Saskatchewan Health Authority	Title: How to change all Smart Call Preferences on sask.staffscheduling.ca – When to be called, which shifts to be called for, Auto Submit Role performing Activity: All Users		
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics	
VVUKK	Document Owner: HR	Date Prepared:	
	Systems	June 6, 2023	
STANDARD	Last Revision:	Date Approved:	
	Related Policies/Documentation		

Work Standard Summary: How to change all Smart Call Preferences on sask.staffscheduling.ca – When to be called, which shifts to be called for, Auto Submit.

Essential Tasks:				
1.	Log in to <u>https://sask.staffscheduling.ca/</u> .			
2.	At the top right-hand corner of the screen, click on "My Account".			
3.	On the "My Account" page, click on "Smart Call". My Account - Smart Call My Info My Positions Smart Call Notifications Inform PIN Change Password			

4.	Check off all the boxes that apply to you – you may select as many options as you like (you may also use the "All" or "None" buttons on the right), when you are done, click "Apply Changes To This Position". Alternatively, click "Apply Changes to ALL Positions" if you would like these settings to be applied to all of your positions:				
	Smart Gill Preferences De Not Notify Mc Betweenc				
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	B Monday B Isoladay B Victorestay B Proday B Proday B Estudiay B Substaiv B Substaiv				
	B Hotolasys				
	On Days I Am Working:           Netly me of additional shifts, including extensions.             I Want to Automatically Solumit for Shifts that Fit the Specified Otheria Above:				
	C Today's Shits C Tomorrow's Sh				
5.	tomorrow, or both, based on the above preferences, please make sure the appropriate boxes are checked off:				
	I Want to Automatically Submit for Shifts that Fit the Specified Criteria Above:				
	□ Tomorrow's Shifts Won't Submit				
6.	NOTE: If you opt to have sask.staffscheduling.ca apply on your behalf you are responsible				
	- If you choose to automatically submit, sask.staffscheduling.ca will continue to apply for you until you uncheck the appropriate boxes (Employees may change this at any time)				
	- It is your responsibility to ensure you are available for any shifts that you have marked yourself available for.				
	<ul> <li>You have until a shift closes to cancel your submission (15 minutes after a shift is offered)</li> <li>Once a shift has been granted it cannot be cancelled.</li> </ul>				
7.	Click "Update My Preferences" when you are done. This message will appear at the top of the screen if you were successful:				
	Successfully updated notification preferences.				

8.	If you do not wish to be contacted for shifts during specific hours, please use the box at the top of the screen, click on "Add" to add additional ranges, or "Remove" to remove a range						
	you no longer require (you may have as many ranges as you like):						
	Smart Call Preferences						
	Do Not Notify Me Between:						
	Your "Do Not Notify Me Between" setting applies to all Smart Call notifications and cannot be applied differently for each position. Please press "Add" after any changes to this setting and before changing any below settings.						
	<ul> <li>Please note that this system uses the 24 hour clock, so please enter the times carefully         <ul> <li>If you enter 09:00-02:00 to avoid calls between 9 AM and 2 PM, this would actually mean that you would only receive calls between 2:01 AM and 9:00 AM</li> </ul> </li> <li>Please note that these changes will take affect right away, so if you change your settings, it will immediately affect your calls for Today and Tomorrow</li> </ul>						
9.	If you scro	ll to the very bo	ottom of the page,	there is a link to se	e the employee's Smart Call		
	preference	e update histor	v:				
	Apply Changes To This Position Apply Changes To ALL Positions						
	Last Updated: May 12, 2023, 15:46 CST by JANE DOE (1234567) View your preference update history.						
10.	The report looks like this and displays exactly when/if shift preferences have been changed.						
	Click on "D	etails" on the r	right side of the sc	reen to see which p	references were changed:		
	JANE DOE (1234567) Preference Update History						
	Select Position						
	ALL		~				
	Search	Select your position					
		here					
	Updated By		Department	Occupation			
		on May 12, 2023, 15:46 CST	Emergency	(Manager)	Details		
		on May 12, 2023, 15:42 CST	Emergency	(Manager)	Details		
	User name hidden	on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details		
		on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details		
		on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details		
		on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details		
	Default		All	All	Details		
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