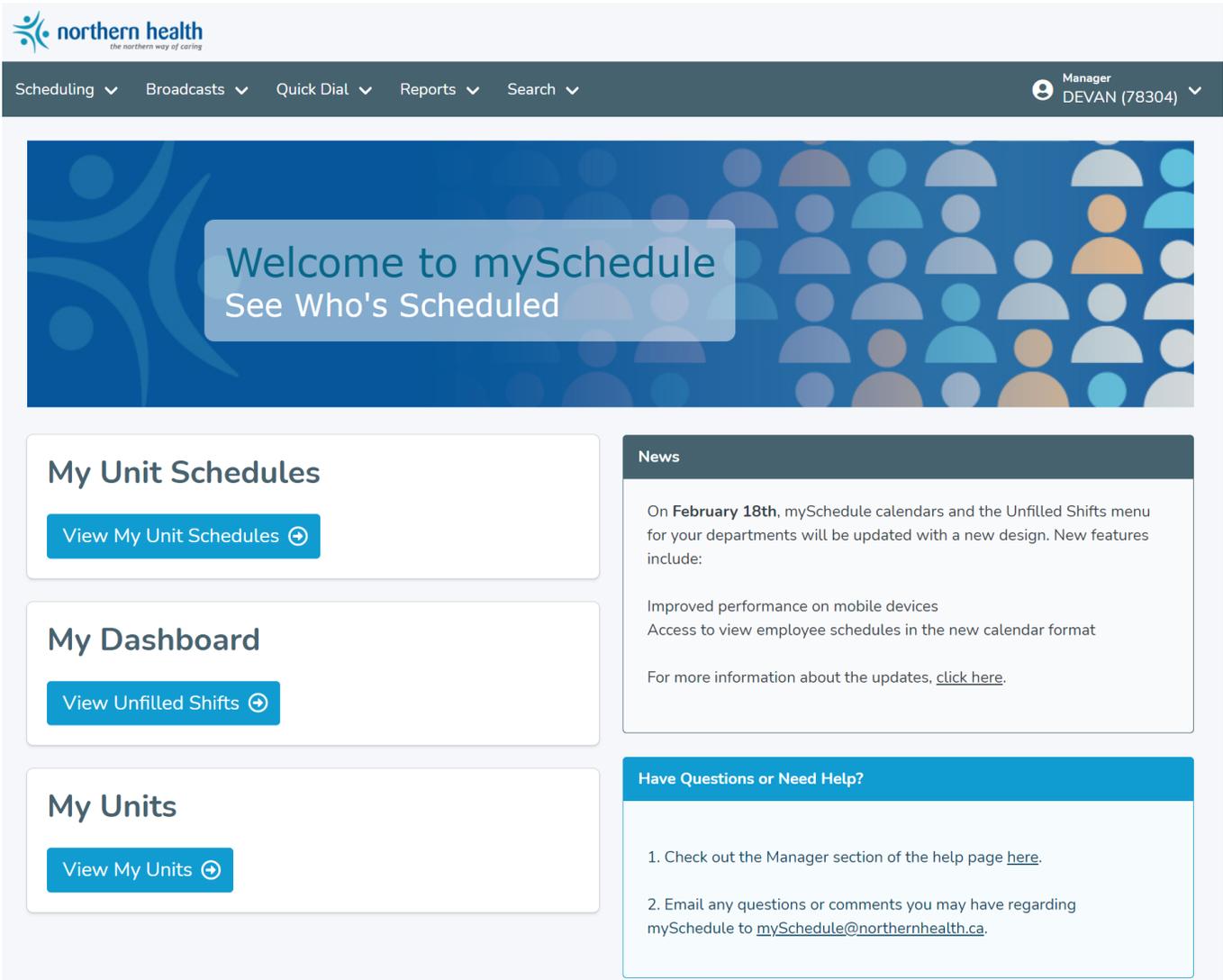

mySchedule Manager Guide - How to Navigate mySchedule

Introduction

The mySchedule Manager homepage has a number of links and resources for you. This document will assist you in navigating the mySchedule Manager homepage. Additional documents exist on OurNH and on the mySchedule site with more detailed information about the features detailed here.

Instructions

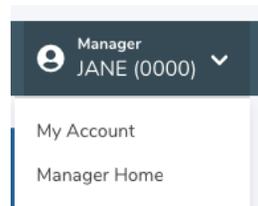
1. Login to mySchedule.northernhealth.ca with your NH user account, ensure you have the Manager profile selected (profile selector is located at the top right of the screen), and the Manager homepage is displayed:



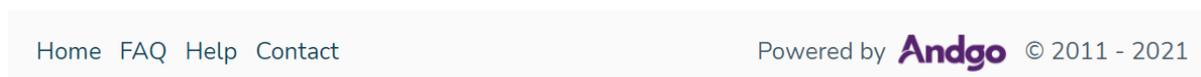
The screenshot shows the mySchedule Manager homepage. At the top left is the Northern Health logo. A dark navigation bar contains links for Scheduling, Broadcasts, Quick Dial, Reports, and Search. On the right of this bar, it says 'Manager DEVAN (78304)'. Below the navigation bar is a large blue banner with the text 'Welcome to mySchedule See Who's Scheduled'. The main content area is divided into three columns. The left column has three white boxes: 'My Unit Schedules' with a 'View My Unit Schedules' button, 'My Dashboard' with a 'View Unfilled Shifts' button, and 'My Units' with a 'View My Units' button. The right column has a 'News' section with a dark header and a white body containing text about updates on February 18th, and a 'Have Questions or Need Help?' section with a blue header and a white body containing two numbered steps.

You can return to the homepage at any time by clicking any of the following links:

- a. Click on **Home** in the top right of the homepage screen:



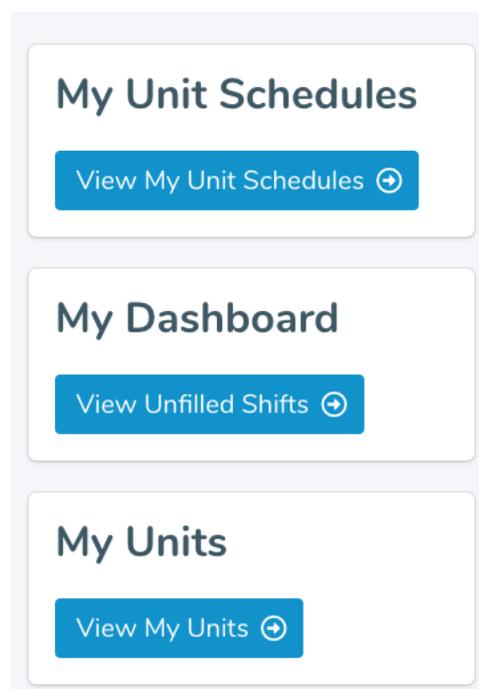
- b. Click on **Home** in the bottom left of the homepage screen:



- c. Click anywhere on the Northern Health logo at the top left of the homepage screen:



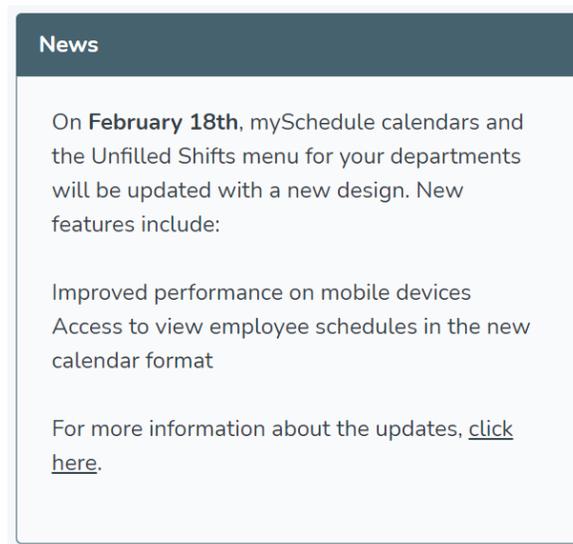
2. The left side of the screen includes some easy access links to three features of mySchedule:



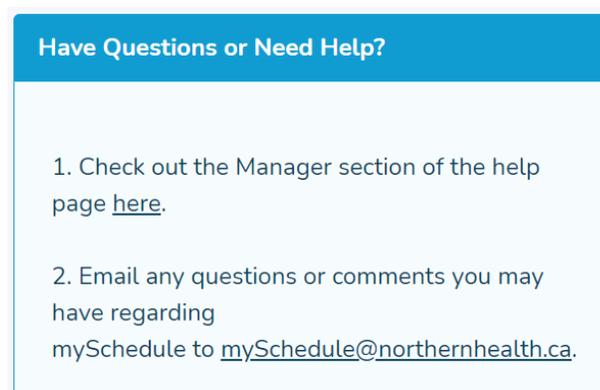
Below are the descriptions of each of the access links above:

My Unit Schedules	This feature will allow you to quickly access schedule information for each of your units
My Dashboard	This feature will allow you to view unfilled shifts in your units
My Units	This feature will allow you to view units you have Manager access for, assign delegate access, and update EARL settings

3. **News** about mySchedule is available on the homepage:



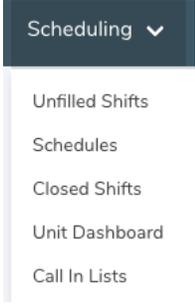
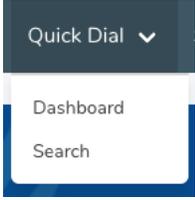
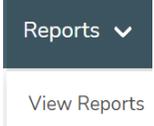
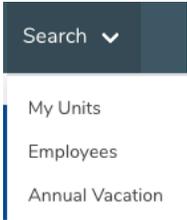
4. Help information is also available on the homepage – click on either of the underlined links for assistance:



5. mySchedule’s features are accessible through these menus in the title bar near the top of the page:



Below is a description of what is available in each of the menus above:

 <p>Scheduling ▾</p> <ul style="list-style-type: none"> Unfilled Shifts Schedules Closed Shifts Unit Dashboard Call In Lists 	Unfilled Shifts	This will display unfilled shifts in your units
	Schedules	This will display schedules in your units
	Closed Shifts	Record of shifts offered
	Unit Dashboard	Provides a ten day view of a units positions details, including shift duration, union, and either working, leave or unfilled status of the position
	Call In Lists	This will display contact information for the employees in your units
	Manage Annual Vacation	This will allow you to set vacation groups, edit quotas, and process annual vacation requests from your staff
 <p>Quick Dial ▾</p> <ul style="list-style-type: none"> Dashboard Search 	Dashboard	This will open a quick-access dashboard with Quick Dial calls (EARLs) from yesterday and today
	Search	This will allow you to search all Quick Dial calls (EARLs) from your staff, past and present
 <p>Reports ▾</p> <ul style="list-style-type: none"> View Reports 	View Reports	This will allow you to access a small set of reports on mySchedule data
 <p>Search ▾</p> <ul style="list-style-type: none"> My Units Employees Annual Vacation 	My Units	This will allow you to search for detailed information about each of your units
	Employees	This will allow you to search for information about specific employees in your units
	Annual Vacation	This will allow you to search the vacation request history for your units and employees

6. Please contact mySchedule@northernhealth.ca if you have any questions or concerns about navigating the mySchedule site.