ONEUMMS

UMMS PEOPLE PLANNING: ADVANCED SCHEDULING CHARGE VIEW JOB AID

LOGIN URL: https://umm.kronos.net/wfc/logon

Enter your username and password. If this is your first time login, your password will be "UMMS+last 4 digits of your SS#" and you will then be prompted to change your password.
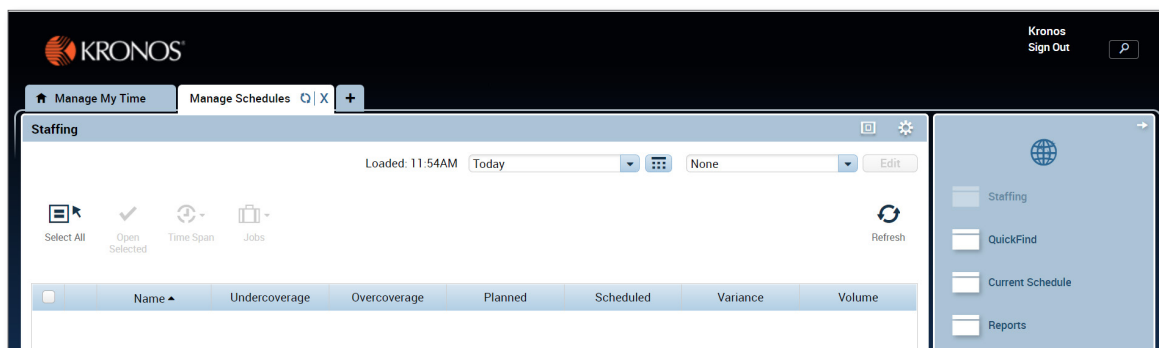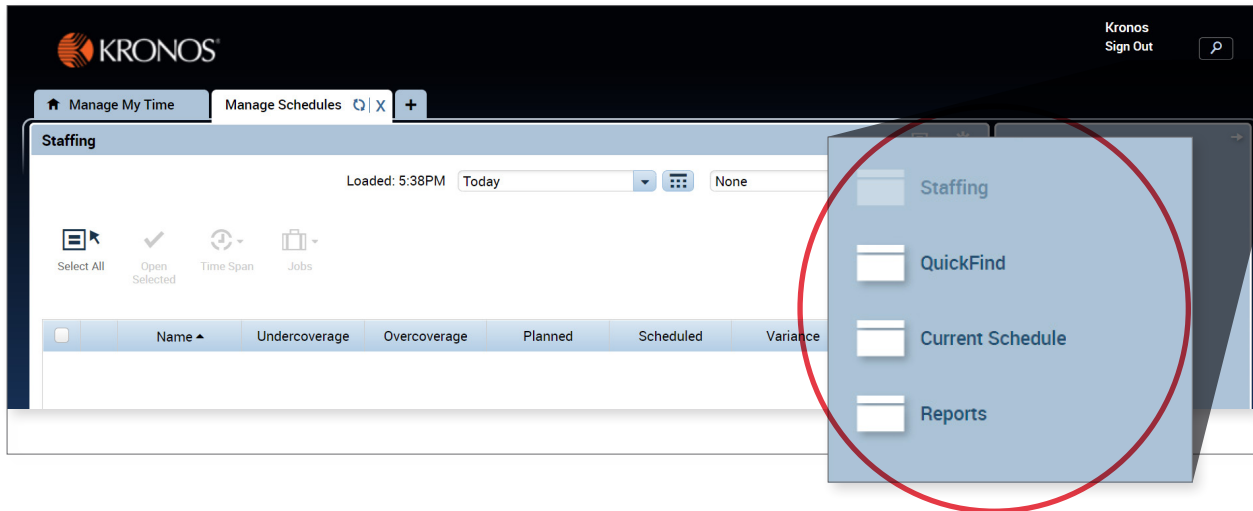

CHARGE VIEW FUNCTIONS

Regardless of what the initial "Manage My Time" workspace looks like, to access Scheduling Functions, **click on the "+" tab** in the upper left-hand corner:
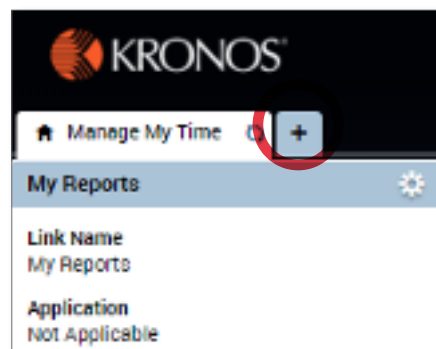
The "Manage Schedules" workspace becomes visible, with the "Staffing Widget" displaying in the main space

ONE**UMMS**

Other workspaces are accessible from the "Related Items Pane" to the right:
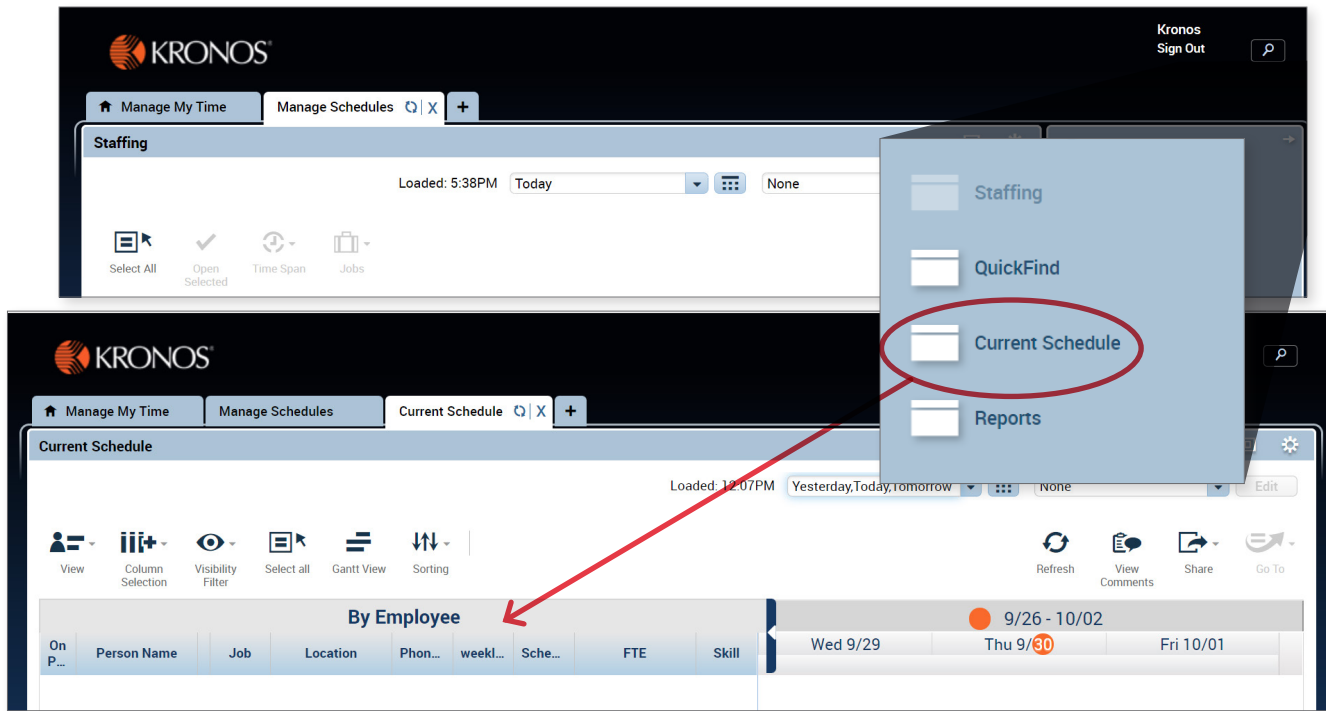

Locate an Employee using QuickFind

To access, click and drag "QuickFind" to the center space.

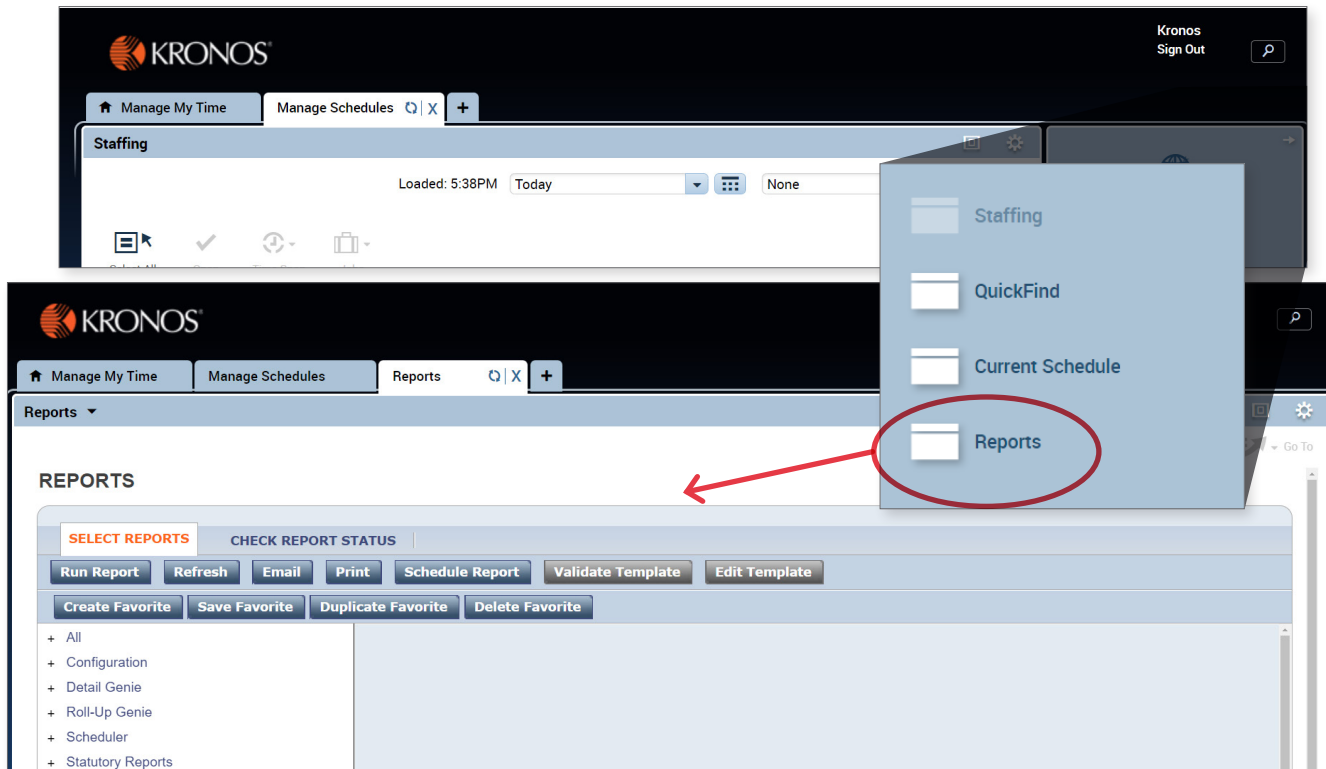To locate an employee, enter either their person id or last name after the * and select time period.

Click on the spyglass and located employees will appear below.

To access "Schedules," **click and drag "Current Schedule" to the center space**:

To access "Reports," **click and drag "Reports" to the center space**:

For instructions on running and viewing reports see the separate Running Reports job aid.

STAFFING WIDGET

The Staffing widget is the tool used to quickly compare your budgeted workload and staffing plan to your scheduled resources all in one place. The Staffing widget allows you to operate optimally across units with your available budget and staffing resources.
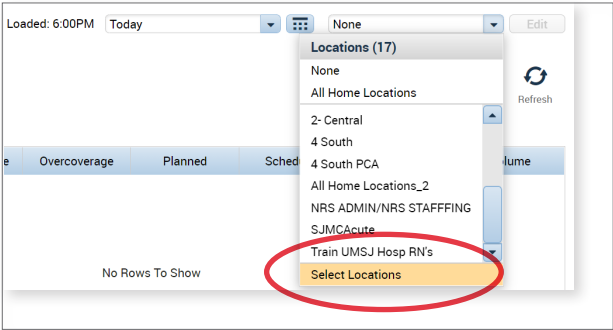
It is comprised of a Summary Screen and Unit Detail

Below is the Summary Screen, blank until you select a location. This gives you a quick view of the status of staffing coverage for this location and day.
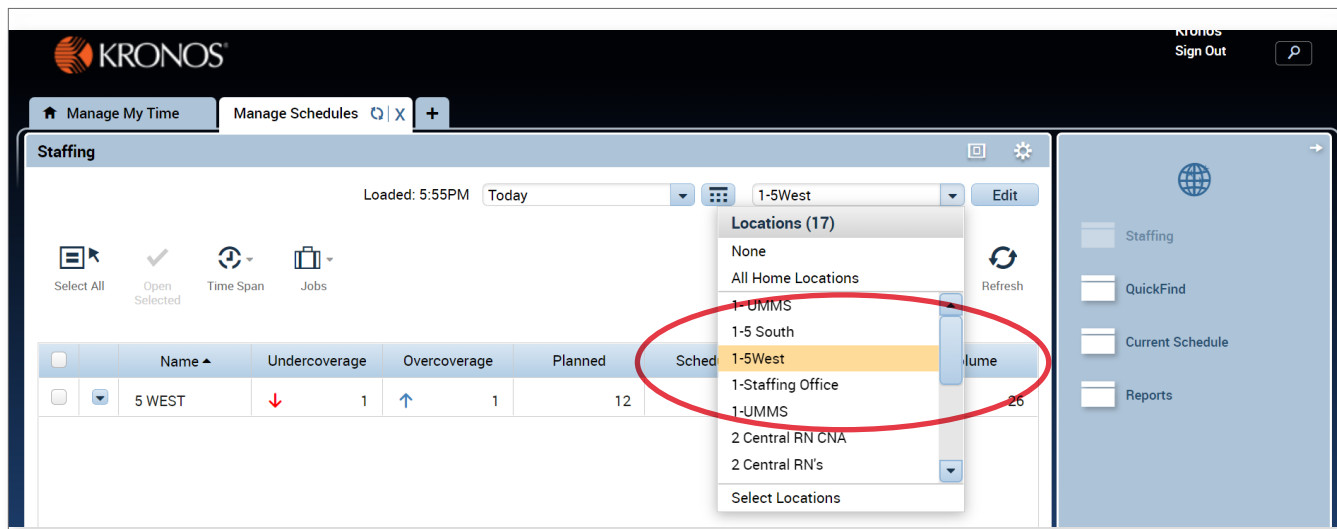
Select Location to display – can use "All Home Locations" or create a custom location to display fewer
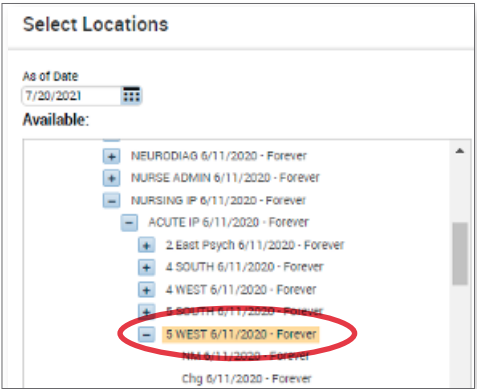
CREATE CUSTOM LOCATION:
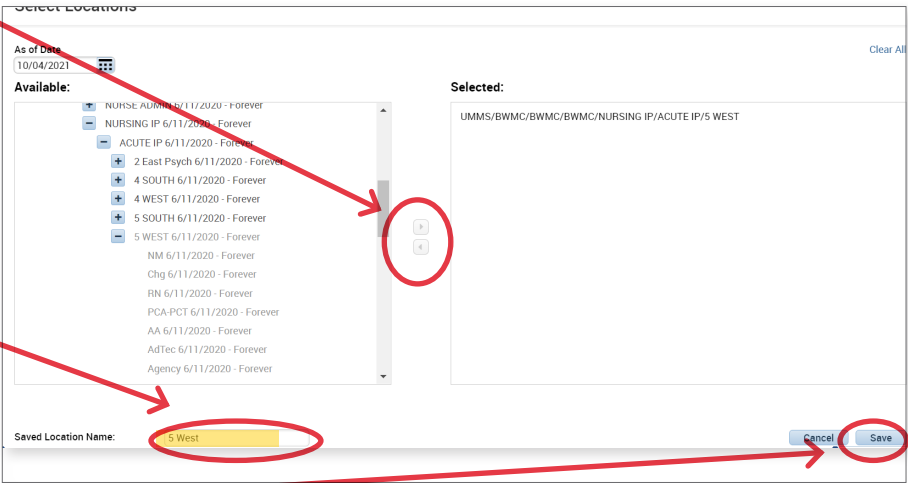
Click on "Select Locations"

Expand location by **click on "+"**
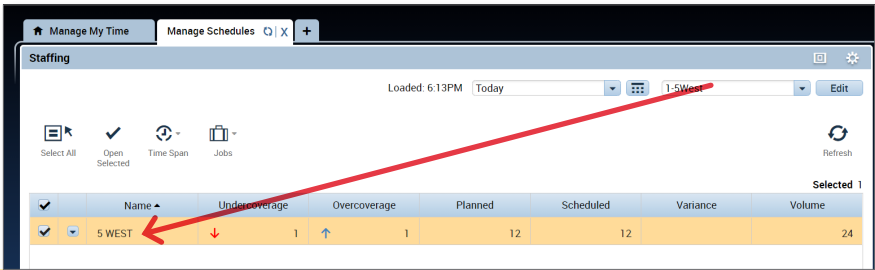
Highlight desired location

Click on arrow to move to right side

Save to Location Name - Add

Click on Save again

Snapshot view of Under or Over coverage. The red down arrow indicates Undercoverage for this location, Overcoverage is neutral.

Numbers from Workload Planner

Variance and Volume (volume = census)

ICONS ON SUMMARY PAGE

Select All: To select all displayed locations below

Open Selected: Displays unit detail for selected locations

Time Span: All day, zones, shifts or custom time span

Jobs: Select all or specific jobs to view staffing detail for
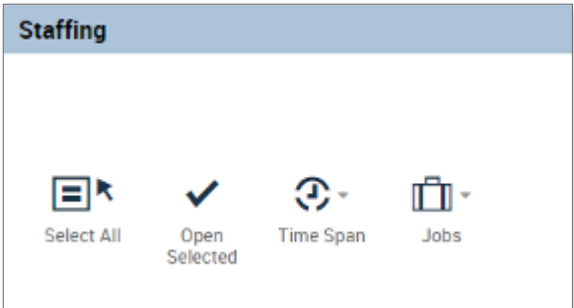
To view unit detail, <mark>click checkbox</mark> Select All or individual locations
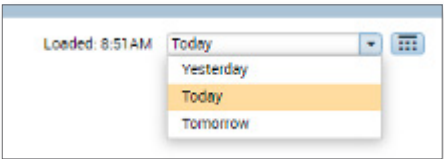**<mark>Click Open Selected</mark>**
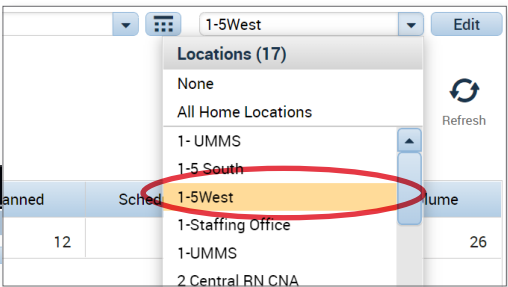
ONEUMMS

OPENED LOCATION(S) DISPLAYED:

The Staffing widget includes two main areas:
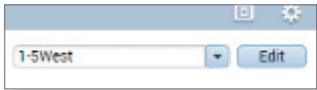
1) header

2) workspace
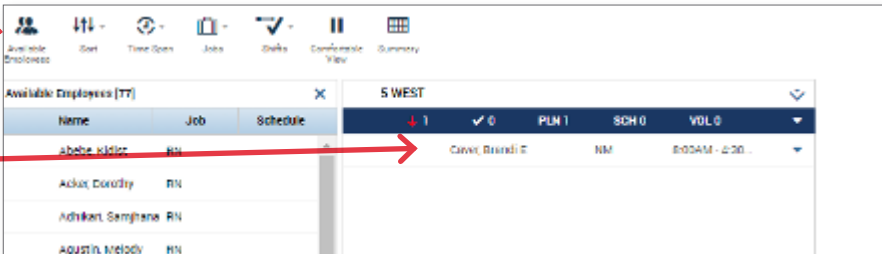
Time Period   **Location**
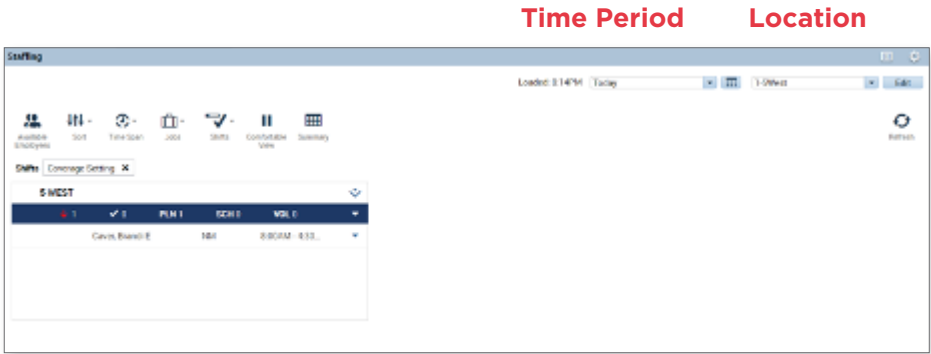
**Time Period:** Controls whether you are viewing Yesterday, Today or Tomorrow's staffing

Location Query: Controls the locations that the Staffing widget displays
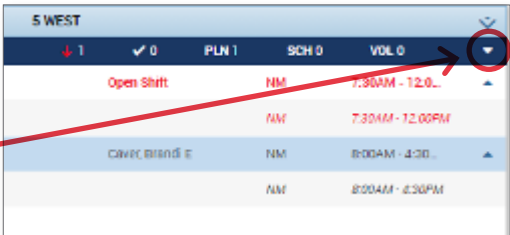

**Available Employees:** Lists employees who are qualified and are not scheduled within shown units

Coverage Bar: Displays a summary of the coverage status, designated by the color of the arrow – shows understaffed by 1 – see 2 screenshots down
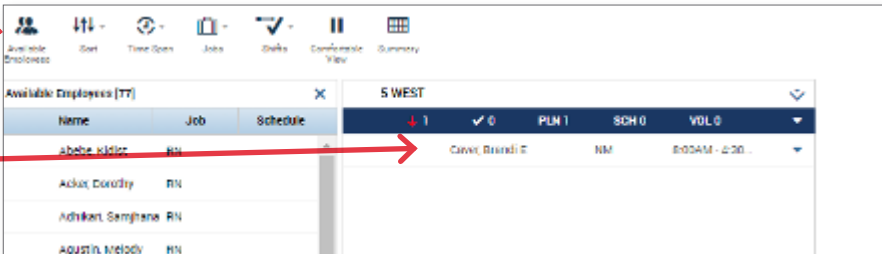
Schedule Data: Lists employees scheduled to work on the date selected and any open shifts

Coverage Data for all jobs: click on up caret on header

ONEUMMS
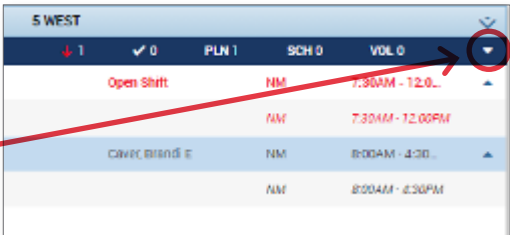
ADDITIONAL FUNCTIONS BY CLICKING ON ICONS:

Sort

Time Span

Jobs

Shifts

view by All Shifts or Coverage Setting:

Comfortable View (units scroll across) <mark>click on</mark>

Compact View (multiple rows on page) click on

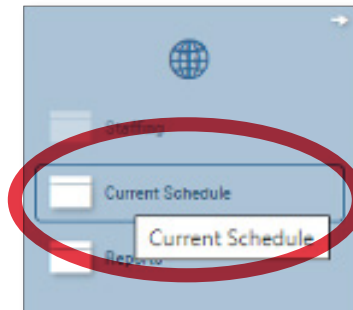**Return to Summary Screen click on Summary**

SCHEDULE PLANNER

The Schedule Planner give a larger view of the 3-day scheduling period than the Staffing Widget, with multiple days visible at once.

When in Manage Schedules workspace, navigate to the far-right column with the globe at the top ("Related Items" pane)

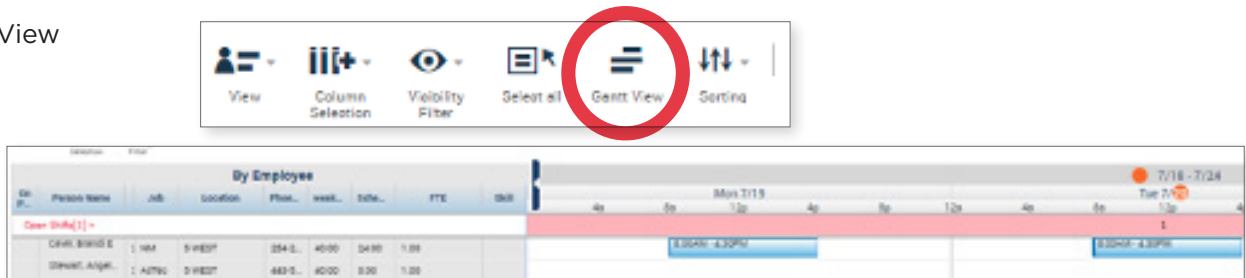**Click on "Current Schedule"** and drag to the center workspace

Click on second drop down box to select a location

Tabular View (Default)

Gantt View

Other functions available by clicking on any of these icons:

View

Column Selection

Visibility Filter

Sorting