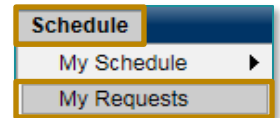


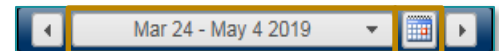
The following outlines the process for requesting shifts/tasks in Clairvia Web.

STEP 1: From the Employee Dashboard in Clairvia Web, click the **Schedule** option from the toolbar, and then click **My Requests**.

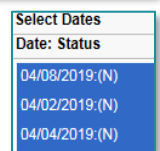


- The My Requests Page opens.

STEP 2: Navigate to the appropriate calendar date range by utilizing the calendar drop down or icon in the upper right of the page.



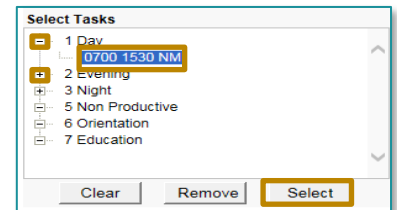
STEP 3: From the calendar grid on the right of the **My Requests** page, click to select the date on which you desire to request shifts/tasks.



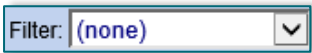
- The selected dates will appear highlighted in yellow.
- The selected dates can also be seen listed in the upper left pane.

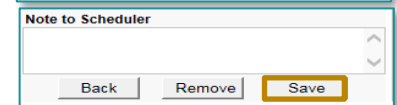
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31	Apr 1	Apr 2	Apr 3	Apr 4	Apr 5	Apr 6
Apr 7	Apr 8	Apr 9	Apr 10	Apr 11	Apr 12	Apr 13

STEP 4: From the **Select Tasks** pane in the lower left of the window, click the + sign next to the desired shift/task folder (1 Day, 2 Evening, 5 Non-Productive, etc.).



- If the desired shift/task folder is **unavailable**, as indicated by the – sign, confirm the following:

- No filters are applied. 
- It is an open request period, per the unit's schedule calendar.



- Confirm with unit manager user is in the Team Scheduling group.

STEP 5: Then select the desired task from the available list.

NOTE: If the desired task is dithered (greyed-out), that task is no longer available on one or more of the dates selected in the calendar.

STEP 6: Click **Select**.

- The **Select Tasks** pane changes to the **Note to Scheduler** window.

STEP 7: Type an optional note to the scheduler regarding the shifts/tasks requested if necessary.

STEP 8: When complete, click the **Save** button.

- The selected shift date cells will now display with the selected shift and indicate that the request is pending manager approval.

NOTE: Requesting PTO/R-days is done in the same way (R-days are non-PTO days off). Simply choose the desired date and request the desired PTO task/shift from the 5 Non-Productive Task Folder.