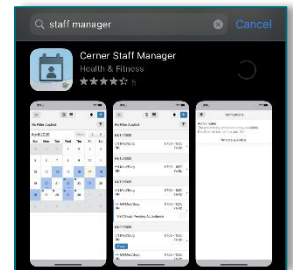


The Clairvia mobile application, Cerner Staff Manager, supports efficient workflows for scheduling in Clairvia. With this application, users can view their schedules, pick up opportunities, swap shifts, and make schedule requests using their mobile devices. Cerner Staff Manager is a mobile application of Clairvia. Users can access on a smart phone or tablet to make schedule requests.

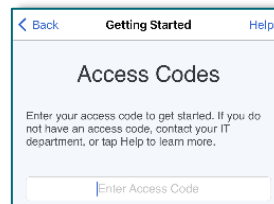
### First Time Application Set Up

Users logging into Cerner Staff Manager for the first time will need to complete the profile set up.

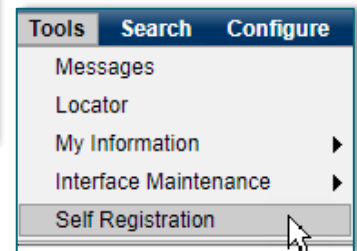
**STEP 1:** Access the application store on your Apple or Android device, search **Cerner Staff Manager**, and download the application.



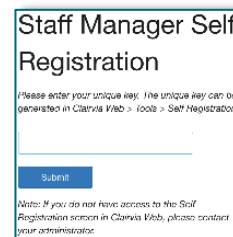
**STEP 2:** When the application is opened for the first time, users will be prompted to input an **Access Code**. Input the access code provided by NLH Security.



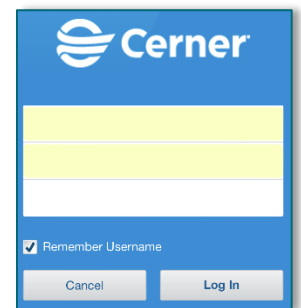
**STEP 3:** The next screen will ask for a **Unique Key**. Navigate to **Clairvia Web**, select the **Tools** menu, and select **Self Registration**.



**STEP 4:** In the Self Registration window, select **Generate** to produce your Unique Key.



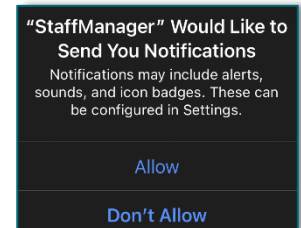
**STEP 5:** Copy the Unique Key and return to the mobile application. Input the Unique Key and select **Submit**.



**STEP 6:** On the next screen, users will enter their Cerner credentials and select **Log In**.

- Check the box next to **Remember Username** to save the username for future use.


**NOTE:** For users requiring an access code, please navigate [here](#) to submit an access code request form.

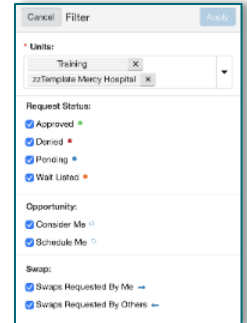


### Cerner Staff Manager

➤ Notifications Preferences:

- **Allow** will turn on push notifications so users receive a message regarding schedule changes. Users will need to remain logged into the app to receive these notifications.
- **Don't Allow** will only show users notifications when the app is open.



- Apply filters such as unit, request status, opportunity type, and shift swaps, by selecting the filter  icon.

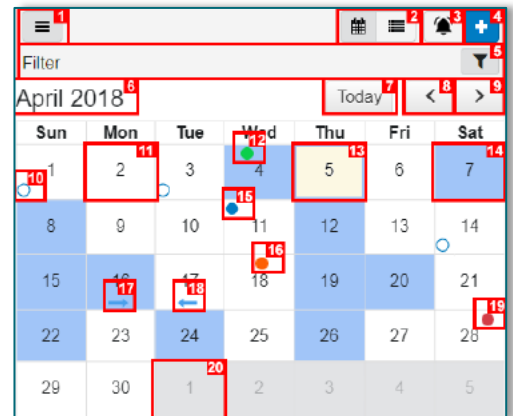


**NOTE:** Filters will remain applied until removed. When filters are applied, a Filter Applied message will populate to the top of the screen. No Filter Applied will populate when filters have been removed.


## Navigating Calendar View






The current month will display upon opening the application. The number displayed in the below bullet points corresponds with the numbers within the calendar image.

- **1: Menu:** Displays the following options:
- **Help:** Opens Staff Manager documentation in your mobile browser.
  - **Logout:** Logs out of Staff Manager and opens the Log In page.
- **2: Calendar or List View:** Toggles between Calendar View or List View.
- **Calendar View:** Displays as calendar, like the screenshot displayed.
  - **List View:** Displays schedule as list of tasks.
- **3: Notification Button:** Opens the notification screen.
- **Notifications (None)** : If all notifications have been read, the bell is white.
  - **Notifications (New)** : If unread notifications are present, the bell is black.



**NOTE:** Users will need to remain logged into the app to be alerted for push notifications. Otherwise, the in-app notification will be seen when users log in.

- **4: Add Request Button** : Select to make requests for work shifts or PTO.
- **5: Filter Bar:** Select to apply or remove filters.
- **6: Month in view**

- 7: **Today Button:** Returns calendar to month with current date. **Today** will be dithered if the current month is in view
- 8: Previous Month Button
- 9: Next Month Button
- 10: Open Opportunity Icon 
- 11: **Free Date:** Date with no scheduled tasks
- 12: Approved Request Icon 
- 13: Current date will display with yellow background if no tasks are scheduled.
- 14: Scheduled dates display with blue background
- 15: Pending Request Icon 
- 16: Wait Listed Request Icon . This functionality is NOT utilized at NLH.
- 17: Shift swap invitation sent arrow
- 18: Shift swap invitation accepted arrow
- 19: Denied Request Icon 
- 20: **Disabled date:** Date belongs a month before or after the current month.

## Requests

Requests can be placed within the app for work tasks, such as shifts, or PTO requests.

**STEP 1:** Select the Add Request  button.

**STEP 2:** Select the department and desired dates for request. The cell turns blue when it has been selected. If a date has a gray background, it cannot be selected due to being outside of the requesting period.

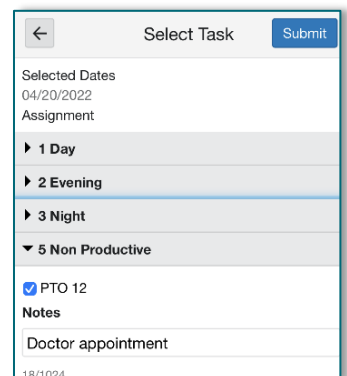
**STEP 3:** Click **Next** to open the **Select Task** screen.

**STEP 4:** Tasks are organized by assignments. Assignments have dark blue triangles on the left, indicating the task can be expanded or collapsed. If the assignment desired is collapsed, select the triangle to expand the tasks.

**STEP 5:** Select the desired task for the request. Notes can be attached to the request for the scheduler to view by entering information into the **Notes** textbox.


- Text limit is 1024 characters within the Notes textbox.

**STEP 6:** To submit requests, select **Submit** at the top of the screen.



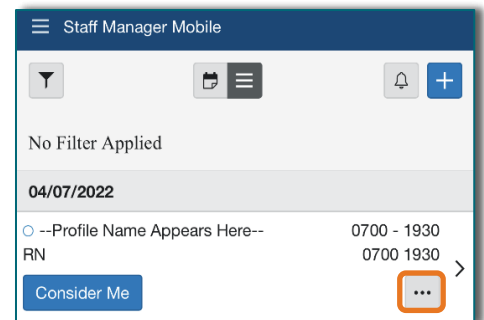
**NOTE:** Adjustments to the request will need to be performed in Clairvia Web. The request can be cancelled in Staff Manager app by locating the request and clicking Cancel My Request.

## Opportunities

**STEP 1:** In Calendar view, select a date cell that contains the **Opportunity**  Icon.

**STEP 2:** Select the **action** button.

- **Consider Me:** Select the “...” button to review details and apply for the opportunity. Manager approval is needed for acceptance.
- To remove the opportunity request, select the “...” button and select **Remove from List** to delete.



## Shift Swaps

Shift Swaps can only occur within the same unit for matching skills during the same work week.

**STEP 1:** In **Calendar View**, select the date with the shift swap desired for swapping. The **List View** will open with the shift date selected at the top.

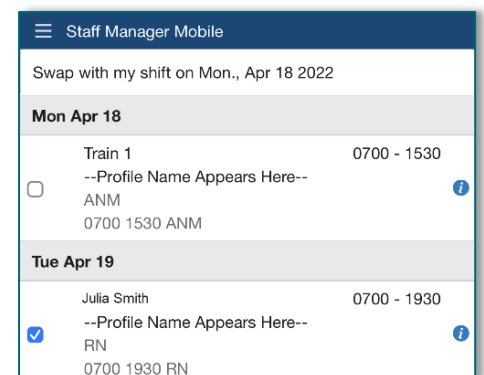
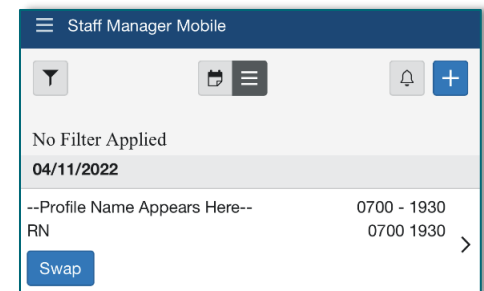
**STEP 2:** Select **Swap** to open the **Shift Swap Invitee List**.

**STEP 3:** Select the **Information** icon beside the staff member's name to see how this swap would affect your schedule.

**STEP 4:** Select the checkbox beside one or more staff members to send the **Shift Swap Invite**.

**STEP 5:** Select **Swap** in the upper-right corner of the screen to send the invite.

- This will send notice to those selected and will show a Pending Acceptance message with an arrow icon.
- Once a colleague accepts or declines, the user will receive notification. The final step is manager approval.



**NOTE:** Users may have to refresh the notifications page by dragging the notifications screen down.

### **Accepting/Declining Shift Swap Requests**

**STEP 1:** Open the **shift swap** invitation.

**STEP 2:** Click the **Information** icon to view current schedule compared to potential schedule if the request is accepted.

**STEP 3:** Select **Accept** or **Decline**. Notice will be sent to the requestor as well as the manager for final approval.