

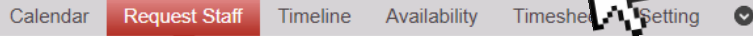
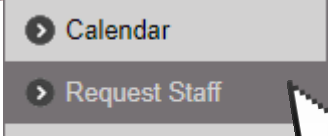


# Workforce Request Staff Quick Guide



- Enter 'Workforce Module'
- Select 'Request Staff'

1



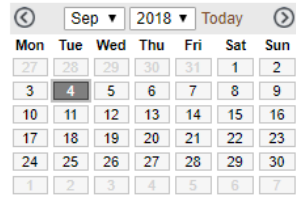
## Request Staff - Ward 1

Tuesday 4<sup>th</sup> Sep  
14:46

Refresh Advanced ⓘ

- Go to the required shift.
- Use the calendar to navigate to required dates.

2



Shift	Required	Actual	Vacancies
AM	13	13	0
PM	13	12	1

- Click the 'Add Icon'

3

- Follow the prompts to complete a request form.
- Choose a 'Rationale' that best suits the request and select a shift template.
- If there is a pre arrangement with a staff member, go to the 'Staff List' and select their name. Select whether they are 'Suggested' or 'Staff Agreed'.
- Leave further comments for Allocations i.e. Preferred/Suggested Staff member or specific requirements.
- Click 'Add'. The request is complete and available for Allocations to book.

**Select Actual Shift**

Type:  Request Staff  Make Staff Surplus

Rationale:

Skill Group:  Nurse  Support

Shift Template:  07:00-15:00 Nurse

Next

4

- Select alternate views: 'Calendar', 'Timeline' and 'Shift Summary'.

5

- A colored icon will appear under the shift request to display its current status i.e. red cross is a vacant request and a green tick is confirmed etc. (click on the ⓘ icon under the current time to see the meanings of colors)
- To Edit, Cancel or Review the request, simply click on the 'Staff Icon' for the specific shift.

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Staff	30 <sup>th</sup> Jul	31 <sup>st</sup> Jul	1 <sup>st</sup> Aug	2 <sup>nd</sup> Aug	3 <sup>rd</sup> Aug	4 <sup>th</sup> Aug	5 <sup>th</sup> Aug
AM	7:00 AM - Rostered Staff - FT - Nurse-RN -						
AM	7:00 AM - Rostered Staff - FT - Nurse-RN -						
AM	7:00 AM - Rostered Staff - FT - Nurse-RN -						
AM	7:00 AM - Rostered Staff - FT - Nurse-RN -						
04/09/2018 (Tuesday)	AM 07:00:00 - 15:00:00	Bank	Orderly	Doe, Jane	600	Confirmed	7.5
Daily PDF	PM 14:00:00 - 22:00:00	Bank	Orderly	Smith, John	600	Confirmed	7.5
	14:00:00 - 22:00:00	Bank				Vacant	7.5
	Night						