
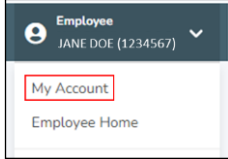



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|--|---|--|
|  Saskatchewan Health Authority | Title: How to change all Smart Call Preferences on sask.staffscheduling.ca – When to be called, which shifts to be called for, Auto Submit | |
| | Role performing Activity: All Users | |
| <h1>WORK STANDARD</h1> | Location: sask.staffscheduling.ca | Department/Unit: HR Systems and Analytics |
| | Document Owner: HR Systems | Date Prepared: June 6, 2023 |
| | Last Revision: | Date Approved: |
| | Related Policies/Documentation | |

Work Standard Summary: How to change all Smart Call Preferences on sask.staffscheduling.ca – When to be called, which shifts to be called for, Auto Submit.

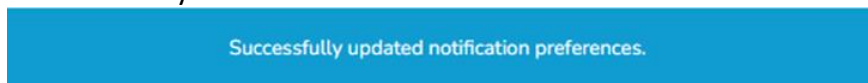
| Essential Tasks: | |
|------------------|---|
| 1. | Log in to https://sask.staffscheduling.ca/ . |
| 2. | At the top right-hand corner of the screen, click on “My Account”.  |
| 3. | On the “My Account” page, click on “Smart Call”.  |

4. Check off all the boxes that apply to you – you may select as many options as you like (you may also use the “All” or “None” buttons on the right), when you are done, click “Apply Changes To This Position”. Alternatively, click “Apply Changes to ALL Positions” if you would like these settings to be applied to all of your positions:

5. If you want sask.staffscheduling.ca to automatically apply for you for shifts that occur today, tomorrow, or both, based on the above preferences, please make sure the appropriate boxes are checked off:

6. **NOTE: If you opt to have sask.staffscheduling.ca apply on your behalf you are responsible to work any shifts that are granted**
- If you choose to automatically submit, sask.staffscheduling.ca will continue to apply for you until you uncheck the appropriate boxes (Employees may change this at any time)
 - It is your responsibility to ensure you are available for any shifts that you have marked yourself available for.
 - You have until a shift closes to cancel your submission (15 minutes after a shift is offered)
 - **Once a shift has been granted it cannot be cancelled.**

7. Click “Update My Preferences” when you are done. This message will appear at the top of the screen if you were successful:



8. If you do not wish to be contacted for shifts during specific hours, please use the box at the top of the screen, click on “Add” to add additional ranges, or “Remove” to remove a range you no longer require (you may have as many ranges as you like):

Smart Call Preferences

Do Not Notify Me Between:

- [Add](#)

Your "Do Not Notify Me Between" setting applies to all Smart Call notifications and cannot be applied differently for each position. Please press "Add" after any changes to this setting and before changing any below settings.

- Please note that this system uses the 24 hour clock, so please enter the times carefully
 - If you enter 09:00-02:00 to avoid calls between 9 AM and 2 PM, this would actually mean that you would only receive calls between 2:01 AM and 9:00 AM
- Please note that these changes will take affect right away, so if you change your settings, it will immediately affect your calls for Today and Tomorrow

9. If you scroll to the very bottom of the page, there is a link to see the employee’s Smart Call preference update history:

[Apply Changes To This Position](#) [Apply Changes To ALL Positions](#)

Last Updated: May 12, 2023, 15:46 CST by JANE DOE (1234567)

[View your preference update history.](#)

10. The report looks like this and displays exactly when/if shift preferences have been changed. Click on “Details” on the right side of the screen to see which preferences were changed:

JANE DOE (1234567) Preference Update History

Select Position
 --- ALL ---
[Search](#) Select your position here

| Updated By | Department | Occupation | |
|---|------------|------------|-------------------------|
| <div style="border: 1px solid red; padding: 2px;">User name hidden</div> on May 12, 2023, 15:46 CST | Emergency | (Manager) | Details |
| on May 12, 2023, 15:42 CST | Emergency | (Manager) | Details |
| on May 12, 2023, 15:30 CST | Emergency | (Manager) | Details |
| on May 12, 2023, 15:30 CST | Emergency | (Manager) | Details |
| on May 12, 2023, 15:30 CST | Emergency | (Manager) | Details |
| on May 12, 2023, 15:30 CST | Emergency | (Manager) | Details |
| Default | All | All | Details |

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