

The Clairvia Web solution can be set up to send notifications to the user regarding Clairvia, such as changes to the schedule, status of requests, shift swaps, open opportunities, and shift alerts.

Notification Types

➤ Schedule Notifications

- These are sent when changes are made to the user's schedule.

➤ Request Notifications

- These provide updates to the details of your requests and changes in status (approval or denial).

➤ Shift Swap Notifications

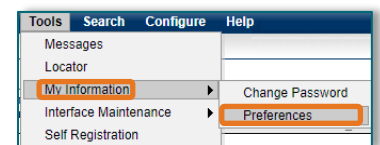
- These provide updates with the details of **Shift Swap** request and changes in status (acceptance from invitee, approval from manager, etc.).

➤ Opportunity Notifications

- These provide updates with the details of the opportunity that has been signed up for, as well as updates on status (approval or denial).

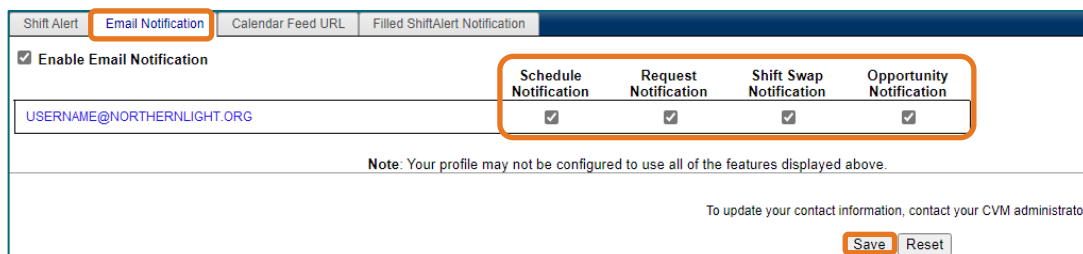
Setting up Notifications Preferences

From the menu, select **Tools** → **My Information** → **Preferences**.



- The **Email Notification** tab will default open with the **Enable Email Notification** box checked.

- End users can select preferred notification(s) by placing checkmarks in additional boxes and clicking **Save**.



Shift Alert	Email Notification	Calendar Feed URL	Filled ShiftAlert Notification								
<input type="checkbox"/>	<input checked="" type="checkbox"/>										
<table border="1"> <thead> <tr> <th>Schedule Notification</th> <th>Request Notification</th> <th>Shift Swap Notification</th> <th>Opportunity Notification</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>				Schedule Notification	Request Notification	Shift Swap Notification	Opportunity Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule Notification	Request Notification	Shift Swap Notification	Opportunity Notification								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
USERNAME@NORTHERNLIGHT.ORG											
Note: Your profile may not be configured to use all of the features displayed above.											
To update your contact information, contact your CVM administrator.											
<input type="button" value="Save"/> <input type="button" value="Reset"/>											

Shift Alert Tab

Select the **Shift Alert** tab and select the preferred method of receiving notifications of urgent openings.

- This step can be completed separately for each profile/unit the end user has permission to float.

NOTE: If a preferred email is not showing, navigate to Infor Cloudsuite and update the information.

The screenshot shows the 'Shift Alert' configuration page in the Clairvia system. The page title is 'Northern Light Health' and 'NL Eastern Maine Medical Center'. The user is identified as 'ADMIN\NSCDJH Logout'. The page has tabs for 'Shift Alert', 'Email Notification', and 'Calendar Feed URL'. The 'Shift Alert' tab is active, and the 'Enable ShiftAlerts' checkbox is checked. Below this, there is a section 'Send ShiftAlerts from these profiles:' with a list of profiles: 'E_L&D - 2202', 'E_G6 Oncology - 62077', and 'E_6Cardiac - 02102'. To the right, there is a table for selecting notification methods for each profile. The table has columns for 'Phone Call', 'Text Message', and 'Email'. The 'Text Message' and 'Email' columns are checked for the 'E_6Cardiac - 02102' profile. Below the table, there is a 'Save' button and a 'Reset' button. The footer of the page includes the Clairvia logo and copyright information: '© 2002-2018 Cerner Corporation 6.5.7'.

Send ShiftAlerts by:	Phone Call	Text Message	Email
Cell: (207)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
username@northernlighthealth.org	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cerner Staff Manager – Clairvia Mobile

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. For more information, see the flyer [here](#).