

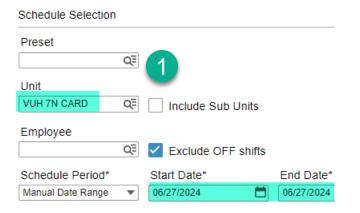
OnCall for Partner Group – Creating and Using a Preset

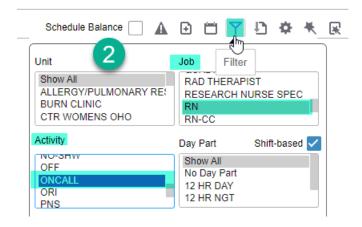
Finding OnCall Staff for Your Partner Group - Create a PRESET

- 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

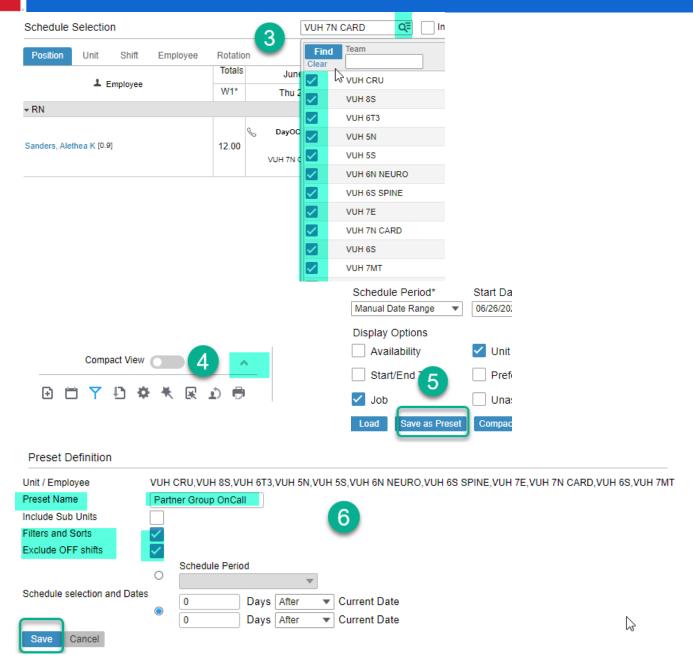
- When you want to see the partner group OnCall shifts, select Scheduling from the blue navigation bar and then select Advanced Schedule View
- Select the lookup from Preset, then select the preset you created— the schedule loads with the teams and filters set in the preset Instead of using the lookup 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





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Workforce Management (WFM)



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

