

Creating an Account and Entering Availabilities Quick Guide



Western Health

1 Go to:

wh.hews.com.au

2 To Register an account or to Login type WHCN\ your current WH username & password

3 Please contact IT help desk for assistance with WH username or password PH 03 8345 6777

4 Please complete the **Request Access** form using your WH details

5 On the calendar, click & drag to highlight your availability and SAVE.

6 To remove availabilities Click on a yellow cell and SAVE, the change will then be updated.

Western Health

Sign in

someone@example.com

Password

Sign in



Request Access

Username AD: WHCNJenkinsAdri

Employee No: Employee No

First name: First Name

Last name: Last Name

Email: Email

Phone: Phone

Access: HWS Application Allocations and Profiling System
 Availabilities Application Casual Bank Remote Availabilities System

Notes: Notes

Security Code: Security Code

Register

Logout

My Availability My Shifts

20 Aug 2018 - 30 Sep 2018 20/08/2018 Go

| | MON | TUE | WED | THU | FRI | SAT | SUN |
|-------|-------|-------------|-------------|-------------|-------------|-------------|-------|
| 20 | | | | | | | |
| AM | AM | AM | F-5th Floor | AM | AM | AM | AM |
| PM | PM | F-5th Floor | PM | PM | F-7th Floor | PM | PM |
| Night | Night | Night | Night | Night | Night | Night | Night |
| 27 | | | | 30 | 31 | 1-Sep | 2 |
| AM | AM | AM | AM | F-5th Floor | | AM | AM |
| PM | PM | PM | PM | | | F-7th Floor | |
| Night | Night | Night | Night | | | | |
| 3 | | | | | | | |
| AM | | F-5th Floor | | | | AM | AM |
| PM | | | PM | | | | |
| Night | | | | | | | |
| 10 | | | | | | | |
| AM | AM | | AM | | | AM | AM |
| PM | | | PM | | PM | | |
| Night | | | | | | | |
| 17 | | | | | | | |
| AM | | | AM | | | AM | AM |
| PM | PM | | PM | | | | |
| Night | | | | | | | |
| 24 | | | | | | | |
| AM | AM | AM | AM | AM | AM | | |
| PM | | | | | | | |
| Night | | | | | | | |

Available Priority Pending Confirmed ShiftDeclined

Save Reset

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Update your personal details in My Profile.

When you SAVE your availability, allocations can start assigning shifts to you instantly.

View your weekly calendar for upcoming shifts & existing availability.

HWS Application

My Availability My Shifts

01/08/2018 Go

| | | |
|-----------------|---------------------|-----------|
| 07:00AM-03:30PM | F-7th Floor | Confirmed |
| 01:00PM-10:30PM | F-9th Floor Cardiac | Confirmed |
| 09:30PM-07:30AM | F-5th Floor | Confirmed |
| 01:00PM-09:30PM | F-7th Floor | Confirmed |
| 01:00PM-09:30PM | F-7th Floor | Confirmed |
| 07:00AM-03:30PM | F-7th Floor | Confirmed |
| 07:00AM-03:30PM | F-7th Floor | Confirmed |
| 07:00AM-03:00PM | F-5th Floor | Confirmed |
| 07:00AM-03:30PM | F-7th Floor | Confirmed |
| 07:00AM-03:30PM | F-8th Floor | Confirmed |

