

The following are some of the tips and tricks to help employees within Clairvia Web.

My Schedule Tips

- To access the My Schedule View:
 - From the Toolbar, click **Schedule**, then hover over My Schedule, and then click **Daily**, **Weekly**, or

Employee	Skill	Assignment	Task	Start	End	Profile
PARKER, WANDA		5 Non Productive	R - Evenings	300	400	
HUGHES, JOHANNA	RN	1 Day	0500 1430 LIGHT DUTY	500	1430	
HAGG, ELIZABETH	US	1 Day	0600 1530	600	1530	
WEBSTER, MARY		5 Non Productive	Unscheduled Absence 8	630	1530	
CANWELL, MICHAEL	CNA/NT	1 Day	0630 1900	630	1900	
HATCH, JESSICA	CNA/NT	1 Day	0630 1900	630	1900	
KING, SHAWNNA	CNA/NT	1 Day	0630 1900	630	1900	
RODRIGUEZ, VIDAL	CNA/NT	1 Day	0630 1900	630	1900	
BYERS, GRACE	CNA/NT	Tracking	Sitter	630	1500	E_Acute Rehab - 02110
CRAVEN, SARAH	CNA/NT	Tracking	Sitter	630	1900	E_Flexible Staff - 02014
BELL, ERIN		5 Non Productive	R - Days	700	800	
GRAY, DANIELLE		5 Non Productive	R - Days	700	800	
LAPIERRE, ERIN		5 Non Productive	R - Days	700	800	
PARKER, WANDA		5 Non Productive	R - Days	700	800	
CURLEY, JENNIFER	RN	1 Day	0700 1930	700	1930	
GINN, JULIE	RN	1 Day	0700 1930	700	1930	E_Flexible Staff - 02014

Monthly Schedule.

- **Daily Schedule View**
 - Red Text indicates someone who has floated to the unit.
- **Weekly Schedule View**
 - Click the Printable View button in the upper right to display both the Weekly and Monthly Schedules.
 - The Weekly View is where Shift Swaps are requested and opportunities display.
 - The view of this page can be personalized to show or not show Opportunities, Shift Swaps, and Only My Schedule by checking the boxes in the upper left.
 - When the Show Opportunities option is checked, available opportunities will display in the Opportunities pane on the left of the page.

Weekly Schedule Filter: (none) Setup...

Task View List View Employee View

Show Opportunities Show Shift Swaps Show Only My Schedule << 03/25/2019 >> Right-click on the scheduled task you would like to swap. Printable View

Task	Skill	Sun 03/24/2019	Mon 03/25/2019	Tue 03/26/2019	Wed 03/27/2019	Thu 03/28/2019	Fri 03/29/2019	Sat 03/30/2019
0700 1930 CHG	RN		RDAVID-RN ADUPONT-RN ZZ_NCROSSBY RN-RN ZZ_DFRANCE YRN-RN	KMAGOON-RN ZZ_JBRIGGS N-RN ZZ_CFITZHUG HRN-RN ZZ_CJEWELLR N-RN	ZZ_CJEWELLR N-RN			JLDUMONT-I MELKELANI- RN
0700 1930	RN							
0700 1530	CNA/NT	CBARNES- CNA/NT						JBISHOP- CNA/NT
0700 1530	NM		TPRINCE-NM	TPRINCE-NM	TPRINCE-NM	TPRINCE-NM	TPRINCE-NM	

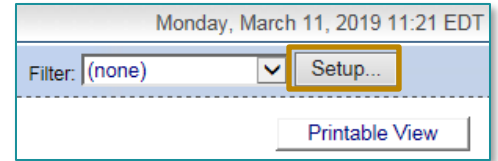
Opportunities

Profile/Service	Skill	Date	Task
E_ICU/PICU - 02046	RN	02/27	1900 0730 PICU RN
E_ICU/PICU - 02046	RN	03/04	1900 0730 EXT RN
E_ICU/PICU - 02046	RN	03/06	1900 0730 EXT RN
E_ICU/PICU - 02046	RN	03/12	1900 0730 EXT RN

NOTE: Shift Swaps can only be requested from the Weekly View.

Filters

Personalized Filter can be created by clicking **Setup** located in the upper right corner of the screen. This is available in all views.

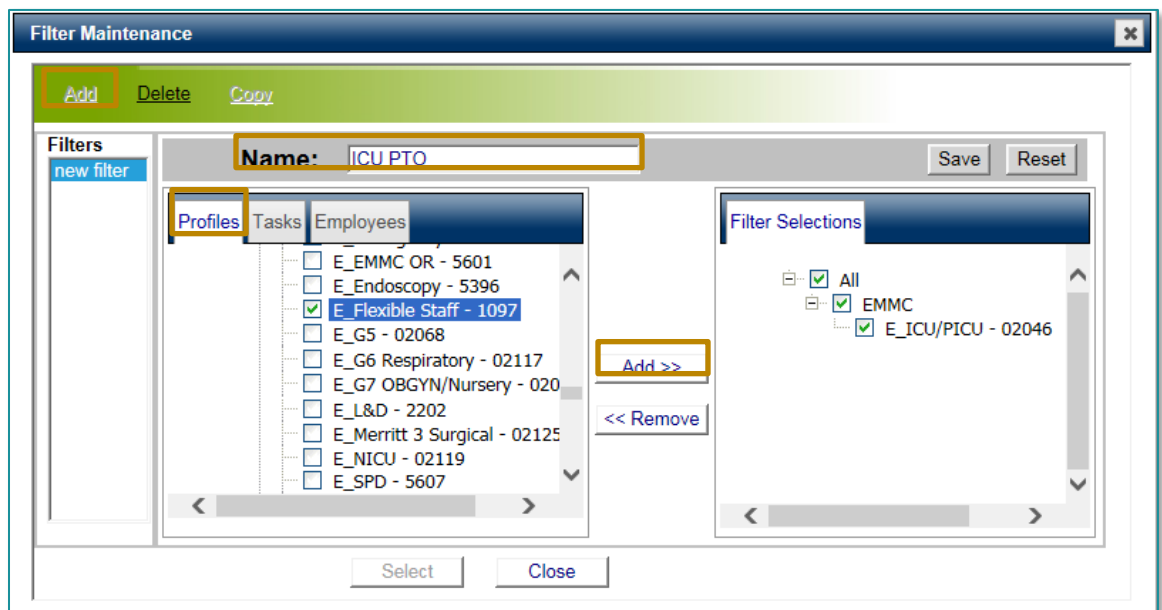


NOTE: Access to Profiles and Employees is based on the end-user security level. Below is the System Administer View.

➤ To Create a Filter:

STEP 1: Click Add.

STEP 2: Name the Filter.



STEP 3: Under Profiles, select the desired profile, then click **Add** to move it to the Filter Selection box.

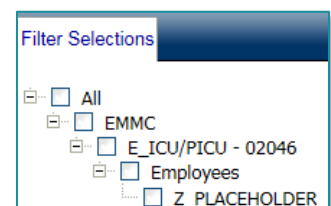
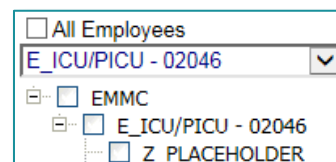
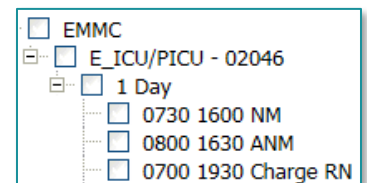
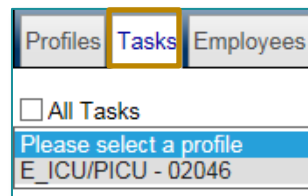
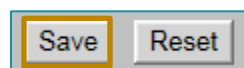
STEP 4: Click Tasks, and then select the desired Profile.

STEP 5: Select the Shifts to be included in the filter, then click Add.

STEP 6: From the Employee Tab, select your Profile, and then select your name from the list.

STEP 7: Click Add.

STEP 8: Click Save.

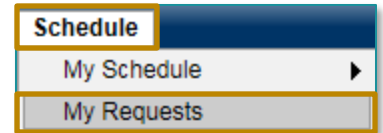


NOTE: If you set a filter, it will remain active on each view within Clairvia. To remove the filter from your view just change your Filter Setting to (none).

Requests Detail Window

➤ To access the My Requests View:

- From the Toolbar, click **Schedule**, and then click **My Requests**.



➤ From the My Requests View:

- Requests from the My Requests View:
 - **(D) = Denied:** Displays as red text or red highlight.
 - **(A) = Approved:** Displays as green text or green highlight.
 - **(P) = Pending:** Displays as blue text or light blue highlights.
- Click the **Details** link in the calendar to open the Requests Details window.
 - An envelope on a task from the Requests Details window indicates a scheduler note.
 - Hover over or click the envelope icon to view the message contents.
- The My Requests pane in the upper left of the window will display a list of all requests for the chosen time period.

Monday	Tuesday
Mar 25	Mar 26
(P) 0700 1930 RN:ZZ_CJEWELLRN	(D) 0700 1930 RN:ZZ_CJEWELLRN
(A) 1900 0730 RN:Train2	(A) 1500 2330 US:BKEEZER
(A) 1500 2330 US:BKEEZER	(P) 1900 0730 RN:STIMMER
Details (11)	Details (8)

Mar 26, 2019	
Task	Employee
0700 1930 RN	ZZ_CJEWELLRN
1500 2330 US	BKEEZER
0700 1930 RN	ZZ_CJEWELLRN

My Requests		
Task:	Date:	Status
1900 0730 PICU RN:	02/28/2016:	(A)
1900 0730 RELIEF CHG:	02/28/2016:	(D)
R - Nights:	03/10/2016:	(A)
1900 0730 PICU RN:	03/28/2016:	(P)