



Schedule Planner

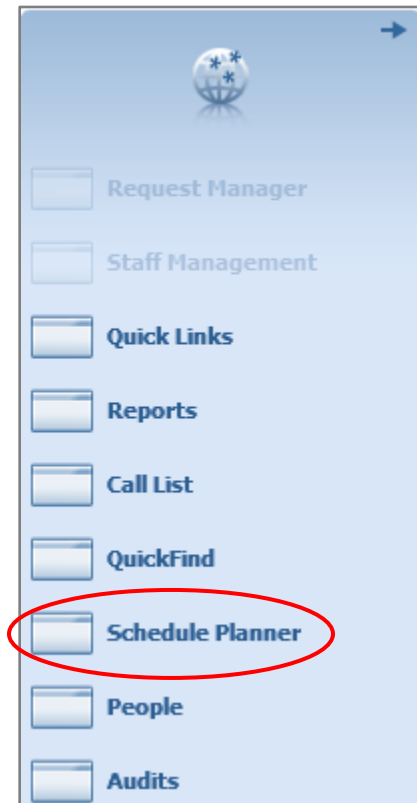
The *Schedule Planner* is used to balance the schedule and display accurate coverage on a daily basis.

Overview

- Access the *Schedule Planner* by clicking the arrow to open *Related Items*



- Click the schedule planner to open the widget

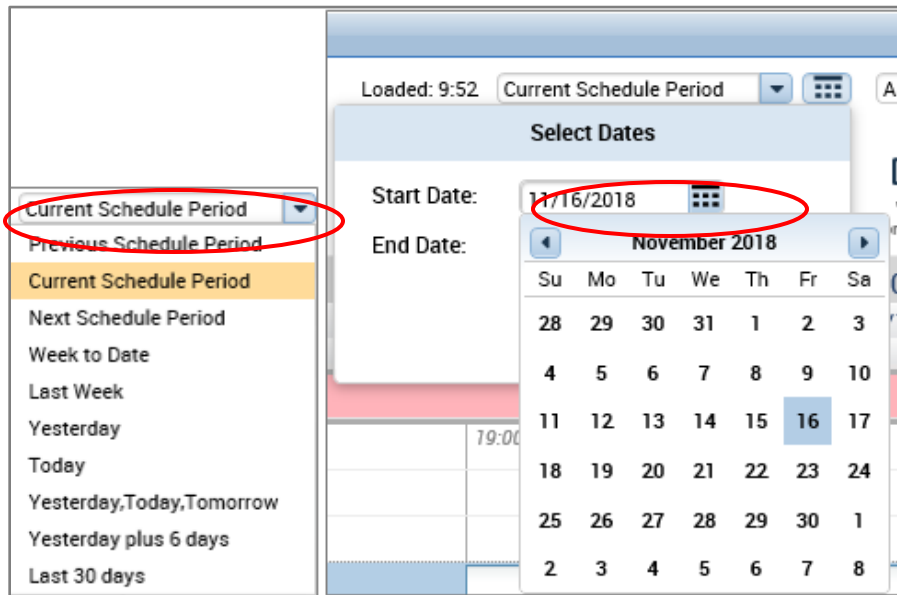




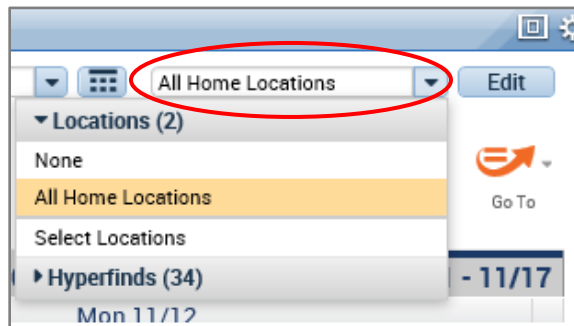
- The Schedule Planner opens covering the entire screen

- Orange Dot indicates the current week/date

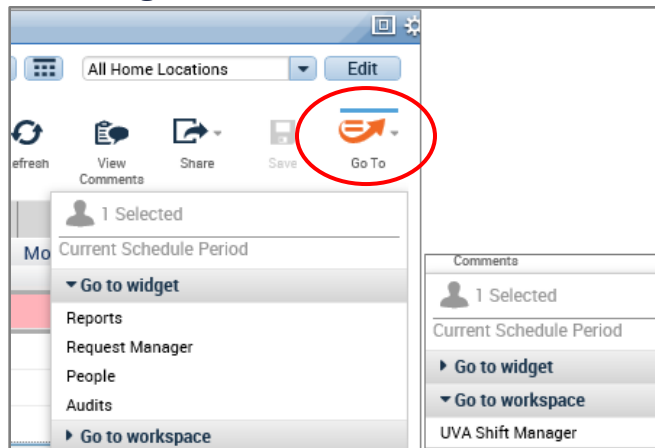
- Schedule Period and Dates can be selected



- All Home Locations is the default location view



- Go To widget can be used to move between additional widgets





- Selecting *View Comments* will display *comments* in the Schedule

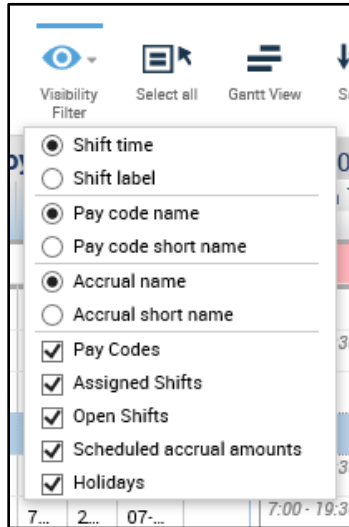
Date	Shift/Pay Code	Name	Comments	Note
11/15/2018	PCA/RN mtg 12-13		Other	PCA/RN committee mtg [REDACTED]
11/15/2018	0715h		Sick Child	Baby has a fever [REDACTED]
11/14/2018	19:00 - 23:00		Companion Request	22A, SI, combative, pulling at li...
11/13/2018	7:00 - 11:00		Companion Request	[REDACTED]
11/09/2018	NRP 1230-1700		Other	NRP #3 1230-1700 OR 11/5 [REDACTED]
11/05/2018	NRP 0830-1300		Other	NRP #3 0830-1300 OR 11/9 [REDACTED]
11/04/2018	19:00 - 7:30		Swap	swap with [REDACTED]
11/03/2018	19:00 - 7:30		Swap	swap with [REDACTED]
11/02/2018	7:00 - 19:30		Transfer Details	Floater to 5 East, 0700 - 1500 [REDACTED]
11/02/2018	0715h		Transfer Details	Floater to 3 East [REDACTED]


- Different *Schedule Views* can be selected

- *Column views* can be selected



- Items displayed on the schedule can be customized, check or uncheck to select columns to be displayed



- Open shifts are located at the top of the schedule click  arrow to display more information about the open shifts

UVA Shift Manager | Schedule Planner

Schedule Planner

Loaded: 9

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Tools | Engines

By Employee							10/07 - 10/13	10/14 - 10/20	10/21 -
Person Name	Job	Sche... Group	S... Per	S... Hot	Pay...	Ove...	Sun 11/11	Mon 11/12	Tue 11/13
Open Shifts[4]							2		
	RN	.. Acute...	7...	1...	07...		19:00 - 7:30		
	HUC	.. HUC	7...	2...	12...		7:00 - 19:30		
	RN	.. Night	7...	3...	07...				
	RN	.. Day	7...	4...	07...		7:00 - 19:30 (x;07-NE3		
	PCA	.. PCA...	7...	2...	12...		19:00 - 7:30	19:00 - 7:30	19:00 - 7:30
	RN	.. RN D...	7...	2...	07...		7:00 - 19:30		
	PCA	.. PCA...	7...	2...	12...		7:00 - 19:30		
	RN	.. RN Ni...	7...	2...	07...		19:00 - 7:30		
	PCA	.. PCA...	7...	2...	12...		19:00 - 7:30		



- *Tabular View* display displays shift times under the start date of the shift

Schedule Planner

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Tools | Engines

By Employee | 10/07 - 10/13 | 10/14 - 10/20 | 10/21 - 10/27

Person Name	Job	Sche... Group	S... Per	S... Hot	Pay...	Ove...	Sun 11/11	Mon 11/12	Tue 11/13
Open Shifts[4]							2		
	RN	Acute...	7...	1...	07...			19:00 - 7:30	
	HUC	HUC	7...	2...	12...		7:00 - 19:30		
	RN	Night	7...	3...	07...				7:00 - 19:30 (x;0
	RN	Day	7...	4...	07...				7:00 - 19:30 (x;0
	PCA	PCA...	7...	2...	12...		19:00 - 7:30	19:00 - 7:30	19:00 - 7:30

- *Gantt View* displays shifts using blue boxes crossing date lines when the shift crosses date lines

Schedule Planner

Quick Actions | View | Column Selection | Visibility Filter | Select all | Tabular View | Sorting | Tools | Engines

By Employee | 10/07 - 10/13 | 10/14 - 10/20

Person Name	Job	Sche... Group	S... Per	S... Hot	Pay...	Ove...	Sun 11/11	Mon 11/12	
Open Shifts[4]									
	RN	Acute...	7...	1...	07...			19:00 - 7:30	
	HUC	HUC	7...	2...	12...		7:00 - 19:30		
	RN	Night	7...	3...	07...				
	RN	Day	7...	4...	07...				
	PCA	PCA...	7...	2...	12...		19:00 - 7:30	19:00 - 7:30	



- Clicking on *Daily Coverage* (found towards to bottom of the screen) will open the numbers in the staffing matrix

The screenshot shows a navigation bar with four tabs: **Daily Coverage** (circled in red), **Rule Violations**, **Staffing Assistant**, and **Metrics**. Below the navigation bar, there is a section for 'View Counts' and 'Job' (UVAHS/MC/PCS/MED-SURG/3E/RN). A 'Time Span' dropdown is set to 'Total Shifts'. Below this, a table shows 'Total Shifts' for various categories: 20/33, 2/33, 0/33, and 0/33.

- The *Time Span* can be sorted, choose the one that fits unit/department need

The screenshot shows a dropdown menu for 'Time Span' with the following options: Total Shifts, 12-Hour, 8-Hour, 4-Hour, 1-Hour, View All, D1, D2, and E1. The 'Daily Coverage' tab is selected in the navigation bar. Below the dropdown, the 'Total Shifts' table is visible with values: 20/33, 2/33, 0/33, 0/33, and 0/33.

- The *Jobs* list can be sorted

The screenshot shows a dropdown menu for 'Jobs' with the following options: Total Jobs, List All Jobs, UVAHS/MC/PCS/MED-SURG/3C/RN, UVAHS/MC/PCS/MED-SURG/3C/SM, UVAHS/MC/PCS/MED-SURG/3C/PCA, UVAHS/MC/PCS/MED-SURG/3C/COMP (highlighted), UVAHS/MC/PCS/MED-SURG/3C/HUC, UVAHS/MC/PCS/MED-SURG/3C/AA, and UVAHS/MC/PCS/MED-SURG/3C/OC. The 'Daily Coverage' tab is selected in the navigation bar. Below the dropdown, the 'Total Shifts' table is visible with values: 0/0 and 0/0.



Additional Questions?

- Call the Help Desk at 434-924-5334
- *OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line