

Andgo Smart Call My Schedule Overview

Quick Reference Guide

Last updated: June 19, 2024 (version 1.0)

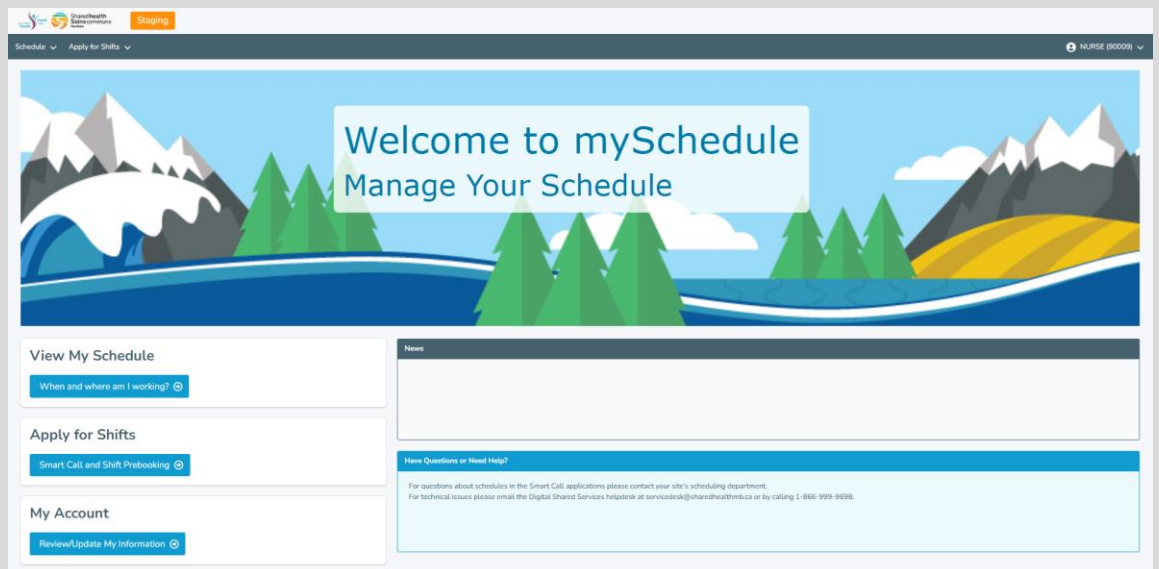
Audience: Nurses, Unit Clerks and Health Care Aides

Purpose: Overview to My Schedule landing page.

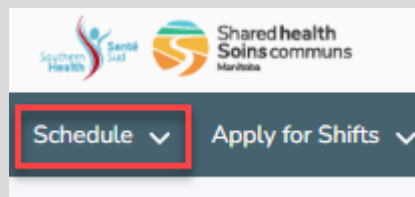
My Schedule Overview

For steps on logging into Andgo My Schedule, see the **Logging into My Schedule** QRG.

Upon logging into Andgo My Schedule you will see the landing page. Links to your schedule, shift notifications, scheduling department news and user preferences can be found here.



1. Click on **Schedule** in the top menu bar to view your calendar and scheduled shifts.

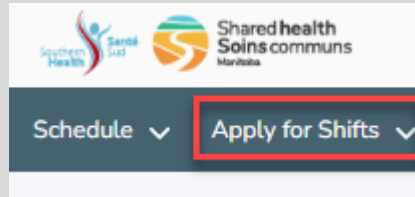


Note: Scheduled shifts for the past 15 days and the next 30 days are updated every hour and scheduled shifts for days 31 to 90 are updated once a day.

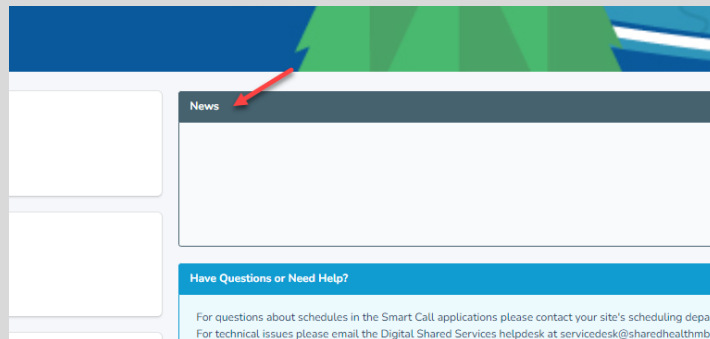
Andgo Smart Call

My Schedule Overview

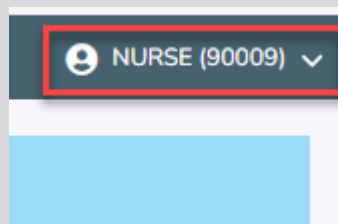
2. Click **Apply for Shifts** in the top menu bar to browse for available shifts, view shift notifications, and place bids for shifts.



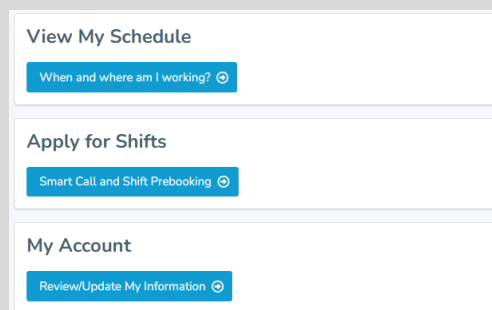
3. The **News** area may have important scheduling department news or application updates.



4. Click on your name on the right hand side of the top menu bar to access your account information.



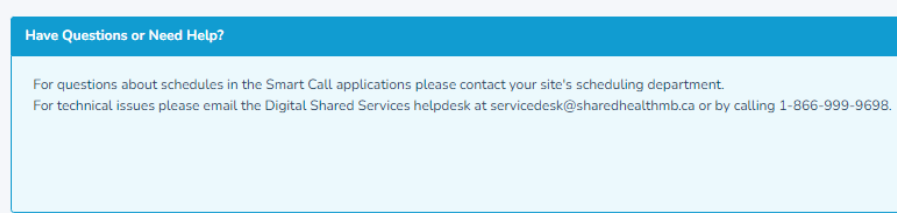
5. Links on the left of the landing page also allow access to **View My Schedule**, **Apply for Shifts** or **My Account**.



Andgo Smart Call

My Schedule Overview

6. If you have questions or need help, you can find contact information at the bottom of the landing page.



Have Questions or Need Help?

For questions about schedules in the Smart Call applications please contact your site's scheduling department.
For technical issues please email the Digital Shared Services helpdesk at servicedesk@sharedhealthmb.ca or by calling 1-866-999-9698.