



## Clairvia Web: Employee Dashboard

### Overview

Clairvia Web is a web-based solution for viewing your schedule, self-scheduling (varies by department), swapping shifts, and receiving messages related to staffing and scheduling. The **Employee Dashboard** displays pertinent information related to your schedule.

### Employee Dashboard

#### My Schedule

**My Schedule** provides you with the most current and accurate schedule for the current month:

My Schedule						
July 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 0700 1930 RN	3 0700 1930 RN	4	5	6	7
8	9 0700 1930 RN	10 0700 1930 RN	11	12 0700 1930 RN	13	14
15	16 0700 1930 RN	17 0700 1930 RN	18	19	20	21
22	23 0700 1930 RN	24 0700 1930 RN	25	26 0700 1930 RN	27	28
29	30 0700 1930 RN	31 0700 1930 RN				

- **Blue** bullet = Pending Request
- **Green** bullet = Approved Request
- **Red** bullet = Denied Request

#### Competency Expirations

**Competency Expirations** gives you visual reminder of expired or soon-to-be expired licenses or competencies:

1 Competency Expirations in the next 60 days				
Profile	Name	ID	Competency	Date
● 4W MedTele	ABarclay1		CH Tubes	12/31/2021
● 4W MedTele	ABarclay1		PALS	12/31/2021
● 4W MedTele	ABarclay1		RN License	02/28/2022

- **Red** ● = Expired
- **Yellow** ● = Expiring Soon



## My Requests

**My Requests** are the shifts that you have self-scheduled. You can view the status and history of all of your submitted requests. After entering a request, your Manager or Scheduler will approve or deny, and a notification will be sent to you in **Message Center**.

My Requests		
Date	Request	Status
08/09/2024	<a href="#">Assign to 0700 1930 RN</a>	Pending

## My Opportunities

**Opportunities** are open shifts that are available to request. To see open opportunities on your dashboard, contact your Manager to enable this feature. Your skill, competency, and availability will determine which Opportunities you will see:

My Opportunities			
<a href="#">Profile/Service</a>	<a href="#">Date</a>	<a href="#">Task</a>	<a href="#">Status</a>
4W Med Tele	01/30/2022	7a-7p RN	Pending

## My Shift Swaps Pending Approval

When you have agreed upon a Shift Swap with another employee, it will appear in this section until approved by your manager:

My Shift Swaps Pending Approval					
<a href="#">Profile</a>	<a href="#">Old Task</a>	<a href="#">Old Date</a>	<a href="#">New Task</a>	<a href="#">New Date</a>	<a href="#">Swap With</a>
4W Med Tele	7a-7p RN	02/02/2022	7a-7p RN	02/05/2022	Carrie Pope



## Message Center

- The **Admin Note** will display information from your manager or scheduler.
- Additional messages will include **Shift Swaps** or other communications.

Message Center		
<b>Admin Note</b>		
I am working on the February 20 - March 19 schedule now. I will post it by Friday, January 28. Thanks, ME		
From	Subject	Date/Time Sent
X <a href="#">Pope, Carrie</a>	<a href="#">Accepted Swap</a>	<a href="#">01/26/2022 15:14</a>