Note: The following screen will be displayed:



<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Department</a>	<a href="#">Phone</a>	<a href="#">Email</a>
DOE	JOHN	MIAMI-DADE HOUSING AGENCY	(305) 275-3452	JDOE@MIAMIDADE.GOV

4. Click on employee's last name to view more detail as displayed below.



EMPLOYEE INFORMATION	
<b>USERNAME :</b> GUEST	<b>USERID :</b> 99999
<b>Last Name :</b> DOE	<b>First Name :</b> JOHN, A
<b>Department :</b> MIAMI-DADE HOUSING AGENCY	<b>Title :</b> MDHA STRCT MNTC TECH
<b>Work Location :</b> 14	<b>Cubicle/Suite:</b> N/A <b>Floor #</b> N/A
<b>Office Phone/Ext. :</b> (305) 275-3452 N/A	<b>Cell :</b> N/A
<b>Pager :</b> N/A	<b>Fax:</b> N/A
<b>Email:</b> JDOE@MIAMIDADE.GOV	<b>Manager :</b>

5. You can now select another folder tab or end your session by clicking **Logout** and exiting your browser by clicking **X** in the upper right-hand corner of your screen.

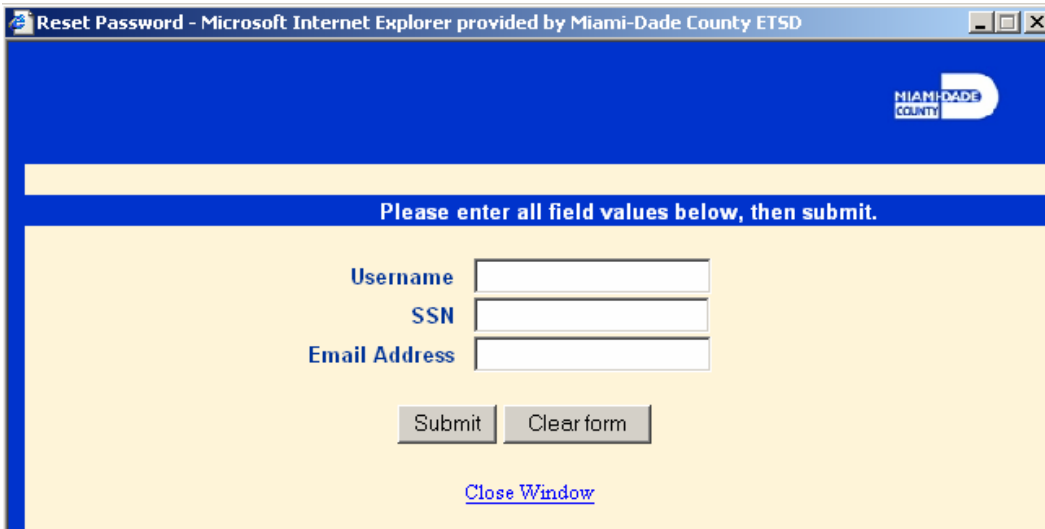
#### How to Logout

1. Make sure that you have clicked the **Update** button on your current folder tab to save your changes or corrections.
2. To end your session, click the **Logout** button in the upper left-hand corner of your screen.
3. Check the message strip for confirmation of a successful logout.
4. To exit from your browser, click on **File** then select **Exit** from the dropdown; or click on **X** in the upper right-hand corner of your browser screen. You're done!!!

C. More HOW TO Instructions - Here are additional procedures that you may find helpful.

Forgot your password

1. If you forget your password, click the **Forgot your password?** link on the Login screen.
2. To begin to reset your password, enter your
  - a. **Username**
  - b. **SSN (social security number)**
  - c. **email address**



3. Click **Submit** button.
4. Click **Close Window** link.
5. Click **X** in upper right-hand corner to exit browser.
6. If your password reset attempt(s) were successful, check your email. You will receive the following message at the email address that you provided which gives you access to the employee data collection application.

Your password has been successfully reset.  
Please enter your SSN as the password.  
Also, please change your password to a new value.

Note: If your password reset attempt(s) were unsuccessful, click **Close Window** and call the IT Service Center at 305-596-4357.

7. Login again with your username and use your SSN as your password.
8. Click **Login** to display password-reset screen.
9. Enter your **New Password** and enter it again to confirm it.
10. Click the **Change Password** button to establish your new password.
11. Proceed with an activity/function of your choice or **Logout**.

Note: You will be returned to your **My Profile** folder tab.

### How to Change a Password

In the event that you choose to change your password, follow these steps:

1. Click on the **My Profile** folder tab.
2. Click on the **Change Pwd** button in upper **right-hand** corner.
3. Enter your new password and enter it again to confirm it.
4. Click the **Change Password** button in the upper **left-hand** corner to establish your new password.

Note: You will be returned to your **My Profile** folder tab.

5. Proceed with an activity/function of your choice or **Logout**.

## **Appendices**

## **Appendix A: BlueBook Frequently Asked Questions**

### **1. What is the Department's role in the BlueBook?**

- a) Each Department is to establish a procedure to ensure that all employees update on an annual basis their employee profiles and emergency contact information.
- b) Each Department must designate their employees as either Department Essential or EOC Essential.
- c) Each Department must designate a primary, secondary, and tertiary Department Preparedness Liaison. A copy of the Emergency Contact Form can be requested by contacting Paul Vitro, Office of Emergency Management (OEM), at [pvitro@miamidade.gov](mailto:pvitro@miamidade.gov).

### **2. Is the BlueBook accessible to everyone?**

Employees with access to a County network-connected computer can access and update their information. Only DPRs and Department Preparedness Liaisons (DPLs) have full access to their department's BlueBook database. DPRs and DPLs have the ability to generate reports and update any employee's profile or contact emergency.

### **3. What if the employee does not have access to a computer?**

DPLs and DPRs have been given full access to their department's bluebook database with the capability to update employee's profile and emergency contact information, as well as generate reports. The attached form can be filled out by the employee and forwarded to the designated contact person within their department for entering data onto the Bluebook.

### **4. Who has full access to the BlueBook?**

As the DAE liaison with OEM, DPLs have been designated the department's custodian of the BlueBook. Additionally, DPRs have also been granted full access given their departmental role. Requests to add or change who currently has access must be forwarded to Paul Vitro.

### **5. What is Department essential?**

Each department is responsible for designating their employees Department or EOC essential. Department essential employees are required to report to their regular work assignment to assist with the department's role in the pre- and post-recovery effort.

### **6. What is EOC essential?**

Employees designated as EOC essential are part of the Disaster Assistance Employee (DAE) Program. All DAEs are required to assist in the County's disaster response efforts. Roles may be pre-assigned or assigned as the situation dictates. EOC essential employees are required to select their primary preferred EOC role in the BlueBook. Every effort is made to accommodate the employee's request.

### **7. What mechanism is utilized to designate an employee Department or EOC essential?**

To designate an employee as Department or EOC essential, department directors should review each classification in their department and notify ERD if the employees in these classifications should be designated as either Department ("D") or EOC ("E") if they have not done so already. The County payroll system will then be set up to automatically designate employees in those classifications as either Department ("D") or EOC ("E") per the department director's designation. Should there be individual employees who have essential duties that differ from the overall designation for that occupational code, the department can change the employee's designation themselves (using payroll screen PDPO) to designate the employee in the more appropriate manner.

### **8. How does one correct an employee's address or work title on the BlueBook?**

Should an employee's work title, home address or designation as Department or EOC essential be listed incorrectly, the employee must contact their DPR. The DPR will generate a PCD with updated information, which will populate the BlueBook.

### **9. How does an employee update their profile and emergency contact information in the BlueBook?**

- a. Click on the bluebook link: <http://intra.miamidade.gov/bluebook/>. This will open the application in your web browser.
- b. Enter your Username and Password. See details below.

- **Username:** Enter either network username or employee id (located on ID badge, right next to your picture and also on your pay stub).
  - **Password:** If this is the first time accessing this application, enter your social security #. You will be prompted to change it.
- c. Update your information in tabs “My Profile” and “Emergency Contact” only.
  - d. Some fields can’t be modified (like Home Address). If this information is incorrect, please call your Personnel Section for updates via PCD.
  - e. Make sure to click the “Update” button (located on the mid-top left hand corner of the form) after modifying each page.
  - f. When done, click on the “Logout” label located on the upper-left portion of the form.
- 10. What if the employee has problems updating the BlueBook or does not remember their USERID or password?**  
If the employee is still having problems after following the above instructions, they are to contact 311 for assistance.



**Appendix B: Employee Data Fields**

Field Name	Update Source & Frequency	Definition
<b>Personal Info</b>		
Username	CRS – Nightly	Employee's CRS user-id
First Name	PCD/Payroll - Nightly	Employee's first name
MI	PCD/Payroll - Nightly	Employee's middle initial
Last Name	PCD/Payroll - Nightly	Employee's last name
Address	PCD/Payroll - Nightly	Employee's home address
City	PCD/Payroll - Nightly	Employee's home city
State	PCD/Payroll - Nightly	Employee's home state
Zip Code	PCD/Payroll - Nightly	Employee's home zip code
Home Phone	Emp/DPR - Instantly	Employee's home telephone
Cell Phone	Emp/DPR - Instantly	Employee's cellular telephone
Email	Emp/DPR - Instantly	Employee's home email address
Home Fax	Emp/DPR- Instantly	Employee's home fax number
Education	Emp/DPR- Instantly	Employee's highest level of education
<b>Work Info</b>		
Work location	Emp/DPR- Instantly	Physical work location
Occupational Title	PCD/Payroll - Nightly	Employee's work title
Cubicle/Suite	Emp/DPR- Instantly	Employee's work cubicle or suite number
Floor #	Emp/DPR- Instantly	Employee's work floor number
Office Phone	Emp/DPR- Instantly	Employee's work phone
Office Phone Ext	Emp/DPR- Instantly	Employee's work phone extension
Badge Number		Note: For future use
Dept/Div/Loc	PCD/Payroll - Nightly	Employee's DDL: Department, Division and Location
Work Cell	Emp/DPR- Instantly	Employee's work cellular telephone
Pager	Emp/DPR- Instantly	Employee's work pager or beeper
Fax	Emp/DPR- Instantly	Employee's work fax number
Email	Emp/DPR- Instantly	Employee's work email address
<b>OEM Info</b>		
LANGUAGES	Emp/DPR- Instantly	Languages that employee writes and/or speaks
SKILLS	Emp/DPR- Instantly	Indicates employee's skill set
Supervisory Experience	Emp/DPR- Instantly	Indicates employee performed in a supervisory capacity
PRIOR EXPERIENCE	Emp/DPR- Instantly	Indicates experience in disaster-related area(s) chosen
LICENSES&CERTIFICATES	Emp/DPR- Instantly	Indicates all applicable certifications and licenses
EMT/Paramedic	Emp/DPR- Instantly	Emergency medical technician/certified paramedic
LPN/RN/CNA	Emp/DPR- Instantly	Licensed nurse practitioner, registered nurse or certified nurse's assistant
Mental Health Provider	Emp/DPR- Instantly	Licensed psychologist, psychiatrist; have other mental health certification or provide spiritual or faith based counseling
Child Care	Emp/DPR - Instantly	State licensed child care provider
Class D Security License	Emp/DPR - Instantly	Security guard licensed to carry a firearm

**Appendix A: Employee Data Fields (continued)**

Building Contractor	Emp/DPR - Instantly	Licensed building contractor, i.e., general contractor
CPR/First Aid	Emp/DPR - Instantly	Certification in Coronary Pulmonary Resuscitation (CPR) and/or first aid
P.E. – E.I.T	Emp/DPR - Instantly	Professional Engineer or Engineer in Training
CDL – Class B, C, D	Emp/DPR - Instantly	<b>Class A:</b> Any Tractor/Trailer combination having actual or declared weight or GVWR of 26,001 LBS or more, provided towed vehicle is more than 10,000 LBS. <b>Class B:</b> Any single motor vehicle having actual or declared weight or GVWR of 26,001 LBS or more, or any such vehicle towing a vehicle of 10,000 LBS. or less. <b>Class C:</b> Any motor vehicle having an actual or declared weight or GVWR of less than 26,001 LBS when endorsements "H" or "P" would be required on the driver license OR any combination of motor vehicles where the towing vehicle is less than 26,001 LBS GVWR and the towed vehicle has a GVWR of 10,000 LBS or less, but together they weigh 26,001 LBS or more
Non-CDL – Class D, E	Emp/DPR - Instantly	<b>Class D:</b> Any truck or truck tractor having actual or declared weight or GVWR of 8,000 LBS or more but less than 26,001 LBS. or is more than 80 inches wide. <b>CLASS E:</b> Motor vehicles less than 8,000 LBS.
Forklift Operator	Emp/DPR - Instantly	Can operate a forklift and/or possesses forklift certification
Ham Radio Operator	Emp/DPR - Instantly	Can operate an amateur radio
Heavy Equipment Operator	Emp/DPR - Instantly	Currently works as a heavy equipment operator