

Once logged in, you can use the menu button at the top left to navigate within the portal.

## Schedule Filters

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- The default page is your **Current Schedule** which includes all confirmed assignments for this week.
- The default **Date Range** is the current week which is **Saturday through Friday**.
- You can choose a **Date Range** that you would like to view by clicking on the calendar icon on the top right.
  - Double click on a date to see one day.
  - Click the dates you want to see.
  - Click on the arrow/carrot on the bottom right of the calendar.
- **DATE** (Click here and you can group the assignments in date order)
  - You will see the date of each shift.
  - The start and stop time for each shift.
- You can choose the **Shift Types** you want to view.

## Schedule

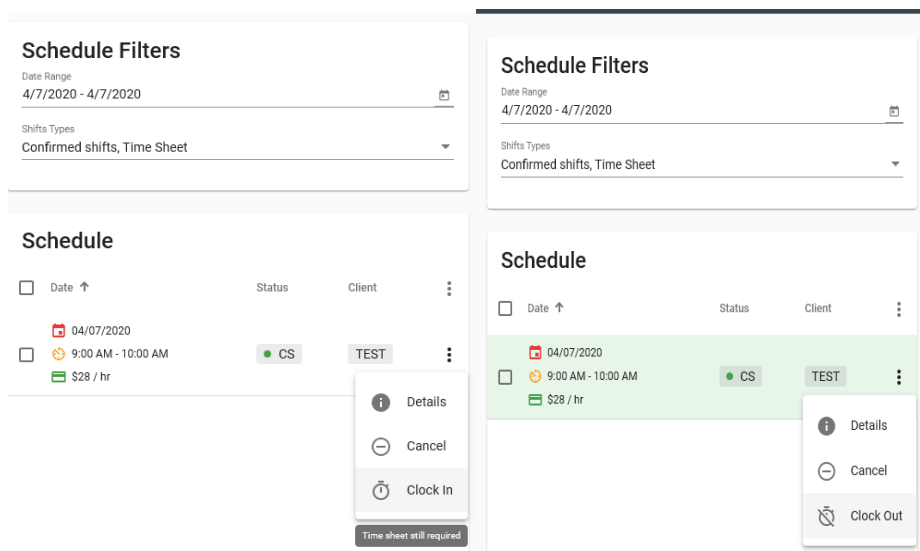
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- The default Shift Types shown are **Confirmed Shifts** and **Time Sheets**.
- To view all Shift Types open the arrow/carrot on the right side and check the box for those desired.
- **STATUS** (Click here and you can group the assignments by date order)
  - **Green CS** – Confirmed shift that you have accepted.
- **3 DOTS - On the Top Right**
  - **REFRESH**
- **3 DOTS - Beside Each Shift**
  - **Details**
    - Name of Client
    - Client comments or information you might need to know
    - Client address
    - Map of client location
- **Request to Cancel (See quick reminders on our Cancellation Policy below)**
  - **If the assignment is within 12 hours, you must call the office to request to cancel.**  
**You may NOT cancel on this site.**
  - You will now have the ability to request to cancel your assignment by clicking “Cancel”

- You will then be asked to submit a reason for the request. Please give some details.
  - ❖ Example: If you are sick, don't just type "sick". Please give us an idea of the illness and if you think you will be able to return to work for your next scheduled assignment. Remember, the goal here is less time on the phone, so the more detailed you are, the less time we have to ask you questions.
- We may need to speak with you about this cancellation. Keep your phone on hand.
- For ALL Cancellations - You will receive a text when the cancellation has been accepted.
- Your shift is **still confirmed** until you receive this text.
  - If you are Cancelled by a Client, you will have a notification on your schedule.

## Clocking In/Clocking Out

- **Clock In** (*appears 12 hours prior to start time*)
  - You will **clock in** at the start of your shift. If you clock in on time, your shift will turn green. If you clock in late, your shift will turn pink.
- **Clock Out**
  - You will **clock out** at the end of your assignment.
  - If you clock out **early** you will also be reminded your payroll will reflect this.
  - If you clock out **late** you will be asked to give a reason for this.
  - **Clocking in and out will not replace the required Avionte time sheet.**



## Adding your availability

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Click the “Availability” button in the navigation menu on the left-side of the screen.

- **List** - View your ability.
  - **AV** – Available
  - **NAV** – Not Available
  - If the days you are available to work have changed, you may choose “Delete Current Availability”.
  - Check the box to the left of any date you want to Delete.
  - Click on the **3 DOTS** to the right.
- **Add** – You can update your Availability with us.
  - First choose the shift code you want to enter. (7A, 7P, ANY, D, E, N, NA or VAC) These are generic shifts to allow us to look for assignments.
  - Choose the date range you want to enter. If it changes each day, just double click on a specific date.
  - If you want to be more specific, click on the clock next to each time shown and adjust on the clock.
  - **Don’t forget to choose AM or PM.**
  - Click “**ADD**”
  - To Add **Not Available** – Follow the steps above, but click on the **Not Available** button.
    - **NA** (not available) or **VAC** (if you are going out of town on a vacation) are actually what you choose if you are not available.
- You can choose a date range for those dates of availability you want to add.
  - For example, if want to add availability of a D (day shift) for 2/26/20. Click on the calendar to the right. Click February 26<sup>th</sup> twice. That will change the date range to 2/26/20-2/26/20.
  - Then click “**ADD**”. This will add it to your list and send it to the office.
  - If you want to give us days that you are not available to work, you can choose any of the shift codes if you want to specifically tell us you can’t work an evening shift on a particular day.
- **VERY IMPORTANT** – You **MUST also click the Not Available button** when you are choosing times or days that you are unable to accept assignments, or you will be marked as Available those days.
- Once you have entered your availability, you can view it under the list.
- If you want to delete specific availability, just click the box next to that availability and click on the 3 dots on the top right. This will let you delete multiple availability at once.

## Questions?

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Please review your schedules on a regular basis so you know which assignments you have accepted. Any questions regarding what you see in your schedule, **CALL CARESTAF: 913-498-2888**