

Andgo Smart Call

View Shift Submissions

Quick Reference Guide

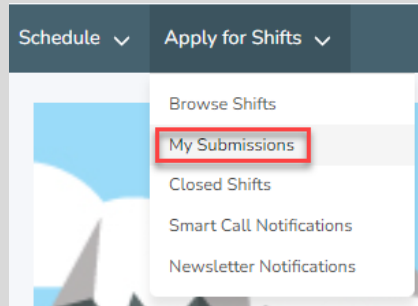
Last updated: June 19, 2024 (version 1.0)

Audience: Nurses, Unit Clerks and Health Care Aides

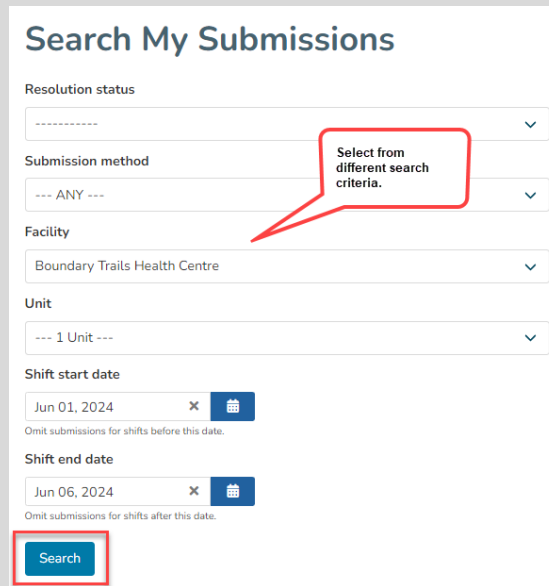
Purpose: To view shifts request submissions.

View Shift Submissions

1. Click **My Submissions** under the Apply for Shifts menu.



2. Refine the search for submitted requests.



A screenshot of the 'Search My Submissions' form. The form contains several search criteria fields: 'Resolution status' (set to '-----'), 'Submission method' (set to '--- ANY ---'), 'Facility' (set to 'Boundary Trails Health Centre'), 'Unit' (set to '--- 1 Unit ---'), 'Shift start date' (set to 'Jun 01, 2024'), and 'Shift end date' (set to 'Jun 06, 2024'). A red callout box points to the 'Submission method' dropdown with the text 'Select from different search criteria.' Below the form is a blue 'Search' button, which is also highlighted with a red rectangular box.

My Submissions

OT	Date	Occ	Unit	Close	Shift Info	Resolution	Method
-	Apr 26, 2024 07:00 - 19:00 CDT Full Shift	RN	Boundary Trails Health Centre BTHC-Med	Start: Apr 25, 2024, 18:05 CDT Timed End: 18:15 CDT Accepting Until Filled Closed	Day (D)	Granted	Text
-	Apr 26, 2024 15:00 - 23:15 CDT Full Shift	RN	Boundary Trails Health Centre BTHC-Surg/OBS	Start: Apr 19, 2024, 11:49 CDT Timed End: 11:59 CDT Accepting Until Filled Closed	Evening (E)	Pending	Web
-	Apr 26, 2024 19:00 - 07:15 CDT Full Shift	RN	Boundary Trails Health Centre BTHC-Med	Start: Apr 19, 2024, 11:49 CDT Timed End: 11:59 CDT Accepting Until Filled Closed	Night (N)	Pending	Text