

## Billboard Shifts – How to Change the Position (JOB)

You may need to change a position: RN to RN-DIP, CP to CP to CP-SSP or some other change.

### From the Team Schedule in the Advanced Schedule View (ASV)

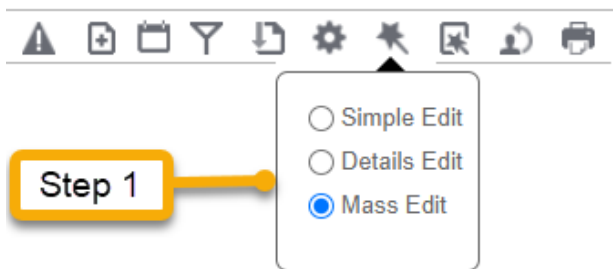
1. Select Wand icon from the function tools on the right, then select Mass Edit
2. \*elect the unassigned shifts that need to be offered as another job
3. Select the pencil icon for the function tools, then select Change Position
4. Enter the position needed, i.e., RN-DIP, CP-DIP, and then Save

### How to Send the updated shifts to a billboard or billboards

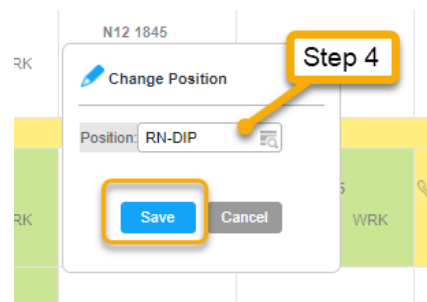
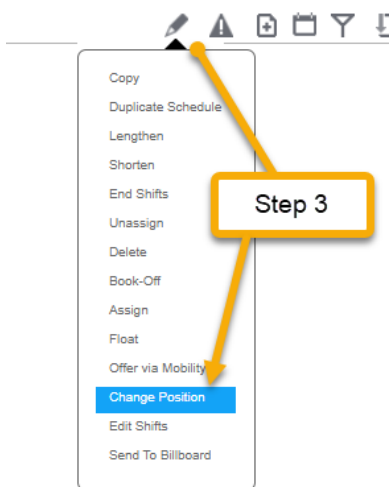
Shifts posted to billboard(s) are removed from posting(s) when there is a change to the shift, i.e., job, time, activity.

To send the changed shifts to the billboard

1. Select the unassigned shifts that have been changed (still in Mass Edit mode) *\*Note shifts already posted to billboard(s) will have the clipboard icon, the shifts you changed will not have the icon until you send them again or for the first time to billboard(s)*
2. Select the pencil icon and then Send to Billboard
3. Select the billboard(s) that you want to post shifts for staff to claim, and then select Submit



### SCREENSHOTS OF STEPS FOR UPDATING POSITION/JOB



**SCREENSHOTS OF STEPS FOR SENDING UPDATED SHIFTS TO A BILLBOARD OR BILBOARDS**

▼ RN-DIP

<b>Step 1</b>			
D12 0645* WRK VUH 9N	D12 0645* WRK VUH 9N	D12 0645* WRK VUH 9N	D12 0645* WRK VUH 9N
D12 0645* WRK VUH 9N	N12 1845* WRK VUH 9N	N12 1845* WRK VUH 9N	N12 1845* WRK VUH 9N
D12 0645* WRK VUH 9N	N12 1845* WRK VUH 9N	N12 1845* WRK VUH 9N	N12 1845* WRK VUH 9N

- Copy
- Duplicate Schedule
- Lengthen
- Shorten
- End Shifts
- Unassign
- Delete
- Book-Off
- Assign
- Float
- Offer via Mobility
- Change Position
- Edit Shifts
- Send To Billboard**

**Step 2**

**Send to Billboard**

Available Billboards

VUH 9N ALL STAFF: VUH 9N ALL STAFF

Comment

**Step 3**