



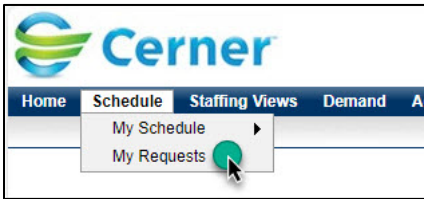
Clairvia Web: Making Requests (Self-Scheduling)

Overview

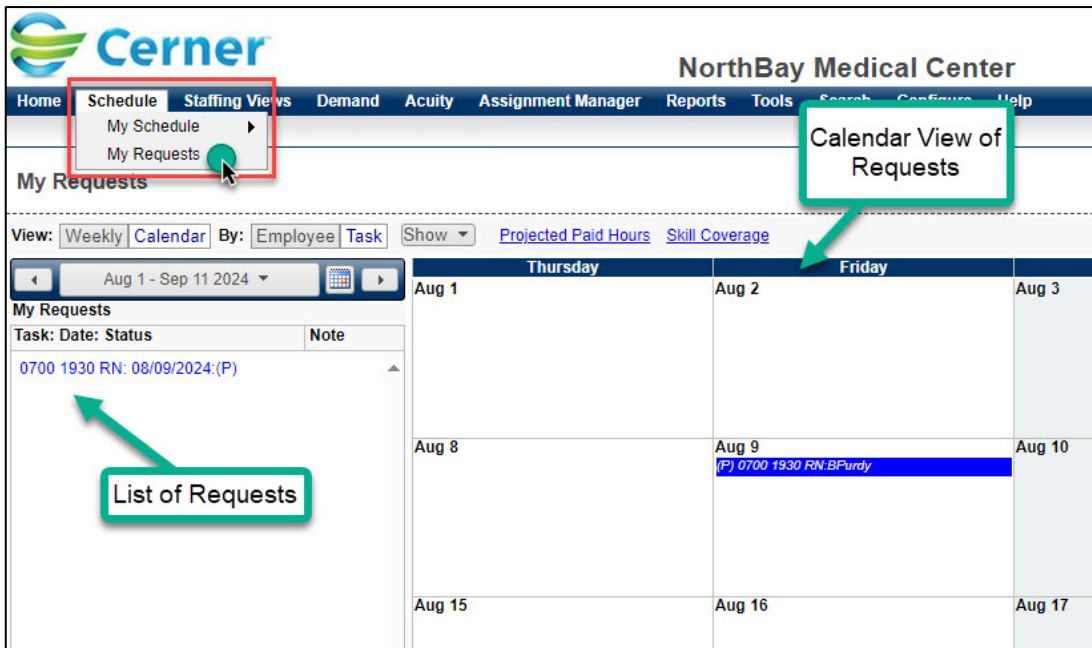
In Clairvia, you can request shifts (self-schedule) during the open schedule period. You can view the status and history of all of your submitted requests.

My Requests

From the **Schedule** menu, *click My Requests*.



You will see a list and a calendar view of your Requests:



Requests will be color-coded based on the status:

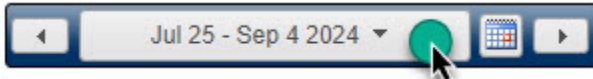
- (P) = Pending
- (A) = Approved
- (D) = Denied

| May 12 | May 13 | May 14 |
|-------------------------|-------------------------|---------------|
| (P) 0700 1930 RN:EWoods | (A) 0700 1930 RN:EWoods | (A) R:ALewson |
| (A) 1900 0730 RN:AGeary | | (D) R:EWoods |
| Details (10) | Details (5) | Details (7) |

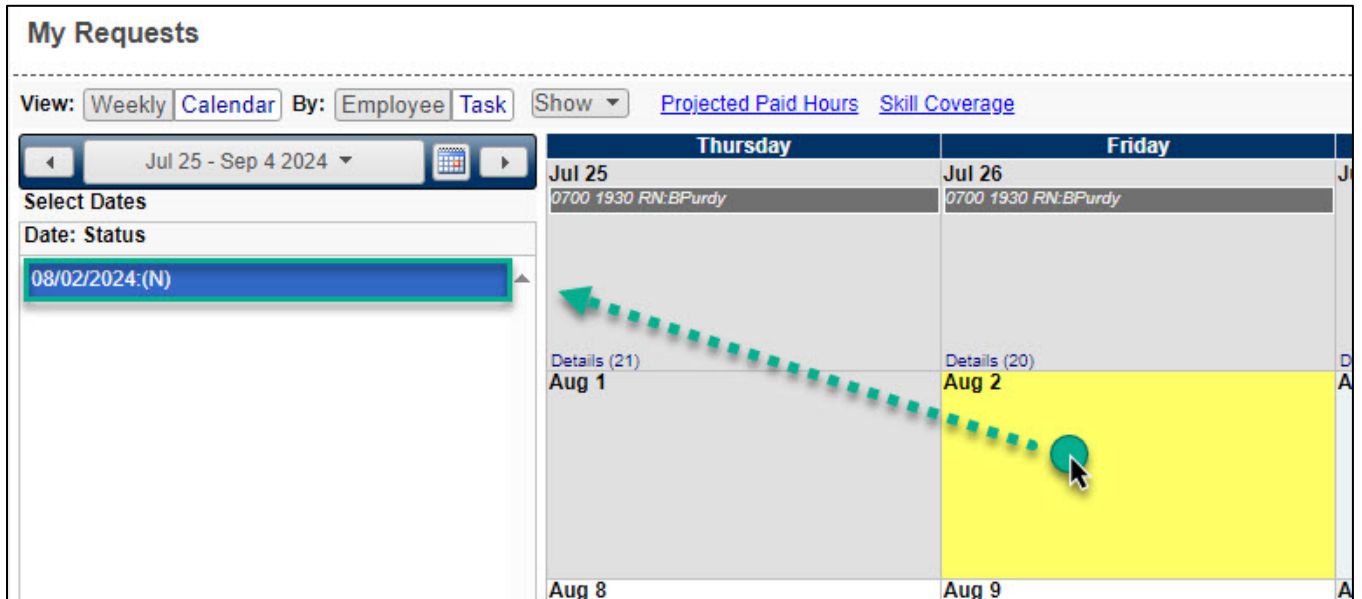


Submitting a Request

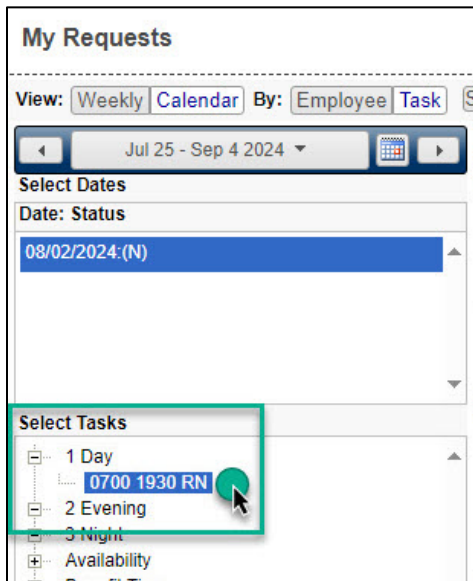
- 1) From **My Requests**, *select* the start date of the period you would like to view.



- 2) *Click* a date to select it. The date will turn yellow and you will see it appear on the **Select Dates** pane with a code (N) for New.



- 3) In the **Select Tasks** pane, expand the appropriate task (shift) category and *click* a task. The task background will turn blue. **Note: tasks in gray are not available for request.**



You may request up to (6) Non-Available days per 6-week period. These are not guaranteed shifts off, but schedulers will attempt to schedule around those dates.

For now, do not request PTO, Classes, Meeting, etc. - Continue using your regular PTO process until notified by your manager.



4) Click **Select**. The request moves into the **Submit Requests** box with the code (N) for New.

Select Tasks

- 1 Day
 - 0700 1930 RN
- 2 Evening
- 3 Night
- Availability
- Benefit Time
- On Call
- Operational
- OT Premium

Clear Remove **Select**

5) *Optional:* Enter a note in the **Note to Scheduler** box.

Note to Scheduler

Alternate date = September 10th please

Back Remove Save

The **Note to Scheduler** box may be used to communicate things to the scheduler, such as an alternate date you would prefer if moved. Your notes will not be public, but can be viewed by any of the schedulers.

6) Click **Save**.

The request will appear on the calendar, highlighted in blue with the code (P) for Pending. Notes to scheduler will appear with an envelope icon.

Back Remove **Save**

| Task: | Date: | Status | Note |
|---------------|-------------|--------|------|
| 0700 1930 RN: | 08/02/2024: | (P) | ✉ |
| 0700 1930 RN: | 08/08/2024: | (P) | |
| 0700 1930 RN: | 08/09/2024: | (P) | |



Deleting a Request

- 1) From **My Requests**, *click* to highlight the task(s) from the **My Requests** box.
Request Details will display below:

The screenshot shows a web application interface. At the top is a section titled "My Requests" containing a table with columns "Task: Date: Status" and "Note". Three rows of data are visible, each representing a request with a unique ID, date, and status (e.g., "0700 1930 RN: 08/02/2024:(P)"). The third row is highlighted in blue, and a mouse cursor is pointing at it. Below the table is a "Request Details" section with various fields: "Request Status: Pending", "Note to Scheduler:", "Note from Scheduler:", "Employee: Purdy, Brock", "Date Submitted: 07/31/2024 10:34:52 AM", "Start Date: 08/09/2024", "End Date: 08/09/2024", "Assignment: 1 Day", and "Task:". At the bottom of the details section are three buttons: "Clear", "Edit", and "Delete". The "Delete" button is highlighted with a red rectangular box.

- 2) *Click Delete*. A confirmation message will appear. *Click OK*.

The screenshot shows a confirmation dialog box with a dark blue header containing the text "Delete?". Below the header, there is a warning icon (a triangle with an exclamation mark) followed by the text "Are you sure you want to delete these requests?". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".



Adding, Deleting, or Editing a Note to Scheduler

- 1) From **My Requests**, *click* to highlight the task from the **My Requests** box.

Request Details will display below:

The screenshot shows a web interface with two main sections. The top section, titled "My Requests", contains a table with columns for "Task: Date: Status" and "Note". Three rows are visible, each representing a task: "0700 1930 RN: 08/02/2024:(P)", "0700 1930 RN: 08/08/2024:(P)", and "0700 1930 RN: 08/09/2024:(P)". The third row is highlighted in blue, and a mouse cursor is clicking on it. Below the table is a "Request Details" section with the following information: "Request Status: Pending", "Note to Scheduler:", "Note from Scheduler:", "Employee: Purdy, Brock", "Date Submitted: 07/31/2024 10:34:52 AM", "Start Date: 08/09/2024", "End Date: 08/09/2024", "Assignment: 1 Day", and "Task: 0700 1930 RN". At the bottom of the details section are three buttons: "Clear", "Edit", and "Delete". The "Edit" button is highlighted with a red rectangular box.

- 2) *Click Edit*. The **Note to Scheduler** box will appear. Add, edit, or delete the note.

The screenshot shows a dialog box titled "Note to Scheduler". It contains a large, empty text area for entering a note. At the bottom of the dialog box are three buttons: "Reset", "Remove", and "Save".

- 3) *Click Save*.

Changing Your Views and Preferences

You may filter your Request view according to your preferences:

My Requests

View: **Weekly** | **Calendar** | By: **Employee** | **Task** | Show ▾ | [Projected Paid Hours](#)

Aug 1 - Sep 11 2024

Show Only Requests
 Show Only My Schedule

Use the **◀** and **▶** buttons to toggle forward or backward 2 weeks at a time

Click the Date Range or icon to change the start week.

*** Show Only Requests:** removes schedule data
*** Show Only My Schedule:** removes other employees' data

Aug 1 - Sep 11 2024

| |
|-------------------------|
| 07/25/2024 - 08/07/2024 |
| 08/08/2024 - 08/21/2024 |
| 08/22/2024 - 09/04/2024 |
| 09/05/2024 - 09/18/2024 |
| 09/19/2024 - 10/02/2024 |
| 10/03/2024 - 10/16/2024 |
| 10/17/2024 - 10/30/2024 |
| 10/31/2024 - 11/13/2024 |

Aug 2024

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Today Done

- **Projected Paid Hours** will display how many hours per week you are scheduled.

My Requests

View: **Weekly** | **Calendar** | By: **Employee** | **Task** | Show ▾ | [Projected Paid Hours](#) | [Skill Coverage](#)

Jul 11 - Aug 21 2024

Thursday Jul 11 Jul 12

Projected Paid Hours

| Date | Hours |
|-------------------------|-------|
| 07/11/2024 - 07/17/2024 | 0 |
| 07/18/2024 - 07/24/2024 | 48 |
| 07/25/2024 - 07/31/2024 | 48 |
| 08/01/2024 - 08/07/2024 | 0 |
| 08/08/2024 - 08/14/2024 | 12 |
| 08/15/2024 - 08/21/2024 | 0 |

- **Skill Coverage** will display staffing per day by shift category.

My Requests

View: **Weekly** | **Calendar** | By: **Employee** | **Task** | Show ▾ | [Projected Paid Hours](#) | [Skill Coverage](#)

Jul 11 - Aug 21 2024

Thursday Jul 11 Jul 12

Skill Coverage

Week 1: Jul 11 - Jul 17 2024

Include Pending Requests

■ Over Staffed
■ Under Staffed

| Shift | Skill | 07/11/2024 | 07/12/2024 | 07/13/2024 | 07/14/2024 | 07/15/2024 | 07/16/2024 | 07/17/2024 |
|-------|-------|------------|------------|------------|------------|------------|------------|------------|
| Day | RN | 1.00 | 9.00 | 2.00 | 9.00 | 4.00 | 7.00 | 3.00 |
| Day | CC | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Day | CT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Day | LPN | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |