

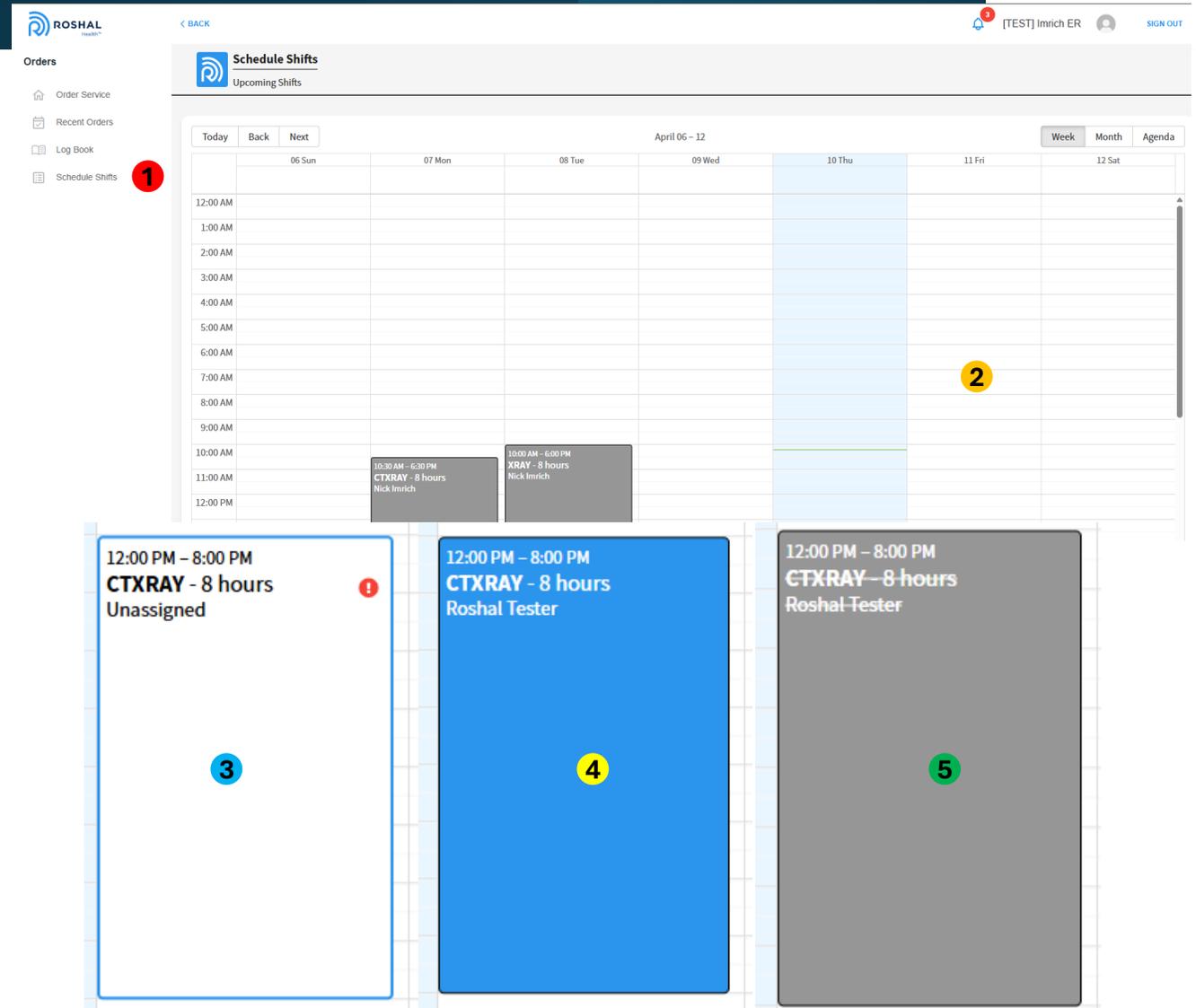
Shifted – Client Portal Walkthrough

11/13/2025

Shift Manager Overview

1. Shift Manager Overview

- 1 • Click on **Schedule Shifts** on the left side of your screen
- 2 • Inside the **Calendar View**, click inside of a specific cell on the schedule to add a shift to that date and time. The event must be created 24 hours in advance.
- 3 • Once created, the event will appear as **white**. This identifies it has not yet been assigned a provider/technologist.
- 4 • When the event has been assigned a provider/technologist, it will appear as **blue**.
- 5 • If the event is **canceled** by you (the client), it will appear as **grey** and **crossed out**

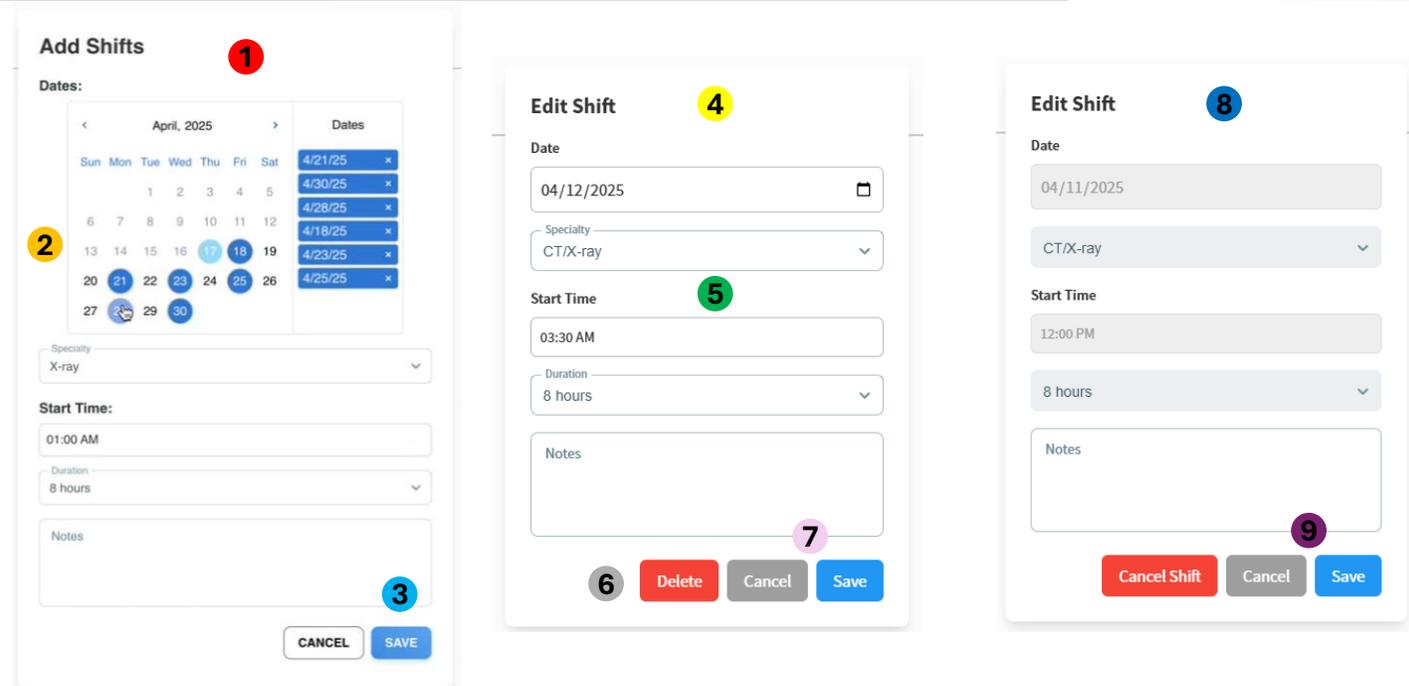


The screenshot displays the ROSHAL Shift Manager interface. On the left, a sidebar menu includes 'Orders', 'Order Service', 'Recent Orders', 'Log Book', and 'Schedule Shifts'. The main area is titled 'Schedule Shifts' and shows a calendar for 'April 06 - 12'. A red circle '1' highlights the 'Schedule Shifts' menu item. The calendar grid shows a shift event on Thursday, April 10th, from 12:00 PM to 8:00 PM. A yellow circle '2' highlights this event. Below the calendar, three enlarged boxes illustrate the event states: 1. A white box with a red exclamation mark icon, labeled '12:00 PM - 8:00 PM CTXRAY - 8 hours Unassigned', with a blue circle '3' in the center. 2. A blue box with a yellow exclamation mark icon, labeled '12:00 PM - 8:00 PM CTXRAY - 8 hours Roshal Tester', with a yellow circle '4' in the center. 3. A grey box with a green exclamation mark icon, labeled '12:00 PM - 8:00 PM CTXRAY - 8 hours Roshal Tester', with a green circle '5' in the center.

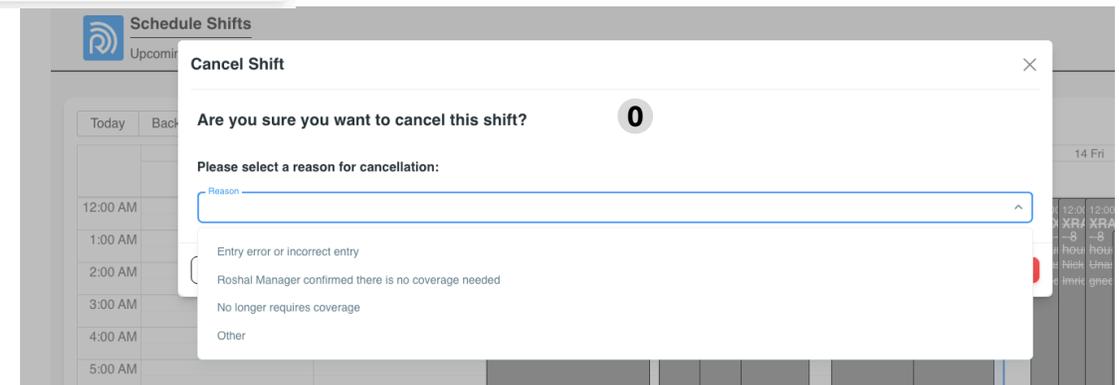
Adding and Editing Shifts

2. Adding and Editing Shifts

- 1 • When **Adding a Shift** fill out the necessary details.
 - 2 • **Dates**
 - Select multiple dates if you need to set up a recurring shift.
 - **Specialty** (Ultrasound, CT, X-ray, etc).
 - **Start Time and Duration.**
 - Any **Notes** if needed.
- 3 • Hit **Save** once completed.
- 4 • When **Editing a Shift** (if not yet assigned a provider/technologist) you can:
 - 5 • Adjust specialty, start time and duration, notes, etc.
 - 6 • **Delete** shift if no longer needed (removed from view).
 - 7 • **Cancel** your edits **or Save.**
- 8 • When **Editing a Shift** (if already assigned a provider/technologist) you can:
 - 9 • **Cancel Shift** if no longer needed (may incur cancellation fees as provider/technologist has already been assigned).
 - 0 • Select a reason once you cancel.
 - Adjust notes if needed.



The image shows three screenshots of the shift management interface. The first screenshot, titled 'Add Shifts', shows a calendar for April 2025 with dates 21, 22, 23, 24, 25, and 26 selected. Below the calendar are fields for Specialty (X-ray), Start Time (01:00 AM), Duration (8 hours), and Notes. The second screenshot, titled 'Edit Shift', shows a form with fields for Date (04/12/2025), Specialty (CT/X-ray), Start Time (03:30 AM), Duration (8 hours), and Notes. At the bottom are buttons for Delete, Cancel, and Save. The third screenshot, also titled 'Edit Shift', shows a form with fields for Date (04/11/2025), Specialty (CT/X-ray), Start Time (12:00 PM), Duration (8 hours), and Notes. At the bottom are buttons for Cancel Shift, Cancel, and Save. Numbered callouts (1-9) are placed over the interface elements to correspond with the instructions in the text.

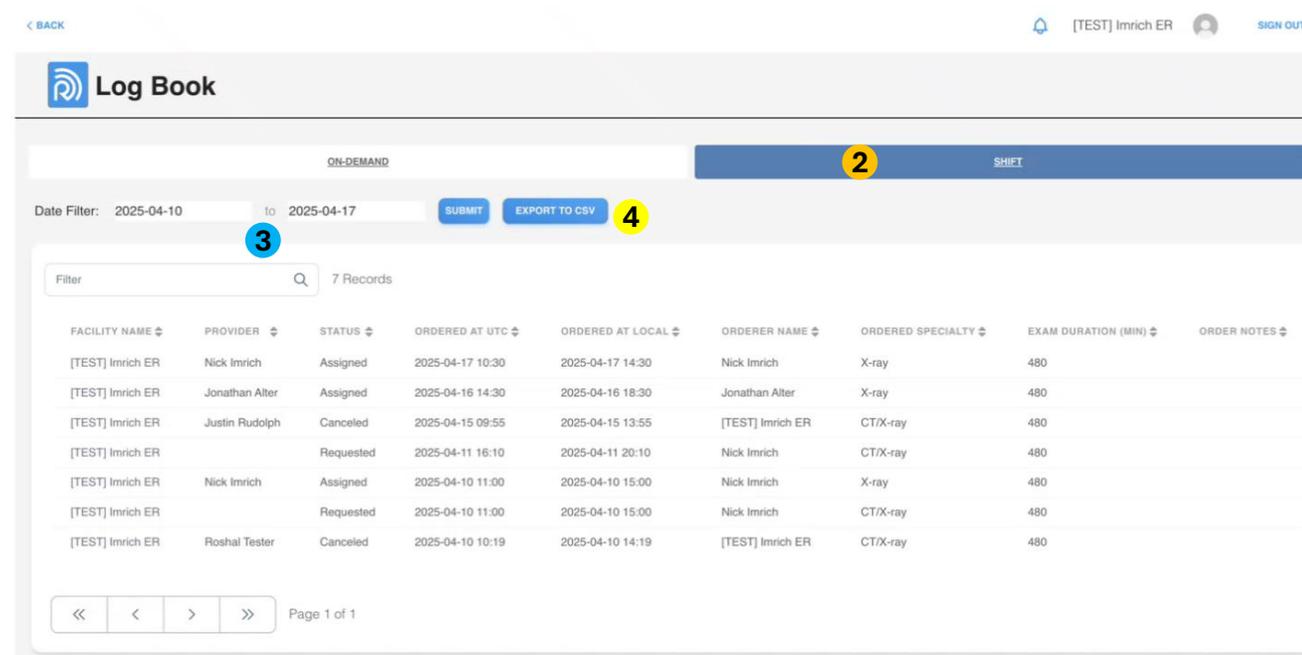
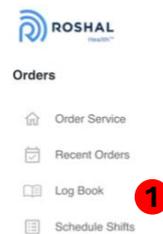


The image shows a 'Cancel Shift' dialog box overlaid on a 'Schedule Shifts' interface. The dialog box asks 'Are you sure you want to cancel this shift?' and provides a dropdown menu for 'Please select a reason for cancellation:'. The dropdown menu has the following options: 'Entry error or incorrect entry', 'Roshal Manager confirmed there is no coverage needed', 'No longer requires coverage', and 'Other'. A '0' callout is placed over the question text.

Shift Log Book

3. Log Book

- 1 • Click on **Log Book** on the left side menu
- 2 • Click on the **Shift Tab** to view all your current and past orders for your shifted events
 - Includes all order information (Provider, status, ordered data, specialty, duration, notes, etc)
- 3 • Filter by **Date** if needed then click on **Submit**
- 4 • **Export** your log book data to a CSV file if needed



Log Book

ON-DEMAND **2** SHIFT

Date Filter: 2025-04-10 to 2025-04-17 **3** **4** SUBMIT EXPORT TO CSV

Filter 7 Records

FACILITY NAME	PROVIDER	STATUS	ORDERED AT UTC	ORDERED AT LOCAL	ORDERER NAME	ORDERED SPECIALTY	EXAM DURATION (MIN)	ORDER NOTES
[TEST] Imrich ER	Nick Imrich	Assigned	2025-04-17 10:30	2025-04-17 14:30	Nick Imrich	X-ray	480	
[TEST] Imrich ER	Jonathan Alter	Assigned	2025-04-16 14:30	2025-04-16 18:30	Jonathan Alter	X-ray	480	
[TEST] Imrich ER	Justin Rudolph	Canceled	2025-04-15 09:55	2025-04-15 13:55	[TEST] Imrich ER	CT/X-ray	480	
[TEST] Imrich ER		Requested	2025-04-11 16:10	2025-04-11 20:10	Nick Imrich	CT/X-ray	480	
[TEST] Imrich ER	Nick Imrich	Assigned	2025-04-10 11:00	2025-04-10 15:00	Nick Imrich	X-ray	480	
[TEST] Imrich ER		Requested	2025-04-10 11:00	2025-04-10 15:00	Nick Imrich	CT/X-ray	480	
[TEST] Imrich ER	Roshal Tester	Canceled	2025-04-10 10:19	2025-04-10 14:19	[TEST] Imrich ER	CT/X-ray	480	

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