

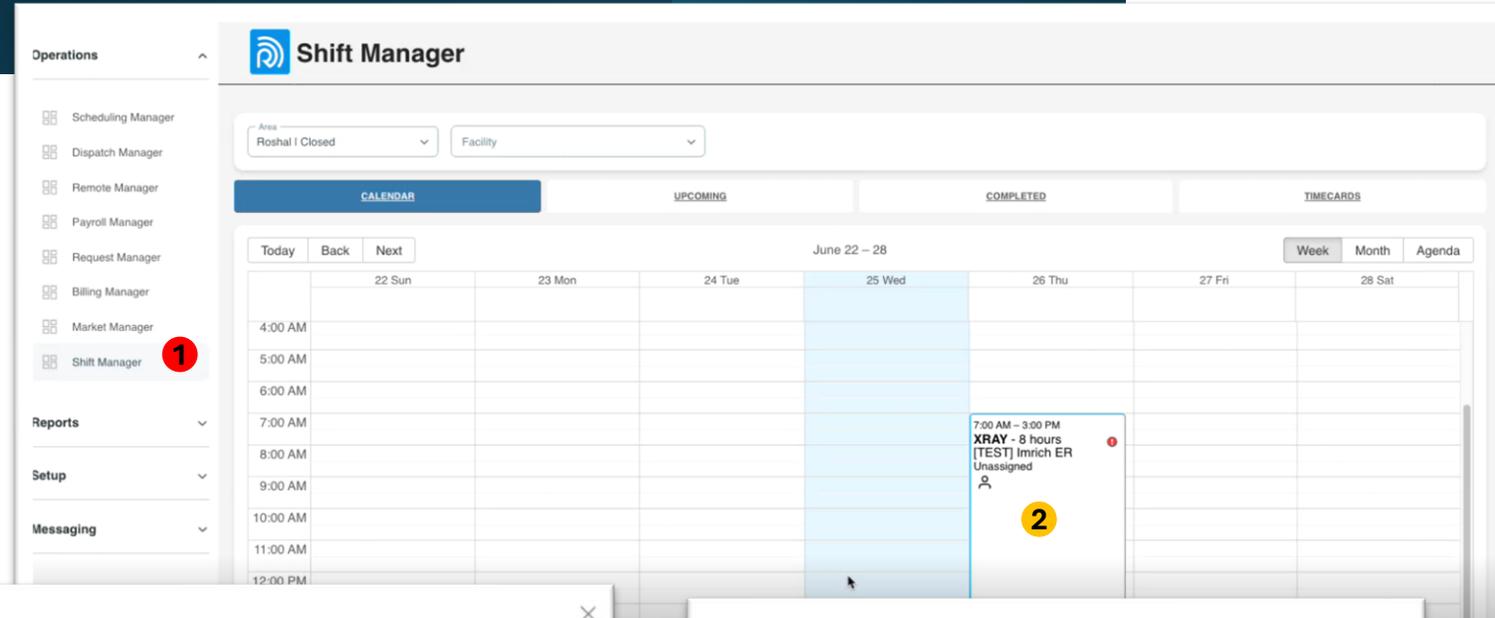
# Shifted Bulletin Walkthrough

7/8/2025

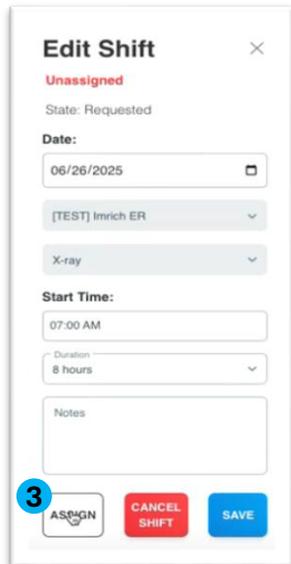
# Shifted Bulletin

## 1. Sending a Shifted Bulletin

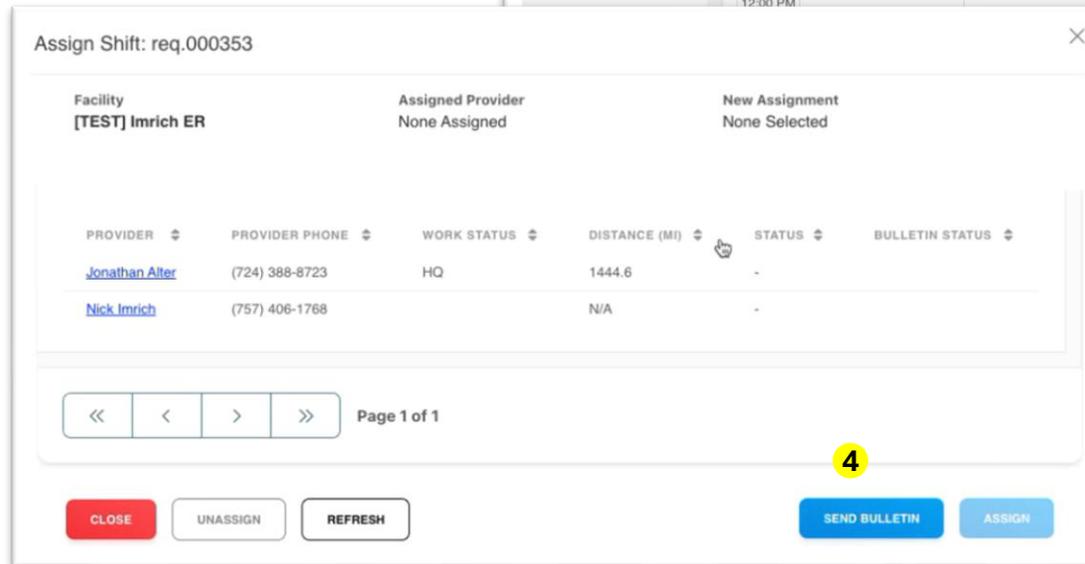
- 1 • Click on the Shift Manager on the left side of your screen.
- 2 • Click on the shift that you would like to view
- 3 • Once viewing the shift details, click **Assign**
- 4 • Within the Assign Shift Screen, you will see an option to **Send Bulletin** to all providers that are listed above
- 5 • Once sent, the providers will be able to access the bulletin list within their app



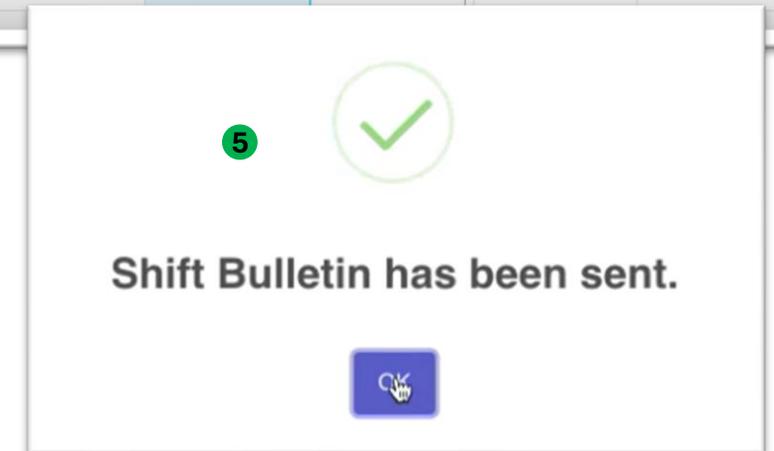
The screenshot shows the 'Shift Manager' interface. On the left, there is a sidebar with a list of roles: Operations, Reports, Setup, and Messaging. Under 'Operations', 'Shift Manager' is highlighted with a red circle '1'. The main area shows a calendar for June 22-28. A shift is highlighted on Wednesday, June 25th, from 7:00 AM to 3:00 PM. The shift details are shown in a pop-up box on the right, with a yellow circle '2' next to the shift name: '7:00 AM - 3:00 PM XRAY - 8 hours [TEST] Imrich ER Unassigned'.



The 'Edit Shift' dialog box is shown. It has a title bar with 'Edit Shift' and a close button. Below the title, it says 'Unassigned' and 'State: Requested'. There are fields for 'Date:' (06/26/2025), 'Shift Name:' ([TEST] Imrich ER), and 'Start Time:' (07:00 AM). There are also dropdown menus for 'Duration:' (8 hours) and 'Notes:'. At the bottom, there are three buttons: 'ASSIGN' (with a blue circle '3'), 'CANCEL SHIFT', and 'SAVE'.



The 'Assign Shift: req.000353' dialog box is shown. It has a title bar with 'Assign Shift: req.000353' and a close button. Below the title, it shows 'Facility: [TEST] Imrich ER', 'Assigned Provider: None Assigned', and 'New Assignment: None Selected'. There is a table of providers with columns: PROVIDER, PROVIDER PHONE, WORK STATUS, DISTANCE (MI), STATUS, and BULLETIN STATUS. The table has two rows: Jonathan Alter (724) 388-8723, HQ, 1444.6, - and Nick Imrich (757) 406-1768, N/A, -. At the bottom, there are buttons for 'CLOSE', 'UNASSIGN', 'REFRESH', 'SEND BULLETIN' (with a yellow circle '4'), and 'ASSIGN'.



The confirmation message box is shown. It has a title bar with a green circle '5' and a green checkmark icon. The main text says 'Shift Bulletin has been sent.' Below the text, there is a blue button with a hand icon.

# Shifted Bulletin

## 2. Monitoring a Shifted Bulletin

- 1 • Once the shifted bulletin is sent out the admin can monitor the bulletin status for each person that it was sent out to and assign the shift accordingly
  - **Requested** – The provider wants the shift
  - **Declined** – The provider does not want the shift
  - **Open** – The provider has not viewed the shifted bulletin in their app – undecided
- 2 • Select the provider and assign the shift accordingly

Assign Shift: req.000353

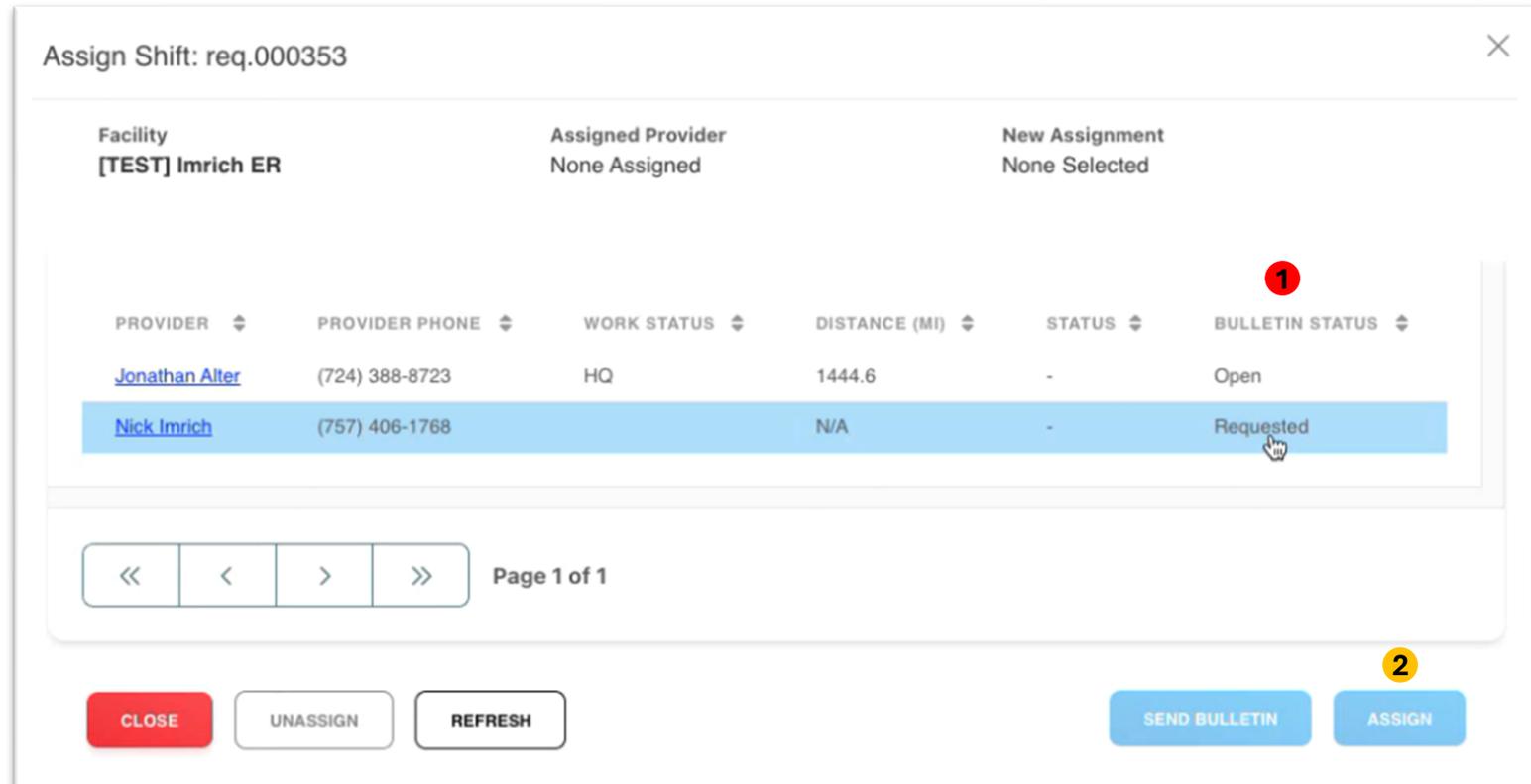
| Facility         | Assigned Provider | New Assignment |
|------------------|-------------------|----------------|
| [TEST] Imrich ER | None Assigned     | None Selected  |

| PROVIDER                       | PROVIDER PHONE | WORK STATUS | DISTANCE (MI) | STATUS | BULLETIN STATUS |
|--------------------------------|----------------|-------------|---------------|--------|-----------------|
| <a href="#">Jonathan Alter</a> | (724) 388-8723 | HQ          | 1444.6        | -      | Open            |
| <a href="#">Nick Imrich</a>    | (757) 406-1768 |             | N/A           | -      | Requested       |

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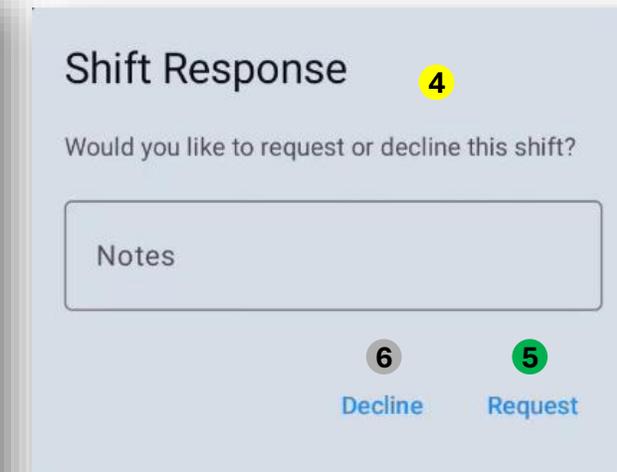
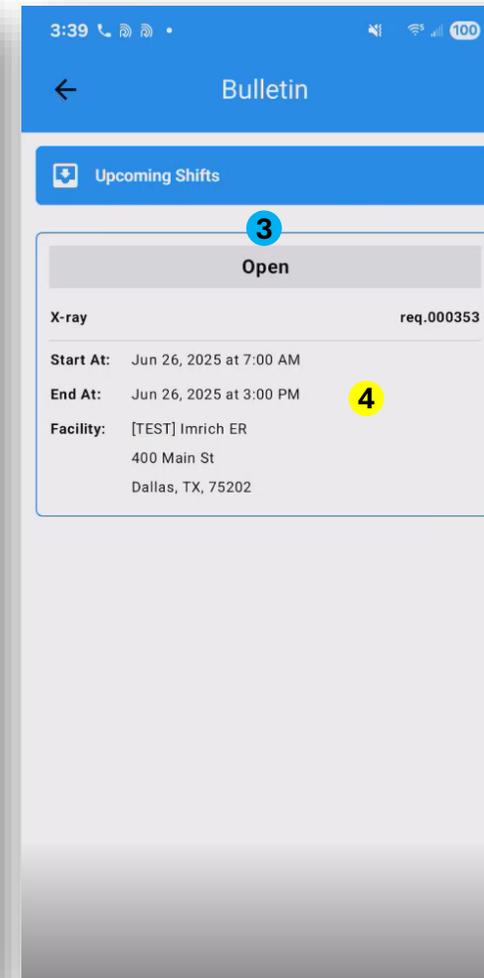
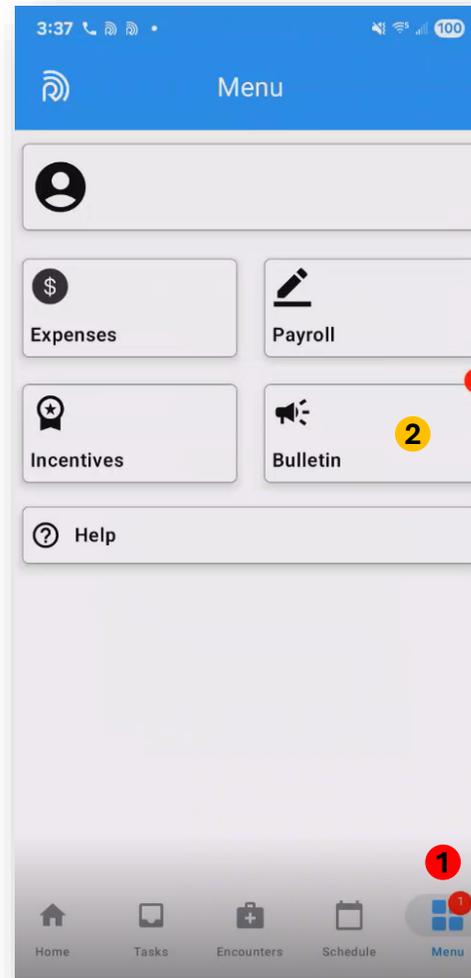
CLOSE UNASSIGN REFRESH SEND BULLETIN ASSIGN



# Shifted Bulletin

## 3. Provider Viewing of Shifted Bulletins

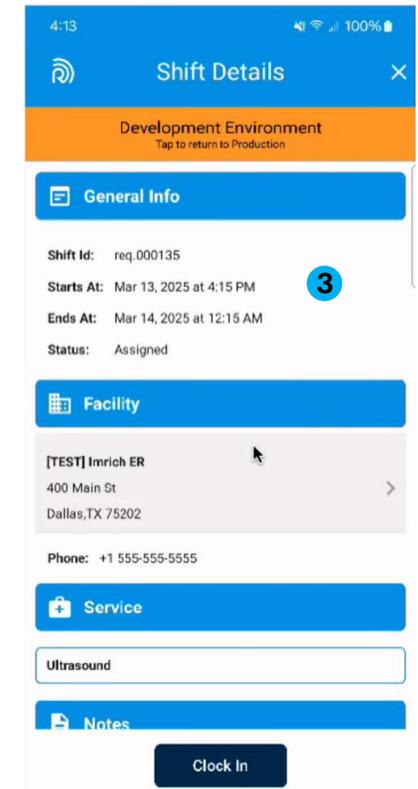
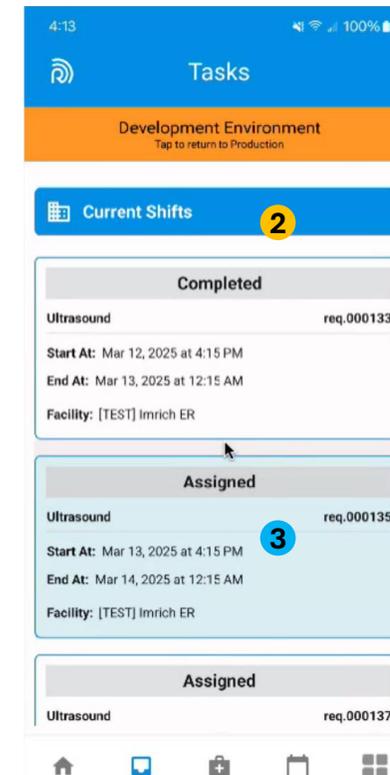
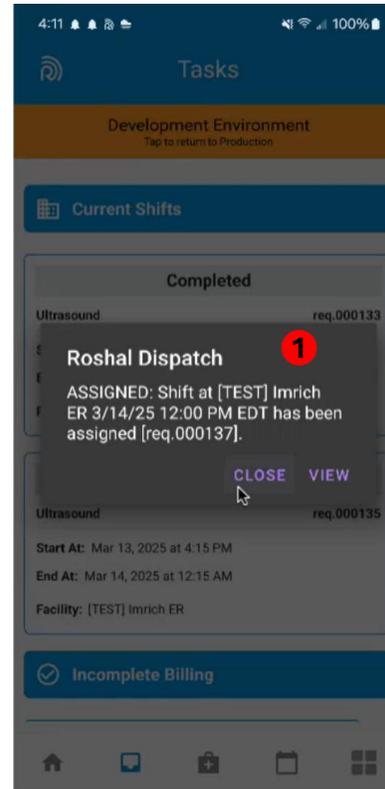
- Within the provider app, click on the menu tab on the bottom right of your screen
- Within menu click on the **bulletin** button (a notification shows you any unread bulletin items)
- From here you will see a list of all the bulletin shifts that have been sent out to you
  - Each bulletin shift starts out as open
- The provider has the option to click inside of the item and a pop up will appear to either request or decline the shift and add notes
  - **Request** – shows the admin they are interested in this shift
  - **Decline** – shows the admin they are not interested in this shift
- Whichever you select, the visual of the bulletin shift will update accordingly
  - If you do not touch the bulletin shift, it just stays as “open”



# Shifted Bulletin

## 4. Provider Viewing Shifts Once Assigned

- Once a bulletin shift gets assigned to the provider, it gets **removed** from the bulletin list and the **same process occurs** when a provider normally gets assigned a shift
  - The provider will receive an order in the form of a push notification and an in-app pop up
    - Notified within a 72-hour window of the shifted event
  - The **Tasks Screen** will show a **Current Shifts** section which pulls in shifts 24 hours in the past, today, and 24 hours in the future
    - At most you will see 3 shifts on this screen
  - Click within the shift to view the **Shift Details** screen
- To learn more about how to manage your shifts and understand the full shift process, please view this pdf:
  - [Shifted Provider App Walkthrough.pdf](#)





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