

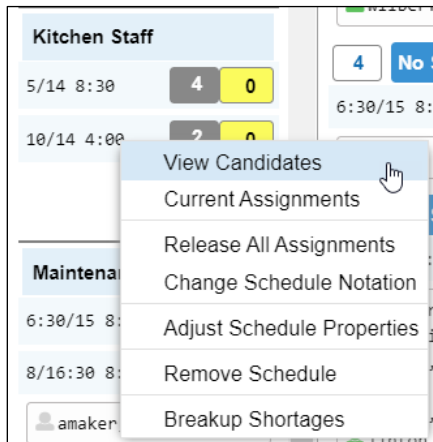
# Visual Scheduling: Assigning a Candidate to a Coverage Schedule

Job Aid

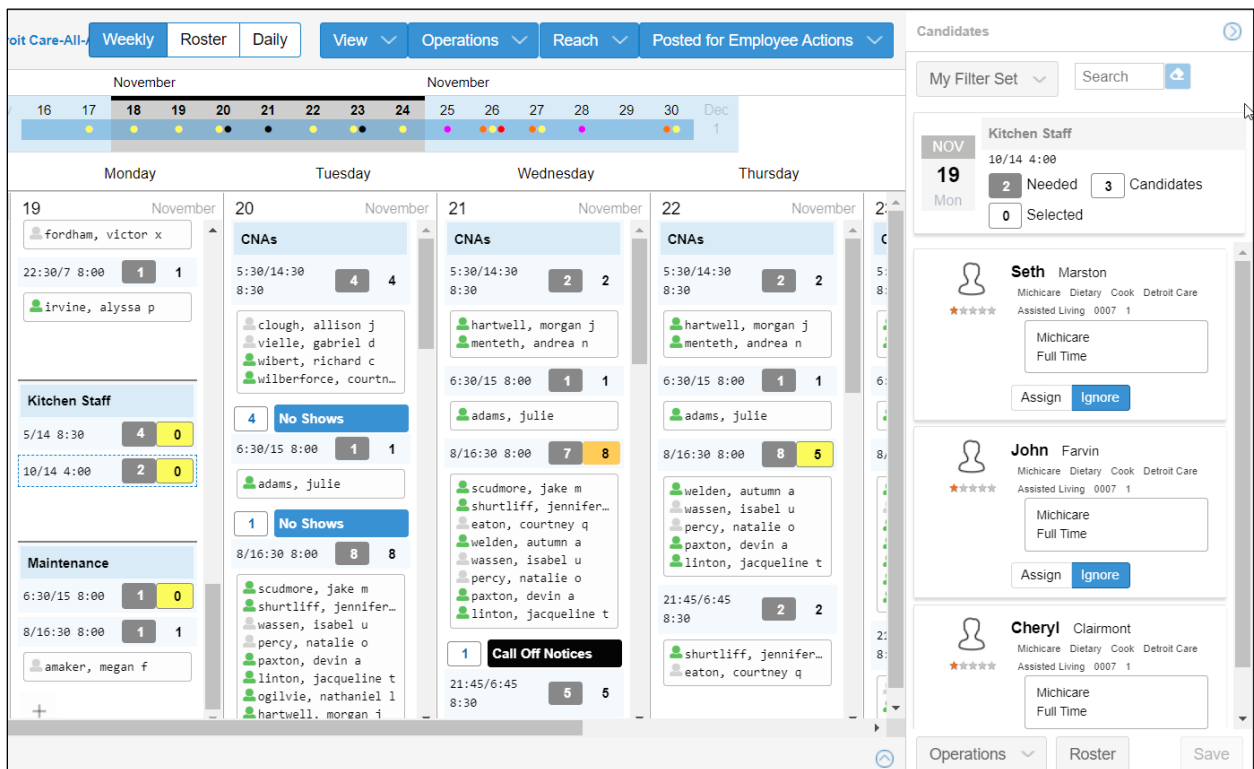
Assigning a candidate to a coverage schedule - whether it is a new coverage schedule added to a template, a coverages schedule adjusted to increase the required number of employees or to replace an employee dropped from the coverage schedule - can be accomplished using the following steps.

To add a candidate to the coverage schedule:

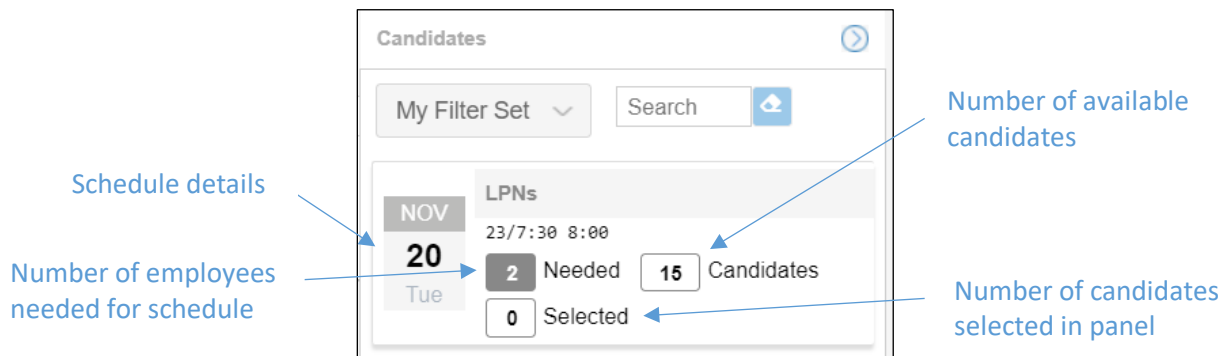
1. Click the coverage schedule in the template and select **View Candidates**.



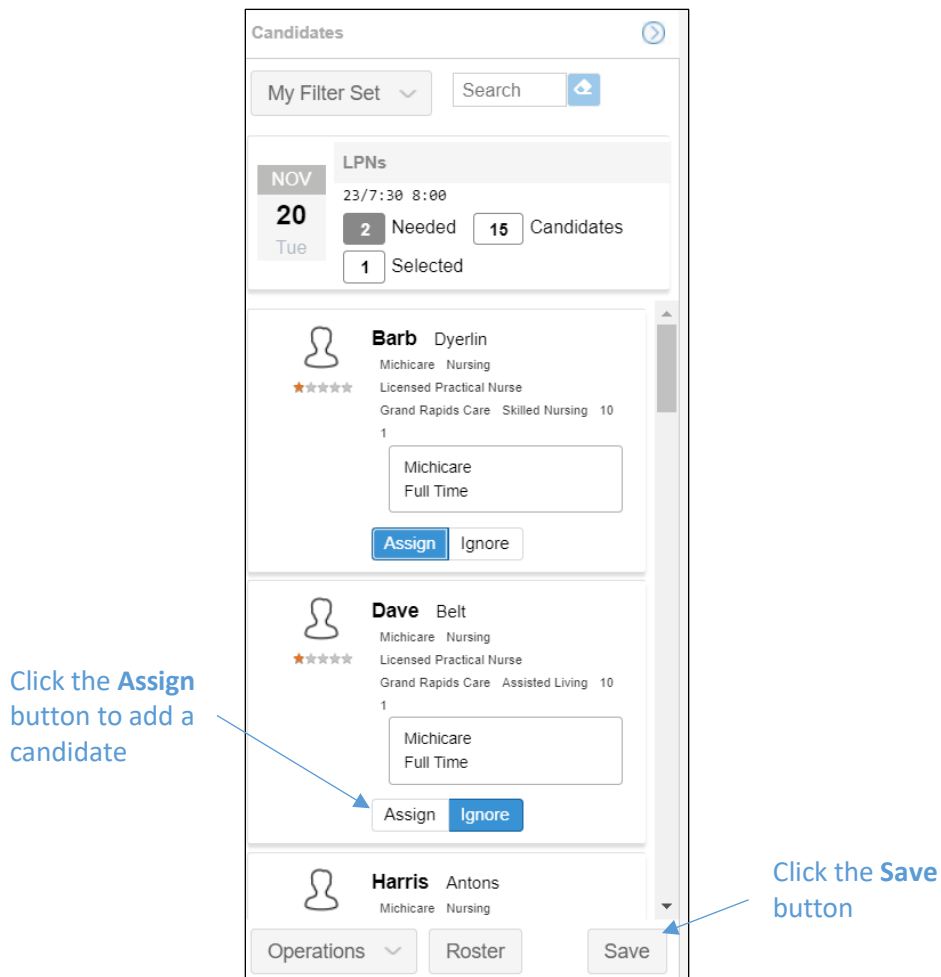
The Candidates panel with a list of the available candidates for the schedule will expand in the template window.



In the Candidates panel header, the date and time of the coverage schedules are displayed. In addition, the number of employees needed for the schedule, the number of candidates available for the schedule and the number selected in the panel is displayed.

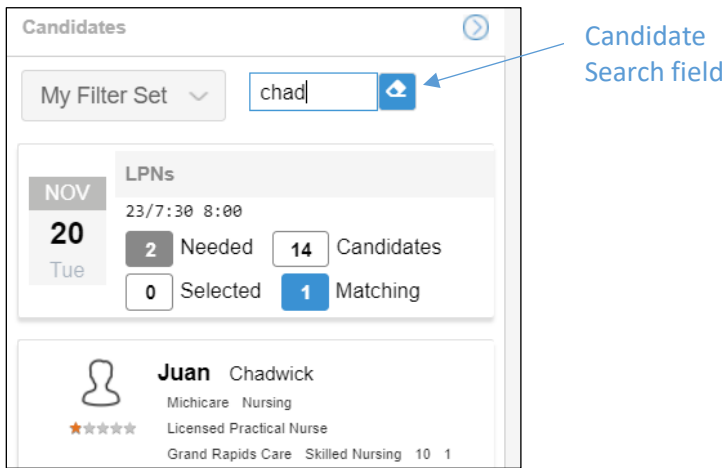


2. Click the **Assign** button for the candidate you want to add to the schedule.



3. Click the **Save** button.

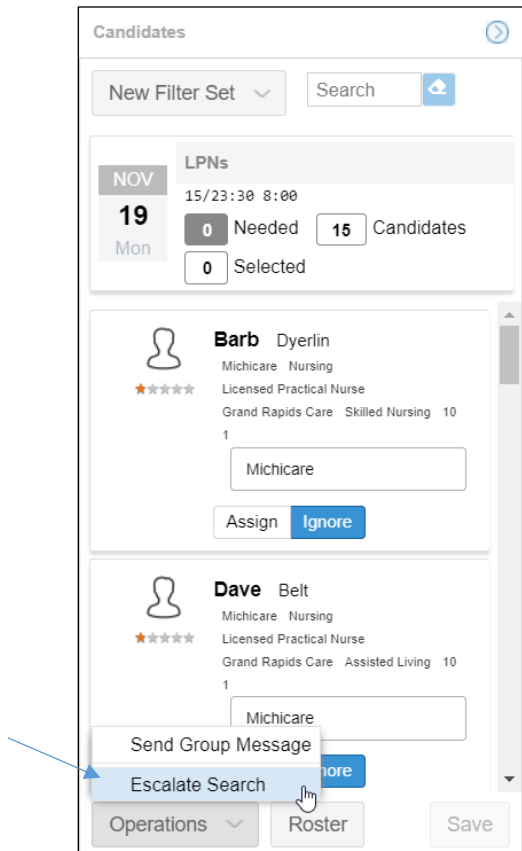
A candidate list can be filtered and searched to make it easier to find the best candidate for the coverage schedule. To search for a candidate, type the employee name or partial name in the *Search* field of the Candidates panel.



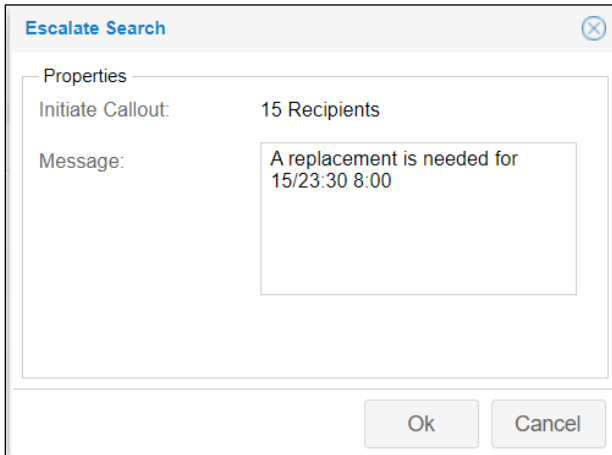
For information on filtering a candidate list, see the *Filtering a Candidate List* job aid.

### Escalate Search

If the candidate list does not provide a sufficient number of candidates for a coverage schedule, you can escalate the search by clicking the Operations drop-down list and selecting **Escalate Search**.

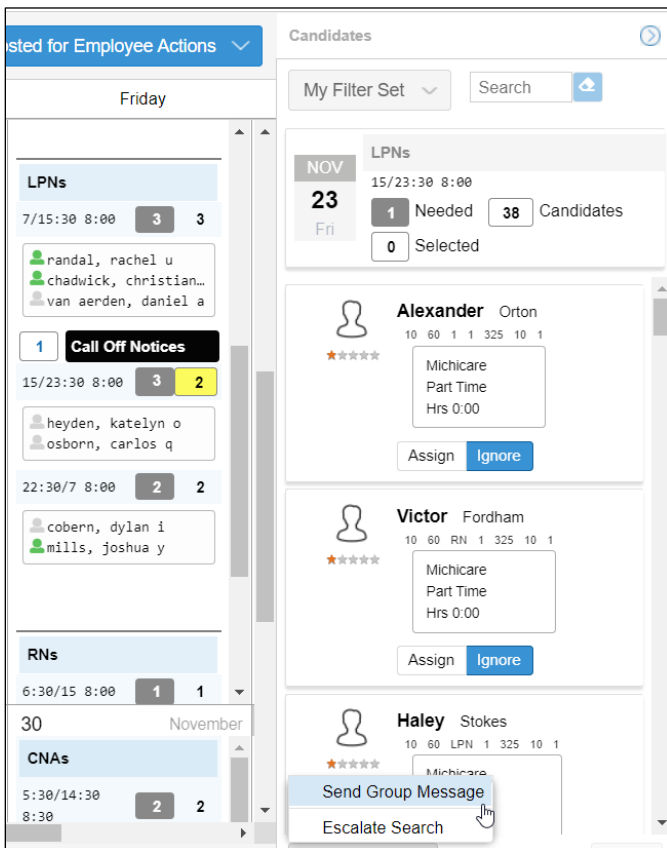


Type a message in the Escalate Search window. The message will be sent to all of the candidates in the list, via text (Short Message Service) to which employees can respond back.

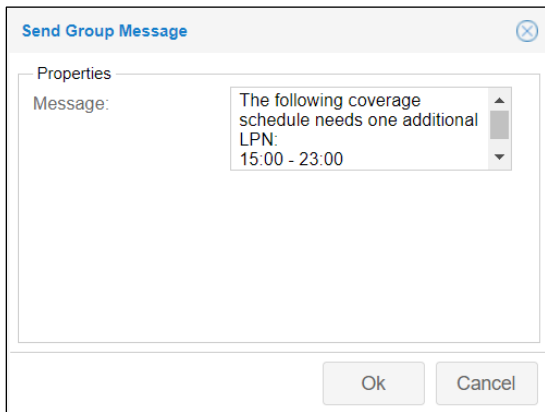


### Send Group Message

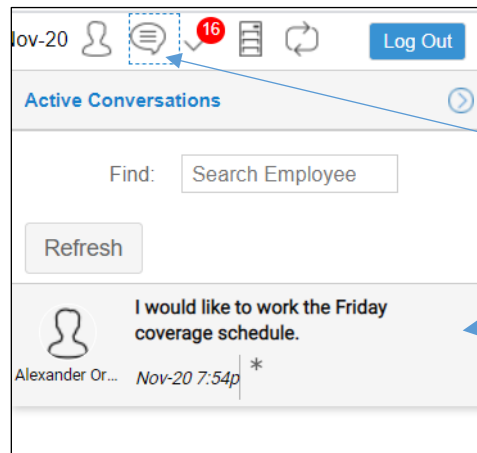
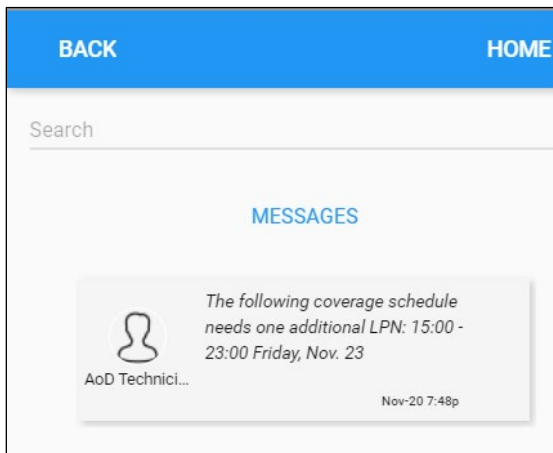
You can send a message to all of the employees in the Candidate list, if for example you have a coverage schedule that needs additional coverage. You can send a group message to all of the candidates to let them know that there is an open schedule. In the Candidates panel, click the Operations drop-down list and select **Send Group Message**.



Type a message in the *Send Group Message* window and click **OK**.



The employees can view the message in their Employee Self Service Mobile app. They can reply with a message through the mobile app. You can view the employee message by clicking Active Conversation in the Quick Access menu.



Active Conversation

Employee Response

## Roster Schedule View

You can view candidates' schedules in Roster view by clicking the **Roster** button in the Candidates panel.

The Assignments panel displays a list of candidates with their profiles. At the top, it shows the date 'NOV 22' and time '7a/3:30p 8:00'. Below this, there are three candidate cards, each with a profile picture, name, and details. Each card has 'Keep' and 'Release' buttons.

- Joshua Mills**: Michicare Nursing, Licensed Practical Nurse, Detroit Care, Skilled Nursing, Default, Default, Full Time.
- Dylan Cobern**: Michicare Nursing, Licensed Practical Nurse, Detroit Care, Skilled Nursing, Default, Default, Part Time.
- Daniel Van Aerden**: Michicare Nursing, Licensed Practical Nurse, Detroit Care, Skilled Nursing, Default, Default, Part Time.

At the bottom of the panel, there are buttons for 'Operations', 'Roster', and 'Save'.

The Roster schedule view shows a weekly calendar for candidate Joshua Mills. The calendar is titled 'Detroit Care (All-All-Detroit Care-All-All-All)' and has tabs for 'Weekly', 'Roster', and 'Daily'. The calendar shows the week of November 18-24. The candidate's schedule is displayed in a grid format, showing the days of the week and the specific shifts and times.

	Sunday	Monday	Tuesday
<b>Joshua Mills</b>	18 November 7a/330p 8h	19 November 7a/330p 8h 11p/730a 8h	20 November 3p/1130p 8h Schedule Style 1
<b>Dylan Cobern</b>	18 November	19 November 7a/330p 8h	20 November

To change back to the weekly view of the template, click the **Weekly** button in the page header.