

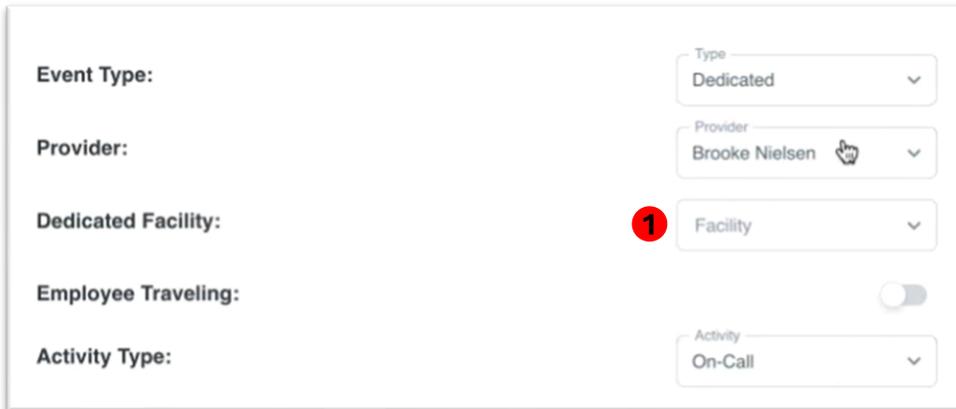
Scheduling Manager Walkthrough

2/20/2025

Scheduling Manager Update

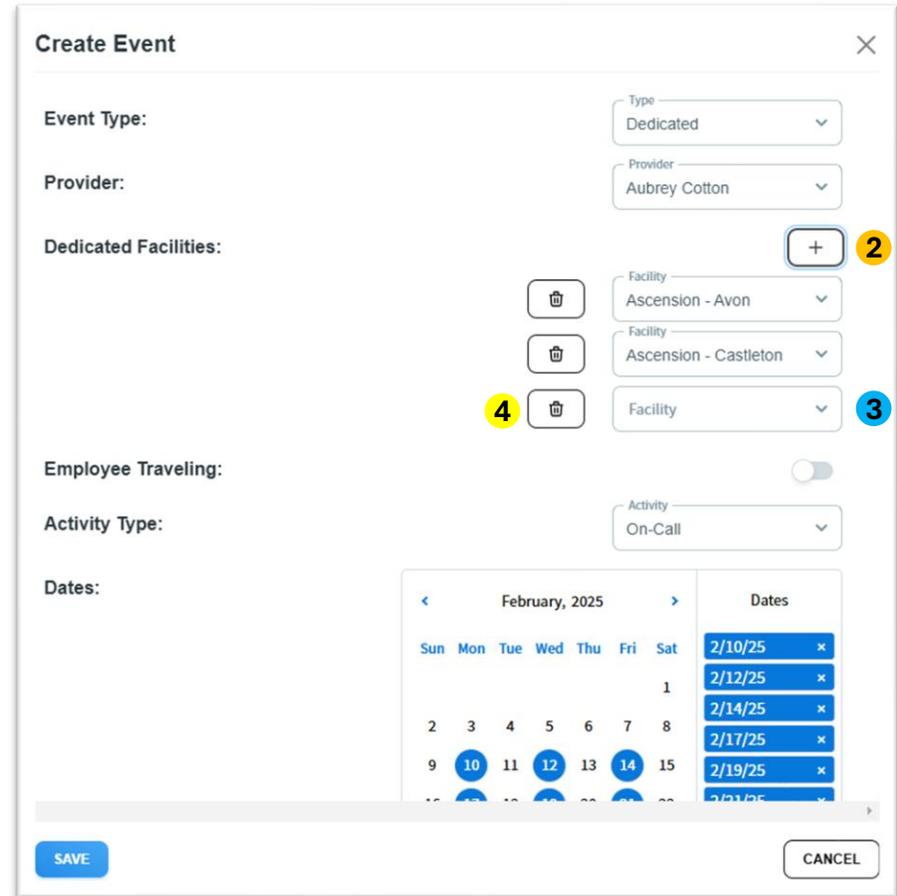
1. Changes for Creation of Dedicated Events

- 1 • **Old Method** - only one dedicated facility can be added at a time
- 2 • **New Method** - set up multiple dedicated facilities at once
- 2 • Click the **Plus** button to add facilities
- 3 • Select from the **Dropdown** which facilities you want to add
- 4 • Select the **Trash** icon button to delete a facility if needed



This screenshot shows the 'Create Event' form with the following fields and values:

- Event Type: Dedicated
- Provider: Brooke Nielsen
- Dedicated Facility: Facility (marked with a red 1)
- Employee Traveling: (toggle off)
- Activity Type: On-Call



This screenshot shows the 'Create Event' form with the following fields and values:

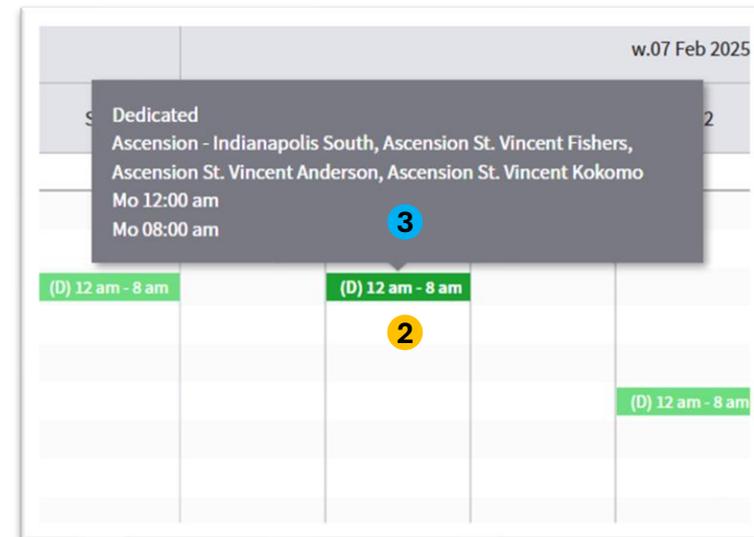
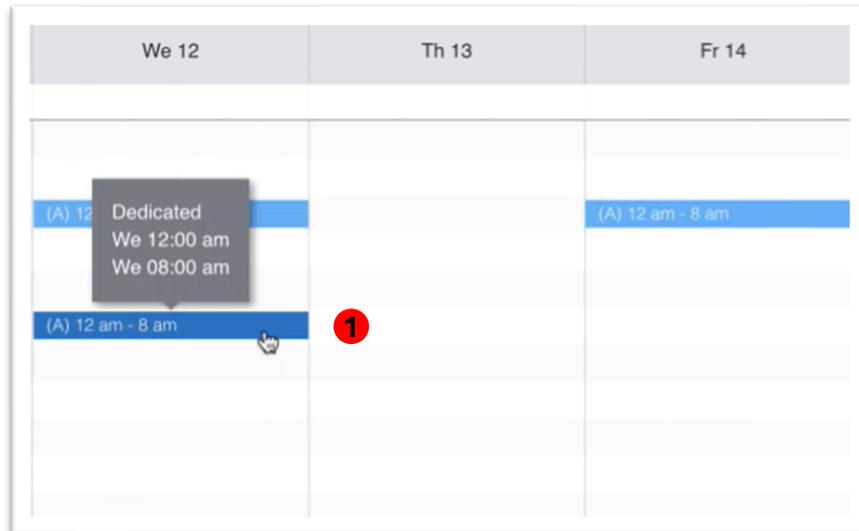
- Event Type: Dedicated
- Provider: Aubrey Cotton
- Dedicated Facilities: (marked with a yellow 2) A list of facilities: Ascension - Avon, Ascension - Castleton, and Facility (marked with a blue 3). A plus button (marked with a yellow 2) is used to add facilities, and trash icons (marked with a yellow 4) are used to delete them.
- Employee Traveling: (toggle off)
- Activity Type: On-Call
- Dates: A calendar for February 2025 with dates 2/10/25, 2/12/25, 2/14/25, 2/17/25, 2/19/25, and 2/21/25 selected (marked with a blue 3).

Buttons: SAVE, CANCEL

Scheduling Manager Update

2. Visual Changes to Dedicated Events

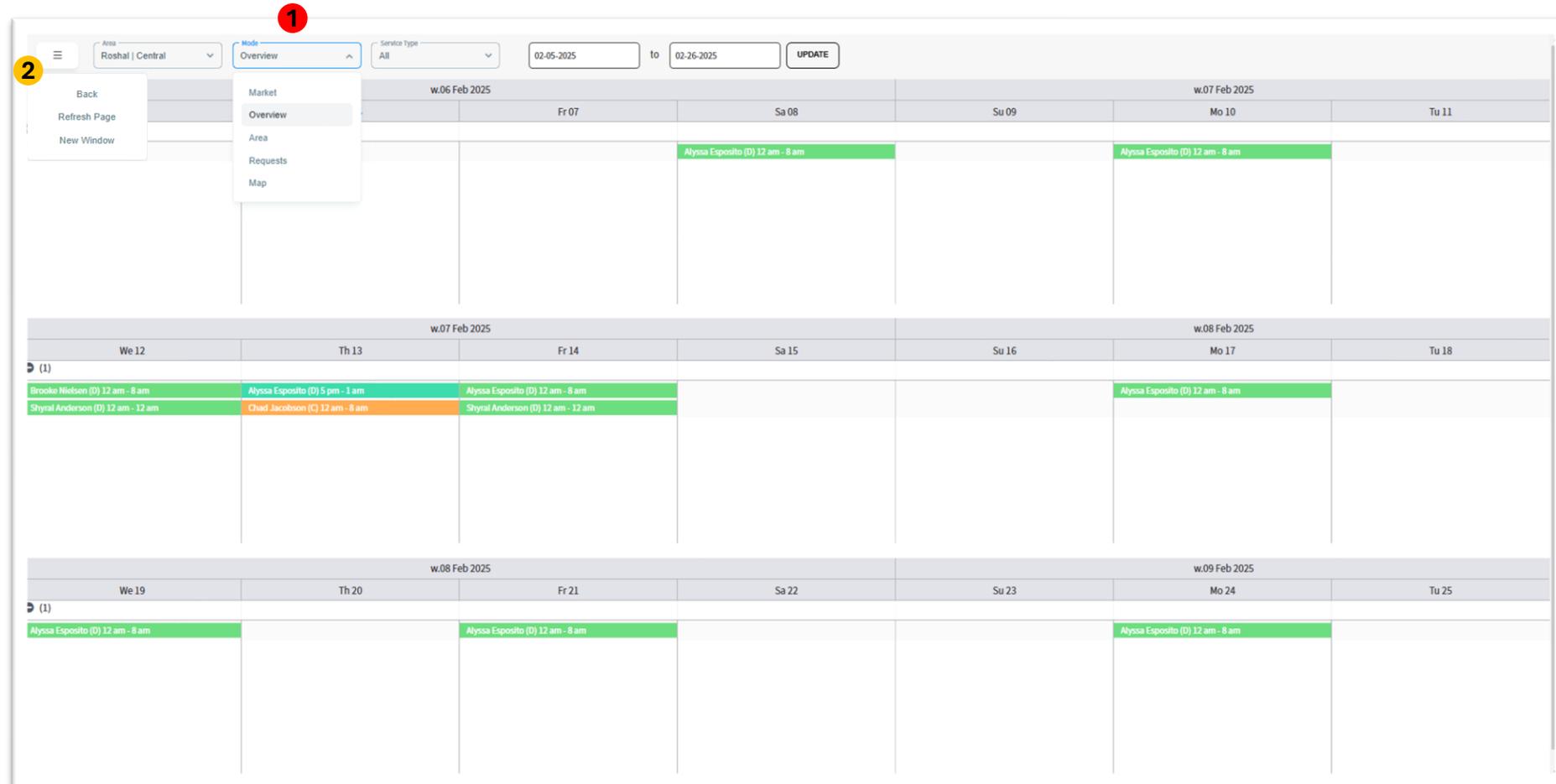
- 1 • If a dedicated event was created using the **Old Method**, it will appear as blue with a wrong letter **A** next to the event name
 - New system will not recognize the **Old Events** and will not send out a dispatch call if this is still used after we “flip the switch” to the new method
- 2 • If a dedicated event is created using the **New Method**, it will appear as green with the correct letter **D** next to the event name
- 3 • You can now hover over the **New Event** to get a detailed summary of the dedicated facilities associated to that specific event



Scheduling Manager Update

3. Overview Mode

- 1 • Removed **Schedule Mode** and replaced with **Overview Mode**
 - Condensed calendar view of up to a month of time
 - Add and edit events directly from within here if desired



4. Hamburger Menu

- **Back**
- **Refresh Page**
 - Reloads new content
- **New Window**

5. Filter View

- As you navigate around different screens of the admin portal the area, mode, and date range selected will stay consistent unless you exit the portal completely

Scheduling Manager Update

6. Concerns to Note

- Once we allow you to begin creating events using the new method, you will no longer be able to create an event using the old method.
 - **PLEASE** ensure all schedules are set up correctly before we enable you to start this new method setup
 - **Old Method** will still function until the specified date but will stop dispatching calls once specified date starts
 - **New Method** will only work after specified date
- If you have a dedicated event that occurs between the old method date and the new method date, you can leave that event as is, but just create a new event using the new method and add in the proper dedicated facilities
 - EX: March 3rd @ 7am Central is the date **New Method** goes live. John Doe has a dedicated event on March 3rd @ 12am – March 4th @ 12 am Central using the **Old Method**. Leave that old event alone and create a new dedicated event with the same time frame using the **New Method**.
- If any existing events need to be changed after we start allowing you to create events using the new method, please contact IT to assist





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