



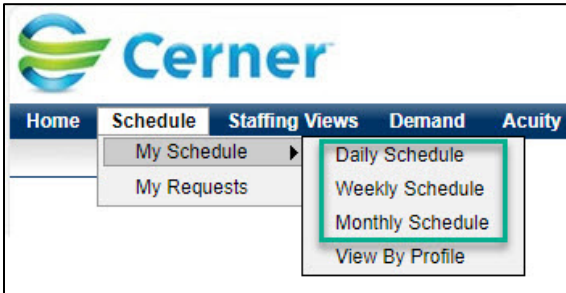
Clairvia Web: Viewing Your Schedule

Overview

In Clairvia, you can view your daily, weekly, or monthly Schedule.

Viewing Your Schedule

From the **Schedule** menu, *click My Schedule*. You can *select* the Daily, Weekly, or Monthly Schedule.



Daily Schedule

The **Daily Schedule** will display the schedule for the entire unit.

Daily Schedule		Filter: (none)	Setup...				
★ << < 07/18/2024 > >> ★		Printable View					
Employee	Skill	Assignment	Task	Start	End	Profile	Assignment Notes
Conley, Chris	RN	1 Day	0700 1930	700	1930		
McCaffrey, Christian	RN	1 Day	0700 1930	700	1930		
McKivitz, Colton	RN	1 Day	0700 1930	700	1930		
Purdy, Brock	RN	1 Day	0700 1930	700	1930		
Willis, Brayden	RN	1 Day	0700 1930	700	1930		
Pryor, Matt	UC	1 Day	0700 1530	700	1530		
Brown, JrAyir	LVN	1 Day	0700 1530	700	1530		
Mason, Jordan	TECH	1 Day	0700 1530	700	1530		
Banks, Aaron	CNA	2 Evening	1500 2330	1500	2330		
Wishnowsky, Mitch	UC	2 Evening	1500 2330	1500	2330		
Jon, Feliciano	LVN	2 Evening	1500 2330	1500	2330		
Moody, Jake	TECH	2 Evening	1500 2330	1500	2330		
Flannigan-Fowles, Demetrius	RN	3 Night	1900 0730	1900	730		
Greenlaw, Dre	RN	3 Night	1900 0730	1900	730		
Ward, Charvarius	RN	3 Night	1900 0730	1900	730		
Woerner, Charlie	RN	3 Night	1900 0730	1900	730		
Young, Chase	RN	3 Night	1900 0730	1900	730		
Thomas, Ambry	CNA	3 Night	2300 0730	2300	730		
Bosa, Nick	UC	3 Night	2300 0730	2300	730		
Graham, Jalen	LVN	3 Night	2300 0730	2300	730		
Moore, Jaylon	TECH	3 Night	2300 0730	2300	730		

- **Click Printable View** for a printer-friendly version.
- **Click the arrows or date** to change the date.
 - << and >> will change the date by 1 week.
 - < and > will change the date by 1 day.
 - *Clicking* the date will bring up a calendar.

Weekly Schedule

The **Weekly Schedule** will display the schedule for 1 week for either yourself or the entire unit:

Weekly Schedule Filter: (none) Setup...

Task View List View Employee View

Show Opportunities Show Shift Swaps Show Only My Schedule

<< < 07/19/2024 > >>

Printable View

Task	Skill	Tue 07/16/2024	Wed 07/17/2024	Thu 07/18/2024	Fri 07/19/2024	Sat 07/20/2024	Sun 07/21/2024	Mon 07/22/2024
Admin Time								
Education 4								
Education 8								
Meeting 1								
Meeting 2								
Meeting Off Site								
Orientation - Hospital								
Orientation - On Unit								
Call Back								
0700 1530	RN							
0700 1530	CNA							
0700 1530	UC							
0700 1530	LVN							
0700 1530	TECH							
0700 1930	RN			(RS)BPurdy-RN	BPurdy-RN		BPurdy-RN	
0700 1930	CNA							
0700 1930	UC							

- Click **Show Opportunities** or **Show Shift Swaps** to control the pane on the left.
- Click **Show Only My Schedule** to filter the view to your individual schedule.
- Click the arrows or date to change the date.
 - << and >> will change the date by 1 month.
 - < and > will change the date by 1 week.
 - Clicking the date will bring up a calendar.
- Click **Printable View** for a printer-friendly version.
- Use the scroll bar to scroll down the list of visible tasks (shifts).
- **Task View** is the default.

Weekly Schedule

Task View List View Employee View

- **List View** will display a weekly schedule of all skills (roles), separated by day:

Weekly Schedule: List View Filter: (none) Setup...

Task View List View Employee View

<< < 07/19/2024 > >>

Printable View

Date	Employee	Skill	Assignment	Task	Start	End	Profile	Assignment Notes
07/19/2024	Conley, Chris	RN	1 Day	0700 1930	700	1930	zzTemplate Inpatient	
07/19/2024	McCaffrey, Christian	RN	1 Day	0700 1930	700	1930	zzTemplate Inpatient	
07/19/2024	Armstead, Arik	CNA	1 Day	0700 1530	700	1530	zzTemplate Inpatient	
07/19/2024	Pryor, Matt	UC	1 Day	0700 1530	700	1530	zzTemplate Inpatient	
07/19/2024	Brown, Ji Ayir	LVN	1 Day	0700 1530	700	1530	zzTemplate Inpatient	
07/19/2024	Mason, Jordan	TECH	1 Day	0700 1530	700	1530	zzTemplate Inpatient	
07/19/2024	Wishnowsky, Mitch	UC	2 Evening	1500 2330	1500	2330	zzTemplate Inpatient	
07/19/2024	Jon, Feliciano	LVN	2 Evening	1500 2330	1500	2330	zzTemplate Inpatient	
07/19/2024	Greenlaw, Dre	RN	3 Night	1900 0730	1900	0730	zzTemplate Inpatient	
07/19/2024	Wland, Charvarius	RN	3 Night	1900 0730	1900	0730	zzTemplate Inpatient	
07/19/2024	Thomas, Ambry	CNA	3 Night	2300 0730	2300	0730	zzTemplate Inpatient	
07/19/2024	Bosa, Nick	UC	3 Night	2300 0730	2300	0730	zzTemplate Inpatient	
07/20/2024	Conley, Chris	RN	1 Day	0700 1930	700	1930	zzTemplate Inpatient	
07/20/2024	McCaffrey, Christian	RN	1 Day	0700 1930	700	1930	zzTemplate Inpatient	
07/20/2024	McKivitz, Colton	RN	1 Day	0700 1930	700	1930	zzTemplate Inpatient	
07/20/2024	Banks, Aaron	CNA	2 Evening	1500 2330	1500	2330	zzTemplate Inpatient	
07/20/2024	Wishnowsky, Mitch	UC	2 Evening	1500 2330	1500	2330	zzTemplate Inpatient	
07/20/2024	Jon, Feliciano	LVN	2 Evening	1500 2330	1500	2330	zzTemplate Inpatient	
07/20/2024	Greenlaw, Dre	RN	3 Night	1900 0730	1900	0730	zzTemplate Inpatient	

- Employee View will display a weekly schedule separated by employee.

Weekly Schedule: By Employee							
Task View List View Employee View							
<< < 07/19/2024 > >>							
Employee	Tue 7/16/24	Wed 7/17/24	Thu 7/18/24	Fri 7/19/24	Sat 7/20/24	Sun 7/21/24	Mon 7/22/24
Armstead, Arik [AArmstead]		0700 1530 CNA:CNA		0700 1530 CNA:CNA		0700 1530 CNA:CNA	0700 1530 CNA:CNA
Banks, Aaron [ABanks]	1500 2330 CNA:CNA		1500 2330 CNA:CNA		1500 2330 CNA:CNA		1500 2330 CNA:CNA
Bosa, Nick [NBosa]	2300 0730 UC:UC	2300 0730 UC:UC	2300 0730 UC:UC	2300 0730 UC:UC	2300 0730 UC:UC	2300 0730 UC:UC	2300 0730 UC:UC
Brown, Ji' Ayir [JBrown]	0700 1530 LVN:LVN	0700 1530 LVN:LVN	0700 1530 LVN:LVN	0700 1530 LVN:LVN	0700 1530 LVN:LVN	0700 1530 LVN:LVN	0700 1530 LVN:LVN
Conley, Chris [CConley]	0700 1930 RN:RN	0700 1930 RN:RN	0700 1930 RN:RN	0700 1930 RN:RN	0700 1930 RN:RN	0700 1930 RN:RN	0700 1930 RN:RN
Ekeler, Austin [AEkeler] (NBMC Intensive Care Unit)	0700 1930 RN:RN						
Flannigan-Fowles,	1900 0730 RN:RN	1900 0730 RN:RN	1900 0730 RN:RN	1900 0730 RN:RN	1900 0730 RN:RN	1900 0730 RN:RN	1900 0730 RN:RN

Monthly Schedule

The Monthly Schedule will display the schedule for 1 month for either yourself or the entire unit.

Monthly Schedule							
Filter: (none) Setup							
<< < July 2024 > >>							
Opportunities	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18 BPurdy:0700 1930 RN	19 BPurdy:0700 1930 RN	20
21 BPurdy:0700 1930 RN	22	23	24 BPurdy:0700 1930 RN	25 BPurdy:0700 1930 RN	26 BPurdy:0700 1930 RN	27	28
28 BPurdy:0700 1930 RN	29	30	31 BPurdy:0700 1930 RN				

- Click **Show Opportunities** to show or hide Opportunities on the left.
- Click **Show Only My Schedule** to filter the view to your individual schedule.
- Click the arrows or date to change the date.
 - << and >> will change the date by 1 year.
 - < and > will change the date by 1 month.
 - Clicking the date will bring up a calendar.
- Click **Printable View** for a printer-friendly version.