

OnCall for Partner Group – Creating and Using a Preset

Finding OnCall Staff for Your Partner Group – Create a PRESET

1. Load the ASV for your team with start and end date today (current date)
2. Filter schedule to Job-RN, and the Activity-ONCALL–employees on your team scheduled to OnCall for the current date display
3. Select the lookup next to your team’s name at the top of the page, then select the teams in your partner group from the list, and then select Load – the scheduled OnCall shifts for all teams selected display for the current date
4. Expand the Schedule Selection area by selecting the up arrow located above the function tools, right-hand side of screen – the Schedule Selection area displays
5. Select Save As Preset, located after the Load button on the left-hand side of page – the preset definition page displays listing the teams you selected
6. Name the preset, example: Partner Group OnCalls (you are the only one that will see your presets), select the checkboxes for Filters and Sorts & Exclude OFF Shifts (DO NOT select Include Sub Units), and then select Save

How do I use the preset? Selecting the Preset will always load the schedule for Teams in your Partner Group, RN, OnCall for the Current Date

- When you want to see the partner group OnCall shifts, select Scheduling from the blue navigation bar and then select Advanced Schedule View
- Select the lookup from Preset, then select the preset you created– the schedule loads with the teams and filters set in the preset – Instead of using the lookup icon type a few letters of the name of the preset and select the tab key – the schedule loads per the preset
- Once the schedule loads you can filter to day or night shift, or you can select the forward arrow at the top of the page to advanced to the next day

Schedule Selection

Preset

Unit
 Include Sub Units

Employee
 Exclude OFF shifts

Schedule Period* Start Date* End Date*

Schedule Balance

Unit	Job	Filter
Show All		
ALLERGY/PULMONARY RE	RAD THERAPIST	
BURN CLINIC	RESEARCH NURSE SPEC	
CTR WOMENS OHO	RN	
	RN-CC	

Activity	Day Part	Shift-based
NO-SHIF		<input checked="" type="checkbox"/>
OFF	Show All	
ONCALL	No Day Part	
ORI	12 HR DAY	
PNS	12 HR NGT	

Schedule Selection

VUH 7N CARD In

Position	Unit	Shift	Employee	Rotation	Totals	June
Employee						
RN						
Sanders, Alethea K [0.9]						
				W1*	12.00	Thu 2
				DayOC		VUH 7N C

Find Team

Clear

- VUH CRU
- VUH 8S
- VUH 6T3
- VUH 5N
- VUH 5S
- VUH 6N NEURO
- VUH 6S SPINE
- VUH 7E
- VUH 7N CARD
- VUH 6S
- VUH 7MT

Schedule Period* Start Da

Display Options

Availability Unit

Start/End Pref

Job Una:

Compact View

Preset Definition

Unit / Employee VUH CRU,VUH 8S,VUH 6T3,VUH 5N,VUH 5S,VUH 6N NEURO,VUH 6S SPINE,VUH 7E,VUH 7N CARD,VUH 6S,VUH 7MT

Preset Name

Include Sub Units

Filters and Sorts

Exclude OFF shifts

Schedule Period

Schedule selection and Dates

Days Current Date

Days Current Date

WHERE IS PRESET FOUND – Go to Scheduling, then Advanced Schedule View-the field for Preset is at the top of the selections

Schedule Selection

Find Preset

Clear

Partner Group OnCalls

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Schedule Period* Start Dat