

Andgo Smart Call

View Scheduled Shifts

Quick Reference Guide

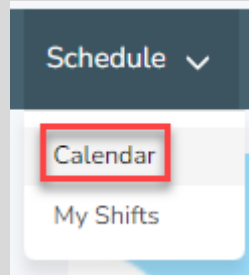
Last updated: June 19, 2024 (version 1.0)

Audience: Nurses, Unit Clerks and Health Care Aides

Purpose: To view your scheduled shifts in a calendar or list view.

View My Calendar

1. Click **Calendar** under the Schedule menu.



Your schedule appears in a calendar view, displaying the current month:

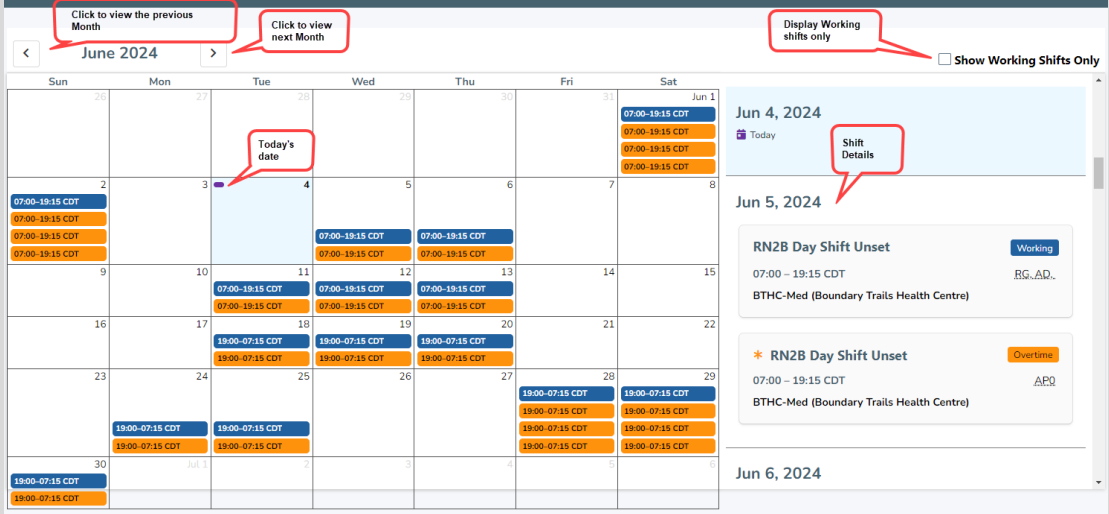
- You can view details about each day in the calendar on the right.
- Today's date is indicated by a **purple icon**.
- Click any calendar day to view the details for each shift scheduled for that day. Details appear to the right.
- Click the arrows forward or back to view other months.
- To view only your working shifts, you can click the box next to **Show Working Shifts Only**.
- All shifts are color-coded:
 - Regularly-scheduled shifts, called Working shifts, are blue.
 - Premium shifts are orange.
 - Planned absences are grey.

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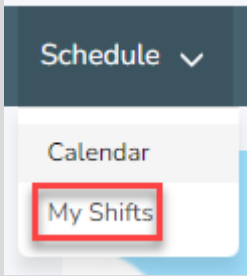
Last updated: June 19, 2024 (version 1.0)



Note: Scheduled shifts for the past 14 days and up to 90 days in the future can be viewed. Scheduled shifts 14 days in the past and shifts up to 30 days in the future are updated every hour and scheduled shifts 31 to 90 days in the future are updated once a day.

View My Shifts

1. Click **My Schedule** under the Schedule menu.



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This view allows you to view scheduled shifts for a date range or payroll code.

Schedule For TEST NURSE (90009)










Search Parameters

Start date 

End date 

Payroll Code

Select a Start Date and End Date to refine your scheduled shift search.

Occ	Union	Unit	Icon	Date	Duration	Pay Code	Status
RN2B	B-MNU	BTHC-Mod Boundary Trails Health Centre		Jun 05, 2024	07:00 - 19:15 CDT	APD - Evening Premium	
RN2B	B-MNU	BTHC-Mod Boundary Trails Health Centre		Jun 05, 2024	07:00 - 19:15 CDT	RG, AD - Regular Pay, Admin Day, Ambulance Escort, Move/Swapped	
RN2B	B-MNU	BTHC-Mod Boundary Trails Health Centre		Jun 06, 2024	07:00 - 19:15 CDT	APD - Evening Premium	
RN2B	B-MNU	BTHC-Mod Boundary Trails Health Centre		Jun 06, 2024	07:00 - 19:15 CDT	RG, AD - Regular Pay, Admin Day, Ambulance Escort, Move/Swapped	
RN2B	B-MNU	BTHC-Mod Boundary Trails Health Centre		Jun 11, 2024	07:00 - 19:15 CDT	APD - Evening Premium	