

<http://schedule.medexambulance.com/crewscheduler>

company medex

log in first initial last name no space

password whatever you entered

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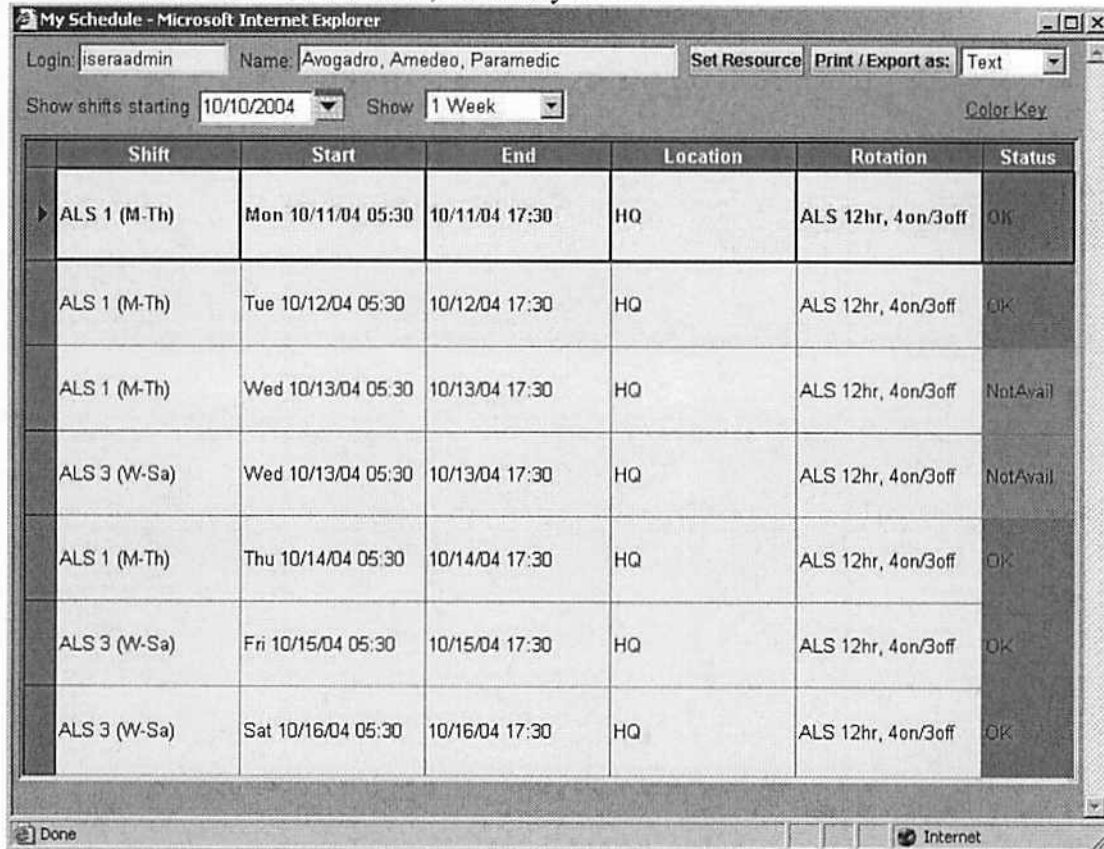
Scheduling

My Schedule

The My Schedule screen is used to display your currently scheduled shifts.

To open the My Schedule screen:

1. From the Self Serve Menu, select My Schedule.



Shift	Start	End	Location	Rotation	Status
ALS 1 (M-Th)	Mon 10/11/04 05:30	10/11/04 17:30	HQ	ALS 12hr, 4on/3off	OK
ALS 1 (M-Th)	Tue 10/12/04 05:30	10/12/04 17:30	HQ	ALS 12hr, 4on/3off	OK
ALS 1 (M-Th)	Wed 10/13/04 05:30	10/13/04 17:30	HQ	ALS 12hr, 4on/3off	NotAvail
ALS 3 (W-Sa)	Wed 10/13/04 05:30	10/13/04 17:30	HQ	ALS 12hr, 4on/3off	NotAvail
ALS 1 (M-Th)	Thu 10/14/04 05:30	10/14/04 17:30	HQ	ALS 12hr, 4on/3off	OK
ALS 3 (W-Sa)	Fri 10/15/04 05:30	10/15/04 17:30	HQ	ALS 12hr, 4on/3off	OK
ALS 3 (W-Sa)	Sat 10/16/04 05:30	10/16/04 17:30	HQ	ALS 12hr, 4on/3off	OK

2. Select the date from which you want to display your shifts, by selecting from the "Show Shifts Starting" box.
3. Select the amount of time you want to display in the Show box. For example, selecting "1 Week" will show your scheduled shifts for one week, starting on the date you selected.

The schedule will display your scheduled shift's name (Shift), Start and End dates, Location, Rotation name, and Status.

My Availability

From the My Availability screen you can view/submit your availability for scheduling. To view or submit availability for scheduling, do the following:

1. From the Self-Serve Menu, select My Availability.

My Availability - Microsoft Internet Explorer

Login: iseraadmin Name: Avogadro, Amedeo, Paramedic Print / Export as: Text

Show items from: 12/10/2004 Show 1 Month Set Resource

Time Periods when I am NOT Available:

Start	End	Duration	Reason	Entered By
Fri 12/10/2004 00:00	12/13/2004 00:00	3 day	Unable to work; Due to illness	Jess Haynie
Sun 12/19/2004 00:00	12/25/2004 00:00	6 day	Unable to work; Vacation	ISERA Administrator

Add Edit Delete Refresh

Done Internet

2. To add a new availability block, click the Add button. This will bring up the Add/Edit Availability window.
3. Select the start and end dates and times for which you will NOT be available.
4. Select a reason from the drop down, and enter a comment, if desired.
5. Click the Add new button.

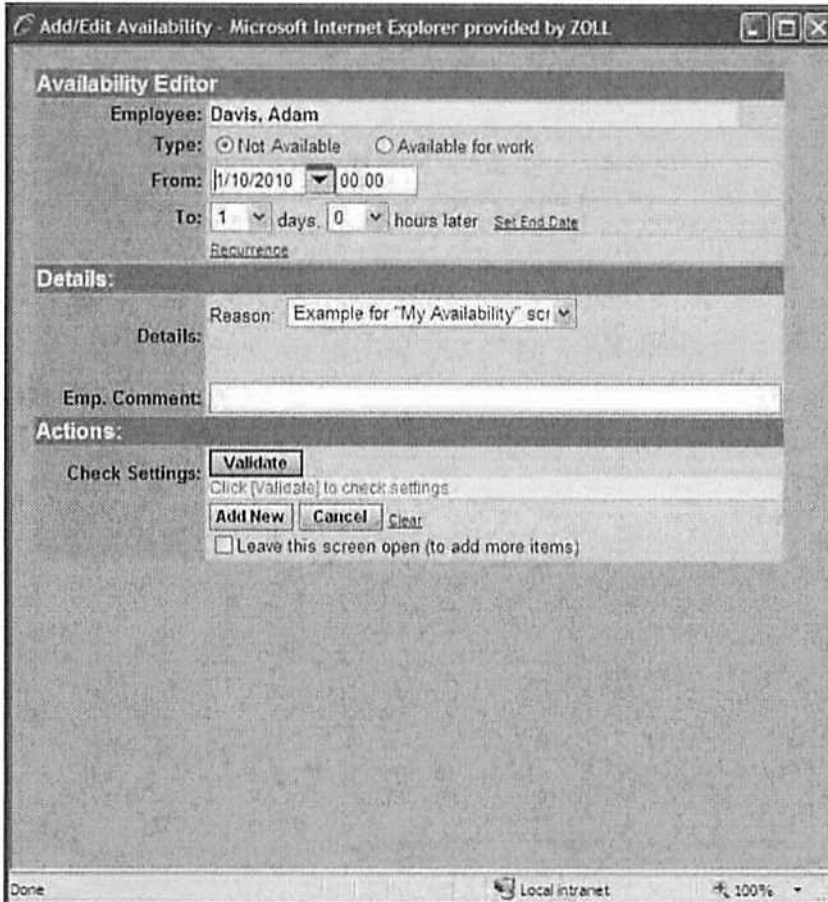
My Availability

From the My Availability screen you can view/submit your availability for scheduling.
To view or submit availability for scheduling:

1. From the Self-Serve Menu, select My Availability.



2. To add a new availability block, click the [Add] button. This brings up the Add/Edit Availability window.



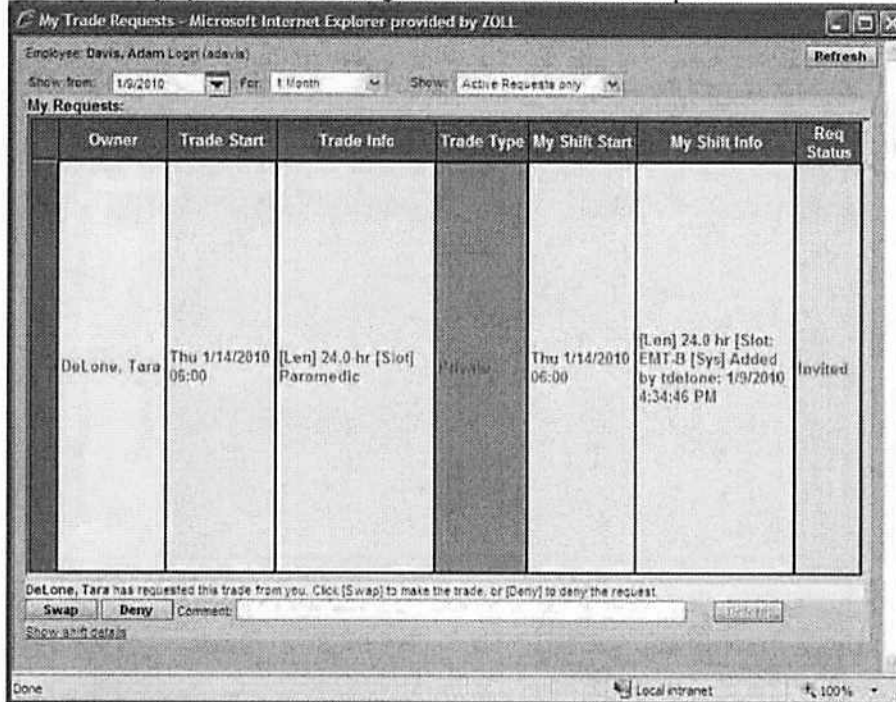
3. Select Available or Not Available for work.
4. Select the start and end dates and times for which you will not be available.
5. Select a reason from the drop-down, and enter a comment, if desired.
6. Click the [Add New] button.
7. Once Available or Not Available time has been added, you can view it from the main My Availability screen.

How do I trade a shift with a co-worker?

1. Go to screen My Trades.
2. Select your shift; click [Open as] [Private Trade].
3. The "Add Trade Request" screen will pop up. Select your co-worker's shift and click [Add Request].
.If you don't see your co-worker's shift in this screen, then one of you is not available and qualified for the other shift.
4. Once your co-worker accepts the request, your shifts will be swapped. The final swap might require supervisor approval.

My Trade Requests

The My Trade Requests screen allows employees to view all the trade requests that have received from other employees. The following screenshot shows an example:

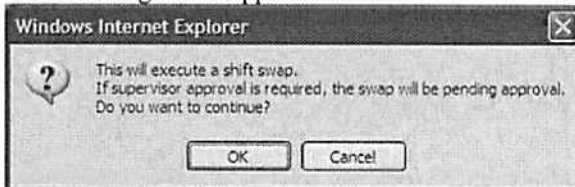


The field descriptions are as follows:

- **Show from:**Select start date to view request
- **For:** 1 Day, 1 Week, 2 Weeks, 1 Month, 6 Months or 1 Year
- **Show:** Active Requests Only or All Request
- **My Requests:** Show a list of request from other employees
- **Owner:** Person requesting the trade
- **Trade Start:** The date and time of the owner's shift they wish to trade
- **Trade Info:** Length of shift and Slot information
- **Trade Type:** Private or Public
- **My Shift Start:** The date and time of your shift the other employee would like to trade
- **My Shift Info:** Length of shift, slot information and information on who entered trade with date and time
- **Request Status:** For more information on each status item and description, Table 5-2 on page 5-15.

If you elect to accept the trade, click on the Swap button and add any comments.

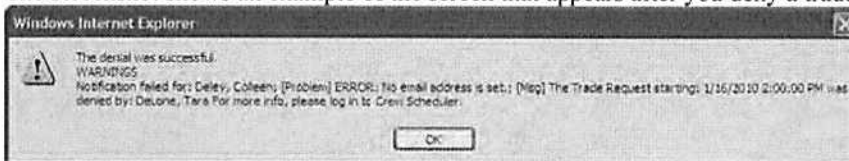
The following screen appears:



Click OK to continue the swap, or Cancel to stop the swap.

If you elect to deny the trade, click on the Deny button and add any comments. Click OK.

The screenshot shows an example of the screen that appears after you deny a trade.



My Shift Bids

The My Shift Bids screen is for viewing and/or submitting bids on shifts that are open for bidding. To submit a bid for a shift, do the following:

1. From the Self Serve Menu, select "My Shift Bids".

My Shift Bids - Microsoft Internet Explorer

Login: Name:

Show biddable: From: For: Region:

Biddable Items:

Shift Name	Slot	# of Bids	Start	End	Slot Status	Region
Mon-Fri B	Paramedic	0	Mon 12/13/2004 05:00	12/13/2004 13:00	Empty	EMS
	Student	0	Mon 12/13/2004 05:00	12/13/2004 13:00	Empty	EMS
Downtown Christmas Parade	EMT-B	0	Thu 12/16/2004 19:00	12/17/2004 03:00	Empty	EMS
	Student	0	Thu 12/16/2004 19:00	12/17/2004 03:00	Empty	EMS

Optional Comment:

You have 1 total pending bids as of 12/10/2004, with a limit of 50.
 You have 1 total bids in Dec 2004, with a limit of 20.

My Shift Bids:

Bid Item	Slot	Shift Start	Bid Submitted	Supervisor Comment	Approval Status
Downtown Christmas Parade	Paramedic	12/16/2004 19:00	12/10/2004 11:11		Pending

Note: Only 'Pending' Bids may be deleted.

Done Internet

2. Place any comments in the Optional Comments box.
3. Click the Submit button.
4. You will then see the submitted shift bid(s) in the My Shift Bids table, with an Approval Status of "Pending". After an Approver reviews the shift bid, the Approval Status will be either "Approved" or "Denied".