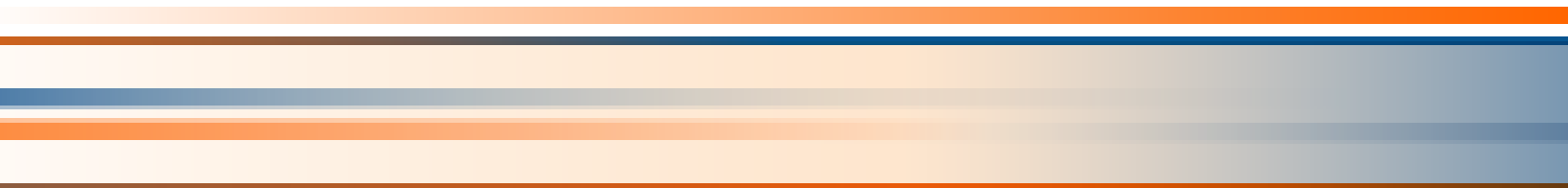




Empowering Healthcare

**ANSOS One-Staff®
WebScheduler Employee
Training Guide**

*(Developed for University of Maryland Medical
System's use only)*



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Reader comments

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Durham, NC 27701

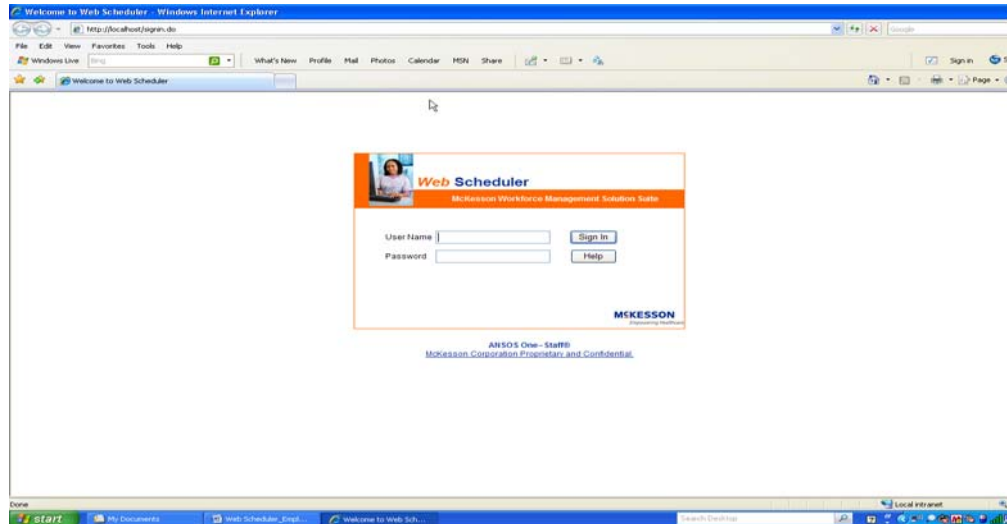
ATTN: ANSOS One-Staff Professional Services Department

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ANSOS One-Staff WebScheduler

To log in to WebScheduler, you need to have an active account and your area must currently be using WebScheduler.

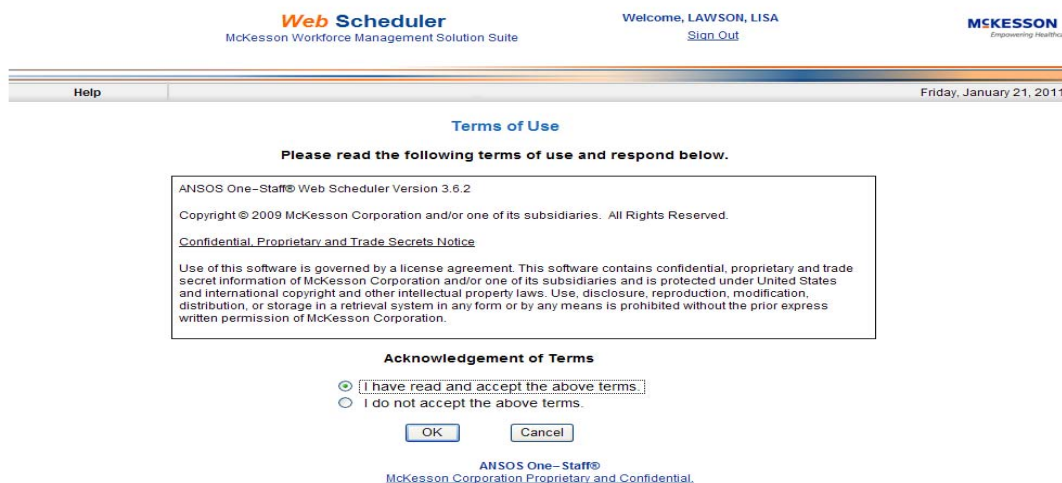


WebScheduler has several built in security restrictions.

- If a WebScheduler user fails to sign in with the correct password three times, then his/her account is locked.
- If an account becomes locked, then the user needs to contact appropriate personnel to have the account reactivated.
- If a WebScheduler user fails to sign in correctly three times using a combination of different WebScheduler accounts and passwords, then the Sign in button, User Name, and Password buttons are disabled. The WebScheduler user will need to open a new browser window to enable these fields.

To sign out of WebScheduler, select the Sign Out link in the WebScheduler banner. This will return the user to the Sign In page.

The first time you sign into WebScheduler, you will be prompted to acknowledge and accept the terms of use.



And then be prompted to change your password.

Change Password

User Name: GBONDAR

Old Password:

New Password:

Verify New Password:

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In order to change their password successfully, the user must enter his/her old password and then a new password in the New Password and the Verify New Password fields. The password must be 5 characters long and cannot contain blanks. It may contain special characters, numbers, and letters. The user must click Submit to save the new password.

Note: If a WebScheduler user enters an incorrect password in the Old Password field three times, then the account will be locked just as if he/she had failed to log in correctly three times.

After the initial login, in order to change your password, you will need to go to My Profile.

My Profile

My Profile allows a user to select a default area, customize their name as it appears in the WebScheduler banner, and provides a link to the Change Password page. The drop down list for Selected Area for the employee will include all areas that the employee was given access to in WebScheduler Security:

My Profile

User Name: SBLUE [Change Password](#)

Phone: 919-857-8504

Email:

Default Area: Home Area Selected Area AA MED CTR:5AW

Display this name in the welcome banner:

Navigation Bar

Below the WebScheduler Banner at the top of your screen is the Navigation bar. The Navigation bar provides the WebScheduler user with access to the different functions you have access to in WebScheduler.

Calendar	Shifts	Requests	Schedule	Help	Thursday, August 26, 2010
----------	--------	----------	----------	------	---------------------------

Calendar Views

There are two WebScheduler Calendar Views: the Month View and the Day View. Employees can access Month and Day Views from the Calendar menu option. Employee’s assignments (depending on Schedule Status), WebScheduler Requests, Long Term Requests, and patterns are displayed on the Calendar Views.



Schedule Status and Calendar Views

The information you see in the Calendar views depends on the status of the schedule. Symbols on the Calendar indicate the start of scheduling periods, holidays, transfer dates, and other information. Information displayed is dependent on the Employee’s home area schedule status (Not Published, Published, or Recalled). Float assignments are displayed with the float area’s name for easy identification. The Month View includes up to two assignments and/or pending requests on each day. The Date display links to the Calendar Day View.

Tip: Hover your cursor over any symbol to display its description.

Schedules have three possible statuses in WebScheduler for Employees, and each status affects what is displayed on the Calendar Views for each scheduling period.

The start of period symbol looks like a small calendar, and the color of the day headers indicates the schedule status:

Not Published — When the day headers are yellow, Employees see only their own scheduling patterns (skeletons or masters), long term requests, and WebScheduler requests.

Figure 1: Yellow Day Headers indicate the Schedule is Not Published

July 2010 [Printable View](#)
[Go to Current Month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

1200-0030 7A-7P

Figure 2: Blue Day Headers indicate the Schedule is Published

August 2010 [Printable View](#)
[Go to Current Month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

1200-0030 7A-7P

Note: After the Employee’s home Area is published, both home and float assignments are displayed, regardless of the schedule status of the float Areas.


Recalled — Calendar Views display empty days (no assignments or requests) with gray backgrounds for any period that has been recalled. (A gray day header will also appear if an employee transfers to an Area that is not participating in WebScheduler.)


1200-0030 7A-7P

8				11	12	13	14
15				18	19	20	21
22	23	24	25	26	27	28	
29	30	31					

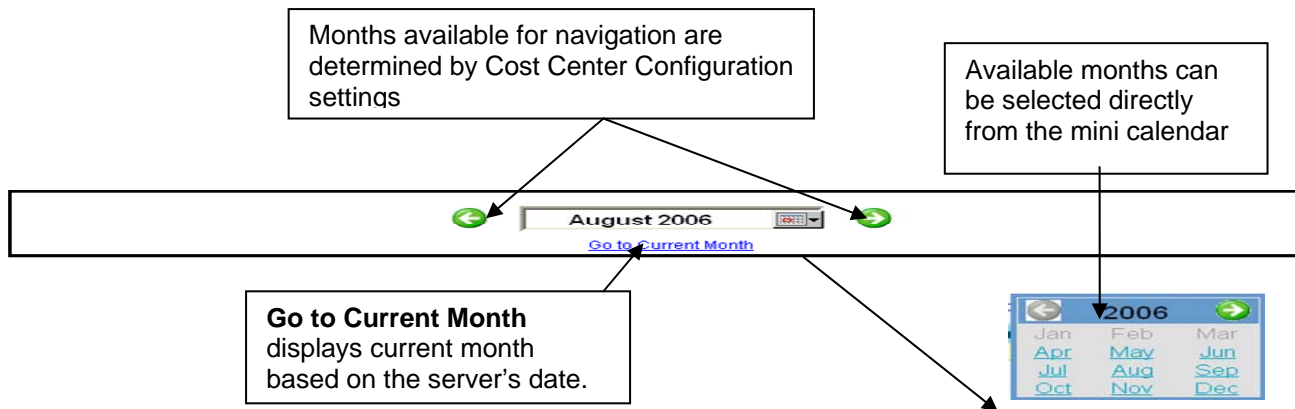
Mini calendar indicates the begin date of a scheduling period

Figure 3: A Recalled Schedule displays with a gray background

If there is more information to be seen about a particular day (such as more than two assignments or requests exist on the same day, or a request for a particular day has been denied), then the  indicator appears on the bottom right corner of the day cell. Clicking on the indicator links to the Calendar Day View.

Pending requests are displayed with a blue background and the  indicator.

Calendar Month View ~ Navigation



Printing Calendar Month View

The Month View of the calendar can be printed by selecting the "Printable View" link in the upper right hand corner of the window.

The Printable View of the Calendar can be printed from the browser by selecting File → Print or by using the printer icon.

File Edit View Favorites Tools Help

New Open... Ctrl+O Edit Edit Ctrl+H Save Save As... Page Setup... Print... Ctrl+P Print Preview... Send Import and Export... Properties Work Offline Close

Home Search Favorites Refresh Print

http://?role=EMPLOYEE&year=2007&month=4&eId=8&divisionId=1&costCenterId=1

BONDAR, GEORGE RNS AA102
PER-SE MEDICAL CENTER
April 2007

MEKESON
Empowering Healthcare
WebScheduler
Return to Calendar - By Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 0700-1530	2 0700-1530	3	4 0700-1530	5 0700-1530	6 0700-1500 OFF
7 0700-1500 OFF	8 0700-1530	9 0700-1530	10	11 0700-1530	12 0700-1530
13 0700-1530	14	15 0700-1530	16 0700-1530	17 0700-1530	18 0700-1530
19 0700-1500 OFF	20 0700-1530	21 0700-1530	22 0700-1530	23 0700-1530	24 0700-1500 OFF
25 0700-1530	26 0700-1530	27 0700-1530	28	29 0700-1530	30 0700-1530 MED CTR: 6/E

The information in the Calendar grid on the printer friendly version will print as it is displayed on screen. The Printable View can be printed by selecting **Print** from your browser menu or by selecting the Printer icon from the browser toolbar. The schedule looks best when printed with Landscape orientation.

Calendar Views: Daily View

The Daily Calendar View includes up to fifteen assignments and all pending and denied requests for the day.

Days available for navigation are determined by Cost Center Configuration settings (Display Calendar View Settings).

Available dates can be selected directly from the mini calendar.

'Go to Today' resets the Calendar Day View display to the current date.

Type	Workshift	Area	Status	Submitted
Time Off	Vacation		Denied	08/19/2010 09:52

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Note: Float assignments/requests to work on closed Areas are not displayed, Float assignments/requests to work on Areas without a WebScheduler Configuration are not displayed, and Float assignments to work on Areas without an Active WebScheduler Configuration are not displayed.

Detailed Time Display

In the Day View, each assignment block displays the Start and End time, the Float area name (if applicable), and Work to indicate a 'work' assignment or Workshift name to indicate 'time off' assignment. Assignments are graphically depicted as starting and/or ending at quarter hours, but the text within the block displays actual times.

Note: If more than three assignments overlap, they are combined into a single block of time which spans all of their time ranges.

The Schedule Status is listed in the top left corner. If applicable, Holiday and employee transfer information are also listed.

When you are scheduled for a workshift that has a task and/or team associated with it, the short task name and/or team name will display underneath the displayed "Work" code or workshift name.

Note: If a staffing record has a task or team associated with it, but the Area on which the workshift is worked does not have tasks or teams enabled as of the staffing date, then the workshift will display without the associated task or team.

Mini Calendar

- Days where assignments exist appear in bold.
- The date currently displayed appears with a gray background.
- Holidays appear with a blue background.
- If a date is not available, it appears with a dash through the date.
- Current date appears with black background and white text.
- You can click on any available date to access the Day View for that date. The user can navigate to future and/or previous months as allowed by Cost Center Configuration settings.

Request Listings

Pending and Denied requests are listed, sorted first by status (pending then denied), then by submitted date/time.

Requests

Type	Workshift	Area	Status	Submitted
Work	2145-0815	MED CTR:6WV	Pending	08/11/2006 16:52
Work	0700-1530	MED CTR:6WV	Pending	08/11/2006 11:17

Note: Once a request is expired, it is no longer displayed on the Calendar Day View.

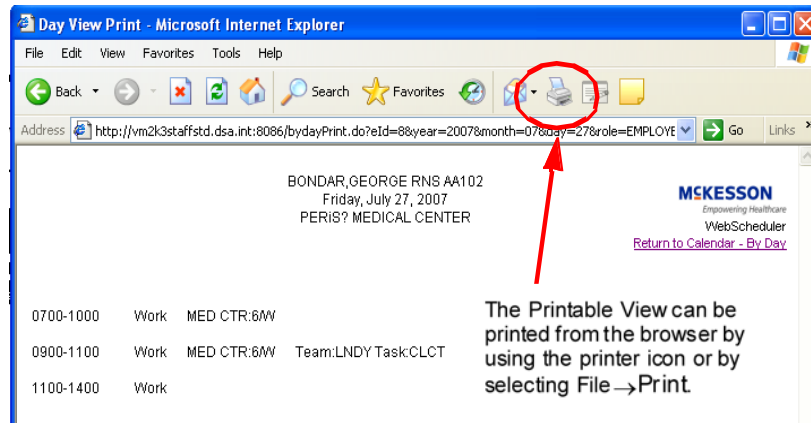
Printing Calendar By Day View

In the upper right hand corner of the window is a link to a "Printable View" of the Calendar By Day View.



Selecting this link will open a new page that displays a printer friendly version of the Day View. Only the hour by hour information from the Day View will display. The start time and end time range of the scheduled time will be listed with a description. The description will include whether it is work or time off, any float information, and any task or team information.

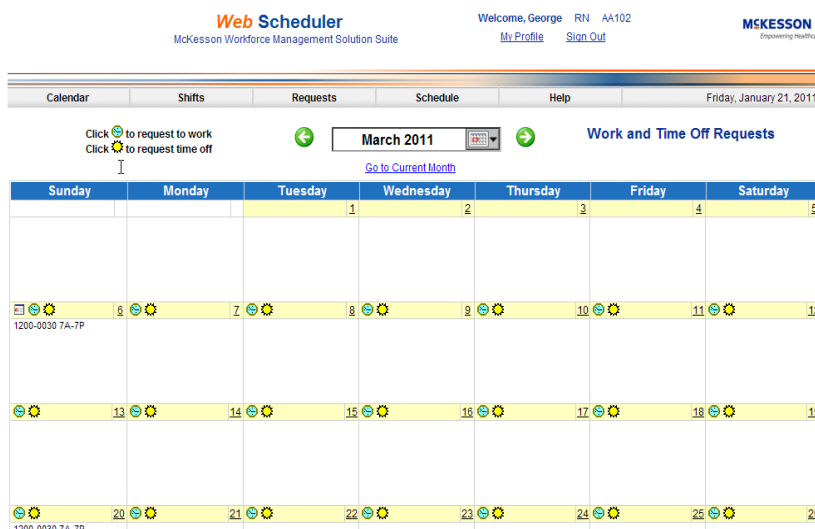
Selecting the "Return to Calendar - By Day" link will return the user to the Day View page.





Requests

Employees can enter requests for time off for their home area and request to work for home and other areas, if your Manager has made this option available for you.

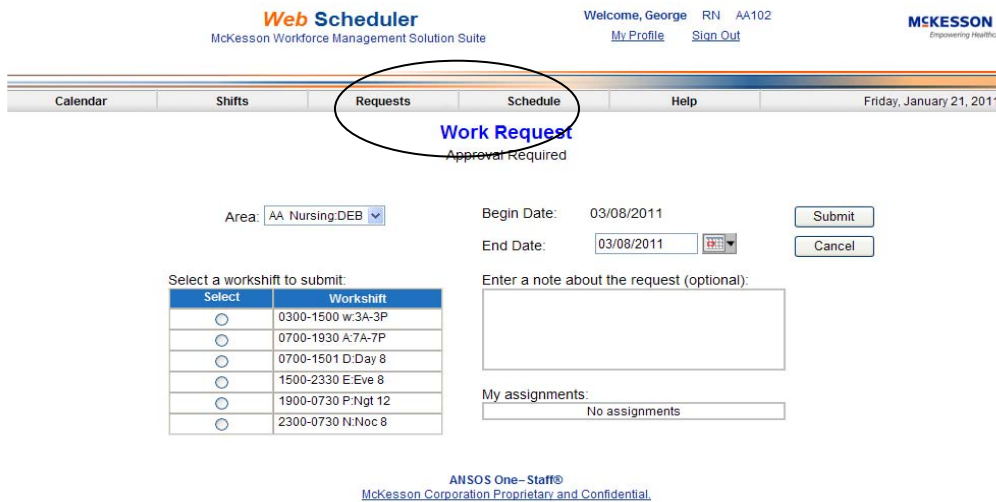
Work and Time Off Requests *(access depending on how your Cost Center is set up)*



To submit a Work Request, an employee should select a date which displays a Work Request indicator .

To submit a Time Off Request, an employee should select a date which displays a Time Off Request indicator . Selecting the Time Off Request icon will open the Submission Page which displays workshifts available for request submissions by area for the selected date:

Selecting the Work Request icon will open the Submission Page which displays workshifts available for request submissions by area for the selected date:

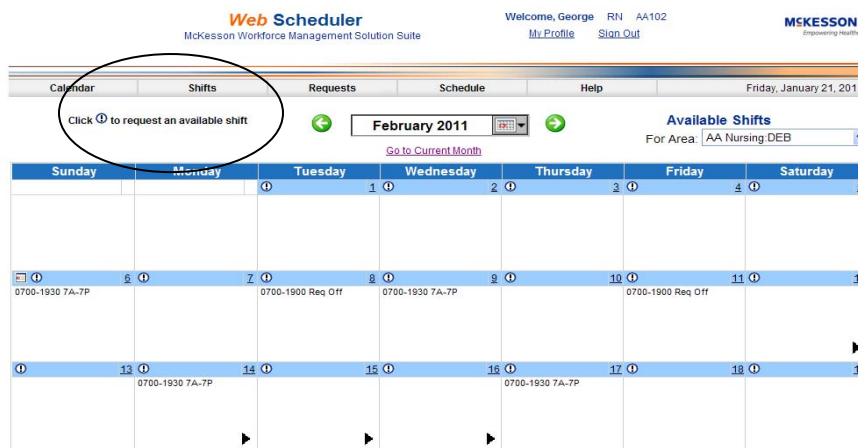



To complete a Work or Time Off Request:

- Select the Request Area for Work Requests only. The Area selection list only includes areas that the employee has been given access to in WebScheduler Security. If an Area in the selection list is not open to requests or the employee's skill is not participating for that Area, '(Not Open)' is displayed after the Area name. Time Off Requests default to the home area.
- Select a workshift.
- Specify an End Date if the request is for a date range.
- Enter a note about the request (optional).
- Click Submit.

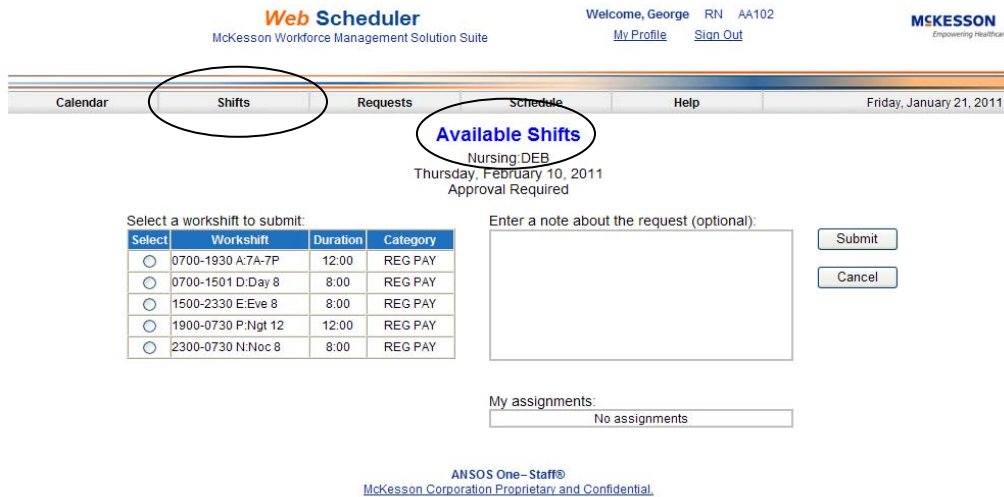
Available Shifts

Scheduling Administrators can display available shifts (holes in the schedule) for employees to request to fill.



To submit a request for an Available Shift, select a date which displays an Available Shift indicator 

Once the Available Shift indicator has been selected, the Submission Page displays for the selected date and Area:



To complete an Available Shift request:

- Select a workshift.
- Enter a note about the request (optional).
- Click Submit.

Note: The employee's assignments for the Request date are listed for reference.

Successful Request Submissions, what happens next?

If you are a self-scheduler and the requested workshift does not overlap with an existing assignment, you will see the following message:

Your request has been scheduled.

OK

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If your request requires approval or you are a self-scheduler and your requested workshift overlaps with an existing assignment, you will see the following message:

Your request has been submitted to the Scheduling Administrator for processing.

OK

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Pending and Approved requests can be seen immediately on your Calendar Views:

Employee's Schedule View *(only if your Manager has made this available)*

The Schedule View for an Employee will display the following:

- The Schedule for the employee signed into WebScheduler.
- The Schedules for other employees that meet the following criteria:
 - Staffer Master Cost Center - the other employees must have the same home area or be assigned to work on the home area.
 - The other employees must have the same skill as of the selected period's begin date as the employee viewing the schedule.


To access the Schedule View, click 'Schedule' on the navigation bar.



McKesson Workforce Management Solution Suite

Welcome, George RN AA102

[My Profile](#) [Sign Out](#)



Empowering Healthcare

Calendar
Shifts
Requests
Schedule
Help
Friday, January 21, 2011

Schedule

Beginning Sunday, February 6, 2011
Nursing:DEB

Period:

Week: [1](#) [2](#) [3](#) [4](#)

[Printable View](#)

Skill R:RN									
DCPOS	Name	J	Sunday 02/06/2011	Monday 02/07/2011	Tuesday 02/08/2011	Wednesday 02/09/2011	Thursday 02/10/2011	Friday 02/11/2011	Saturday 02/12/2011
AA102	Bondar,George	B	0700-1930			0700-1930			
AA104	Potter,Becky	1							
AA105	Nurse,Nancy			0700-1930	0700-1930	0700-1930			
AA106	PANTKE, RACHEL						0700-1930	0700-1930	0700-1930
AA107	Jones,Bob			2300-0300					
AA108	JACOBS, JEROMI					Vacation	Vacation	Vacation	
AA111	Eatman,Prudence	3							
AA112	PANTKE, RACHEL								
AA113	BOOP, BETTY			0700-1501	0700-1501	0700-1501	0700-1501	0700-1501	
AA114	Rogers,Bob	4	0700-1930						
AA115	Kahn,Ginger	1							
AA116	Jones,Betty	2	0700-1930	0700-1930	0700-1930				
AA117	Dempsey,Jane	1				0700-1930	0700-1930	0700-1930	
AA130	HENNEN, KAREN								
AA312	Brock,Kelly	2	0700-1930				1900-0730	1900-0730	
AA313	Lindes, Kim	2							

Only schedules for Published periods will be displayed to an employee. Periods that are not published are available in the Period Selection list, but the employee will not be allowed to view the schedule associated with the period. A warning message will be displayed instead.

By default, the Schedule View displays the scheduling period containing today, if that scheduling period has been published. If the period containing today has not been published, a message displays to the employee and the employee can select a different scheduling period.

The Schedule View displays the schedule for a specified period in one week increments. To change to different weeks of the schedule, select the appropriate week using the week links in the upper right hand corner of the Schedule View page. To view a different scheduling period, use the Period selection list.

Schedule View Layout

Schedule

Beginning: Sunday, July 22, 2007
MED CTR: 6/W

Period: 07/22/2007-08/18/2007

Week: 1 [2](#) [3](#) [4](#)
[Printable View](#)

Above the schedule grid on the Schedule View page is the begin date for the scheduling period, followed by the Area Name and the employee's skill based on the begin date of the selected period. The Area Name displays as the Division letter Cost Center letter and Cost Center name.

On the left-hand side of the screen is the period selection list.

On the right-hand side of the screen are the 'Weeks' links, which allows the WebScheduler user to select a different week of the 4-week scheduling period being displayed.

Schedule Labels

Skill R:RNS									
DCPOS	Name	J	Sunday 07/22/2007	Monday 07/23/2007	Tuesday 07/24/2007	Wednesday 07/25/2007	Thursday 07/26/2007	Friday 07/27/2007	Saturday 07/28/2007

- The **DCPOS** is the employee's DCPOS as of the beginning of the scheduling period. The DCPOS gives the employee's home division, home cost center and position number.
- The **Name** is the employee's name as it has been entered in **ANSOS One-Staff** in Controller's Edit Employee.
- The **J** is the employee's Job Class code.
- The **Days/Dates** are the days/dates of the week for the week of the scheduling period being viewed.

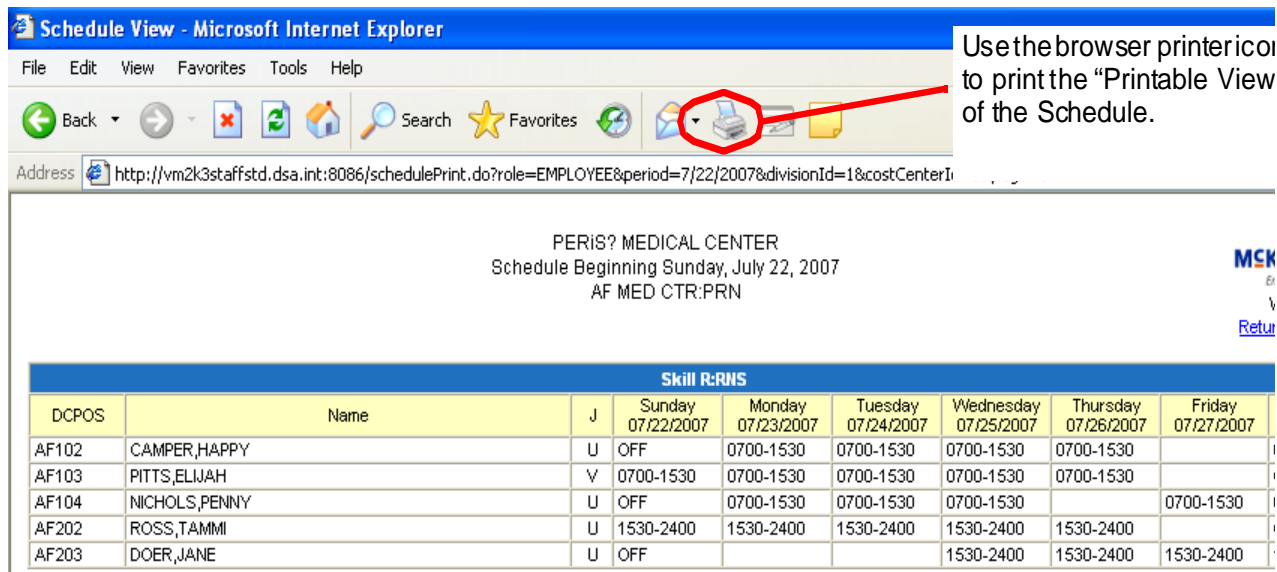
Schedule Grid

Skill R:RNS									
DCPOS	Name	J	Sunday 07/22/2007	Monday 07/23/2007	Tuesday 07/24/2007	Wednesday 07/25/2007	Thursday 07/26/2007	Friday 07/27/2007	Saturday 07/28/2007
AF102	CAMPER,HAPPY	U	OFF	0700-1530	0700-1530	0700-1530	0700-1530		0700-1530
AF103	PITTS,ELIJAH	V	0700-1530	0700-1530	0700-1530	0700-1530	0700-1530		OFF
AF104	NICHOLS,PENNY	U	OFF	0700-1530	0700-1530	0700-1530		0700-1530	0700-1530
AF202	ROSS,TAMMI	U	1530-2400	1530-2400	1530-2400	1530-2400	1530-2400		OFF
AF203	DOER,JANE	U	OFF			1530-2400	1530-2400	1530-2400	1530-2400

- The Schedule grid is sorted by DCPOS.
- Each cell may contain up to two workshift entries per day. The workshift code will only display in the grid if it has been set up in Workshift Parameters to "Show on Calendar and Schedule Views". Float assignments are indicated by the division letter and cost center letter of the assigned area.

Printing the Schedule View

The Schedule View can be printed by selecting the "Printable View" link below the Weeks link. This link will open a new page that displays a printer friendly version of the Schedule.



Screenshot of a Microsoft Internet Explorer browser window displaying a schedule print page. The browser title is "Schedule View - Microsoft Internet Explorer". The address bar shows the URL: <http://vm2k3staffstd.dsa.int:8086/schedulePrint.do?role=EMPLOYEE&period=7/22/2007&divisionId=1&costCenterI>. The page content includes the text "PERIS? MEDICAL CENTER", "Schedule Beginning Sunday, July 22, 2007", and "AF MED CTR:PRN". A table titled "Skill R:RNS" displays the schedule for five employees. A red circle highlights the printer icon in the browser toolbar, with a red arrow pointing to it from a text box that says "Use the browser printer icon to print the 'Printable View of the Schedule.'".

Skill R:RNS								
DCPOS	Name	J	Sunday 07/22/2007	Monday 07/23/2007	Tuesday 07/24/2007	Wednesday 07/25/2007	Thursday 07/26/2007	Friday 07/27/2007
AF102	CAMPER,HAPPY	U	OFF	0700-1530	0700-1530	0700-1530	0700-1530	
AF103	PITTS,ELIJAH	V	0700-1530	0700-1530	0700-1530	0700-1530	0700-1530	
AF104	NICHOLS,PENNY	U	OFF	0700-1530	0700-1530	0700-1530		0700-1530
AF202	ROSS,TAMMI	U	1530-2400	1530-2400	1530-2400	1530-2400	1530-2400	
AF203	DOER,JANE	U	OFF			1530-2400	1530-2400	1530-2400

The information in the Schedule grid on the printer friendly version will print as it is displayed on screen. The Printable View can be printed by selecting **Print** from your browser menu or by selecting the Printer icon from your browser toolbar. The schedule looks best when printed with Landscape orientation. If you select "Return to Schedule," you will be returned to the previous page.

WebScheduler Terms