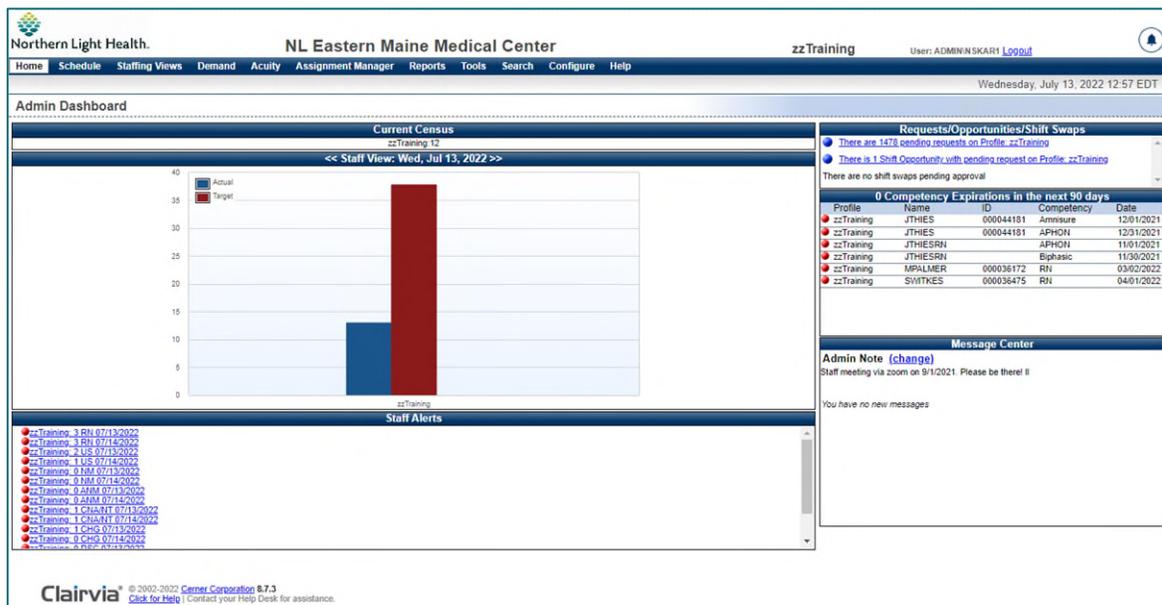


Clairvia Web is a solution for employees to request time to work or have off. Managers will be able to approve or deny these requests from Clairvia Web and the information will flow to Clairvia CVM. Managers and Schedulers will use this information to balance the schedule after the Team Scheduling period.

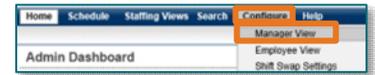
## Overview of Admin Dashboard



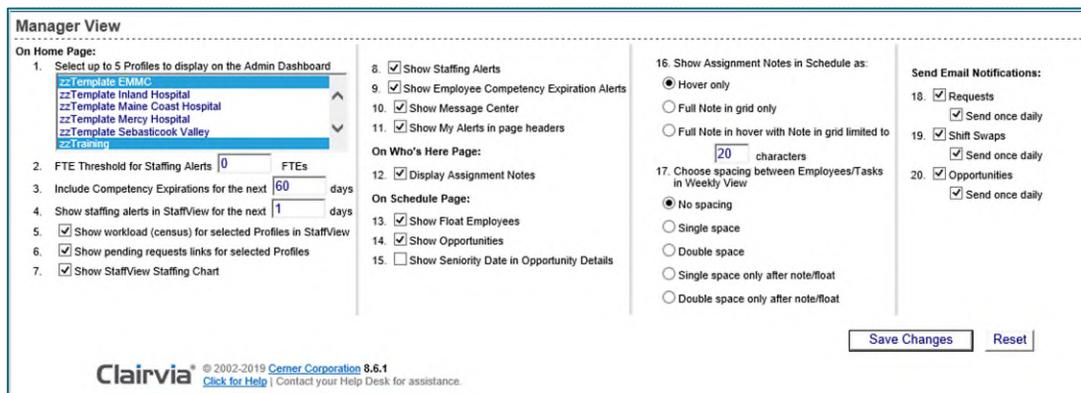
- **Current Census** – Displays the current census for the selected profile.
- **Staff View** – Shows a graph of actual staffing number vs. targets.
  - Can drill-down to shift partition and task by clicking the column.
- **Staff Alerts** – These alerts will link to the enterprise staffing area. Managers will be able to use to determine adequate staffing.
- **Requests/Opportunities/Shift Swaps** – Clicking the blue hyperlink will bring the manager to a screen where approving or denying requests occurs.
- **Competency Expirations** – This is an overview of which employees have certifications or licensures that are due to expire.
  - Employees also have access to this information and are encouraged to keep required certifications and/or licensures current.
- **Message Center** – Managers can add Admin Notes with information pertinent to staff scheduling. This Admin Note displays at the top of the Message Center for all staff on the unit.
  - Click **Change Link** to add a message.
    - Managers can overwrite what is currently visible or add to an existing message.

## Configuration Options

➤ To access the **Manager View**, navigate to the **Configure** menu, select **Manager View**.



- Option 1: Selecting Profiles to Display on Home Page.
  - Managers can select up to five units by holding down the CTRL key and selecting each unit. Selected units will be highlighted in blue.
- Options 2-17: Defaults that do not need to be updated.



- Option 18-20: Send Email Notifications.
  - Managers can opt to receive email notifications for any of the actions by their staff. Checking these boxes will likely generate large volume of emails, it may be advantageous to select the **Send Once Daily** option. This will send one email at 4 pm which includes all Requests, Shift Swaps, and Opportunities for the day.

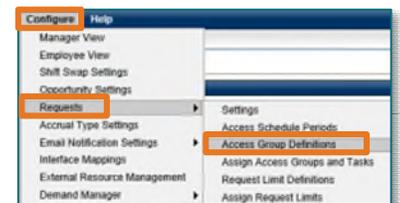
## Access Group Definitions

Managers must assign staff to groups for employees to participate in requesting schedule preferences. If employees are not assigned, they will not be able to interact with the solution.

**STEP 1:** From the Configure menu, hover over Requests and select **Access Group Definitions**.

**STEP 2:** Once in the Access Group Definitions page, select **Profile** (Unit/Floor) in upper right of the page.

**STEP 3:** Click to select the **Access Groups** from the far-left pane.



**STEP 4:** Select **Available Employees** and click the **Add** button to move these employees into the Mapped Employees pane.

- Employees can only be added to one group. The group name will appear in parentheses behind the employee's name in the availability window.

**STEP 5:** Click **Save**.

**NOTE:** Other options from the **Configure** menu have been established at a system level and should not be changed. Changes to these sections can have a profound impact on the view for employees on your respective units, including the ability to view their schedule and pick up opportunities.

