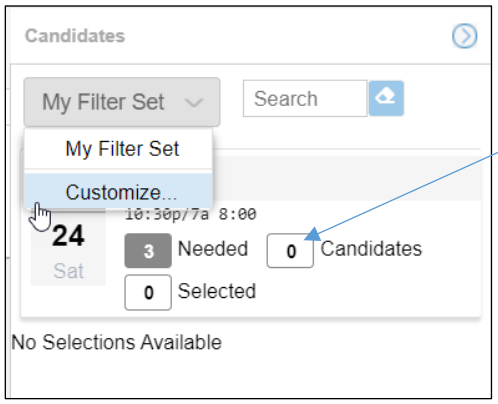
Visual Scheduling: Activating the Extended Labor Pool

Job Aid

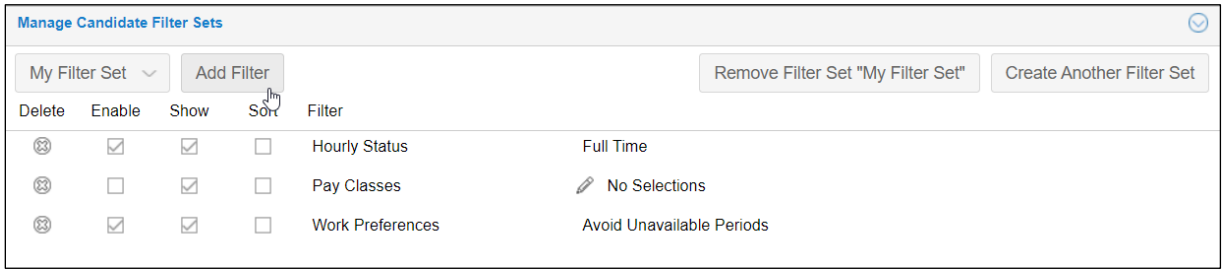
The Extended Labor Pool property of a work position defines other positions that can be added to the candidate list for that work position's coverage schedule. Each work position can include an extended labor pool where additional workgroups that have qualified positions for that work position can be assigned. For example, if a Registered Nurse could perform the duties of a Licensed Practical Nurse work position, the Registered Nurse workgroup would be added to the extended labor pool of the Licensed Practical Nurse work position. Extended labor pools are established during system configuration, ready for activation when needed for scheduling.

To activate the extended labor pool when searching for additional candidates for a coverage schedule:

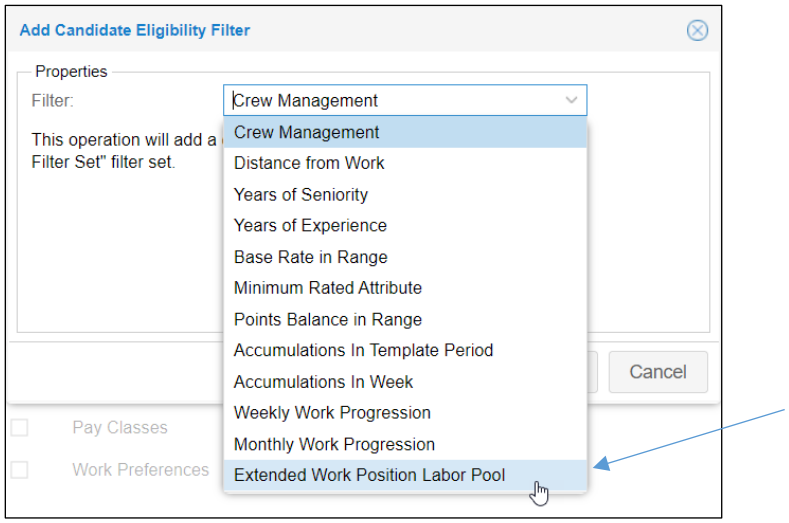
1. Click the My Filter Set drop-down list in the Candidates panel and select **Customize**.



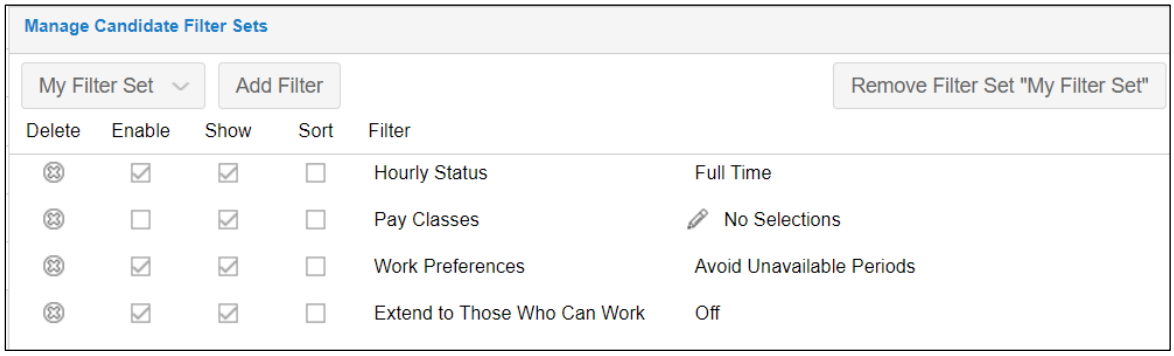
2. Click the **Add Filter** button in the Manage Candidates Filter Sets panel.



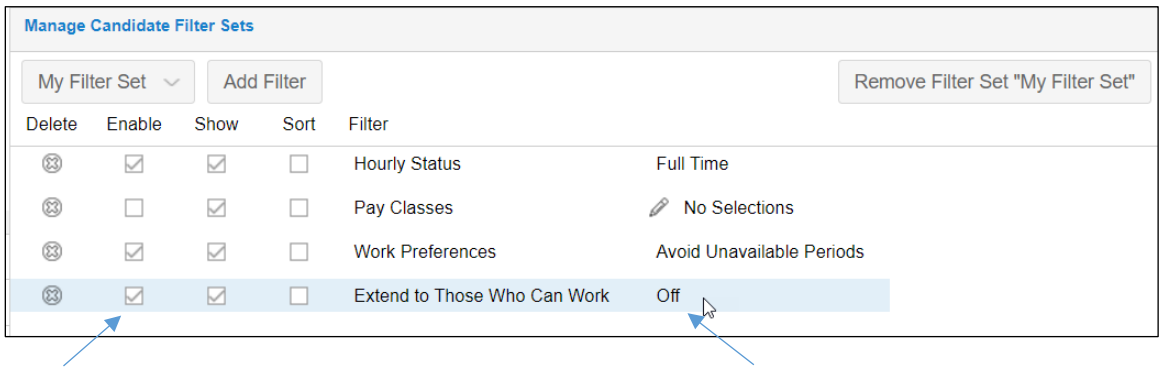
3. Select **Extended Work Position Labor Pool** from the Filter drop-down list in the *Add Candidate Eligibility Filter* window.



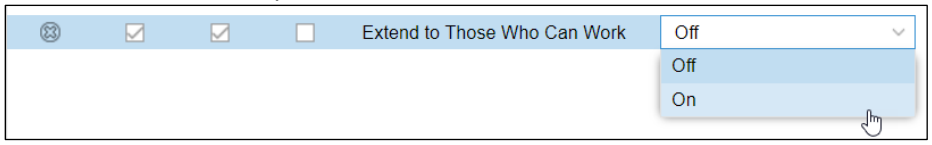
The extended labor pool filter is added to the filter list in the Manage Candidate Filter Sets panel.



4. To activate the extended labor pool filter, click the Enable column checkbox, if it does not have a check mark, and click the on/off state field of the filter to activate the drop-down list.

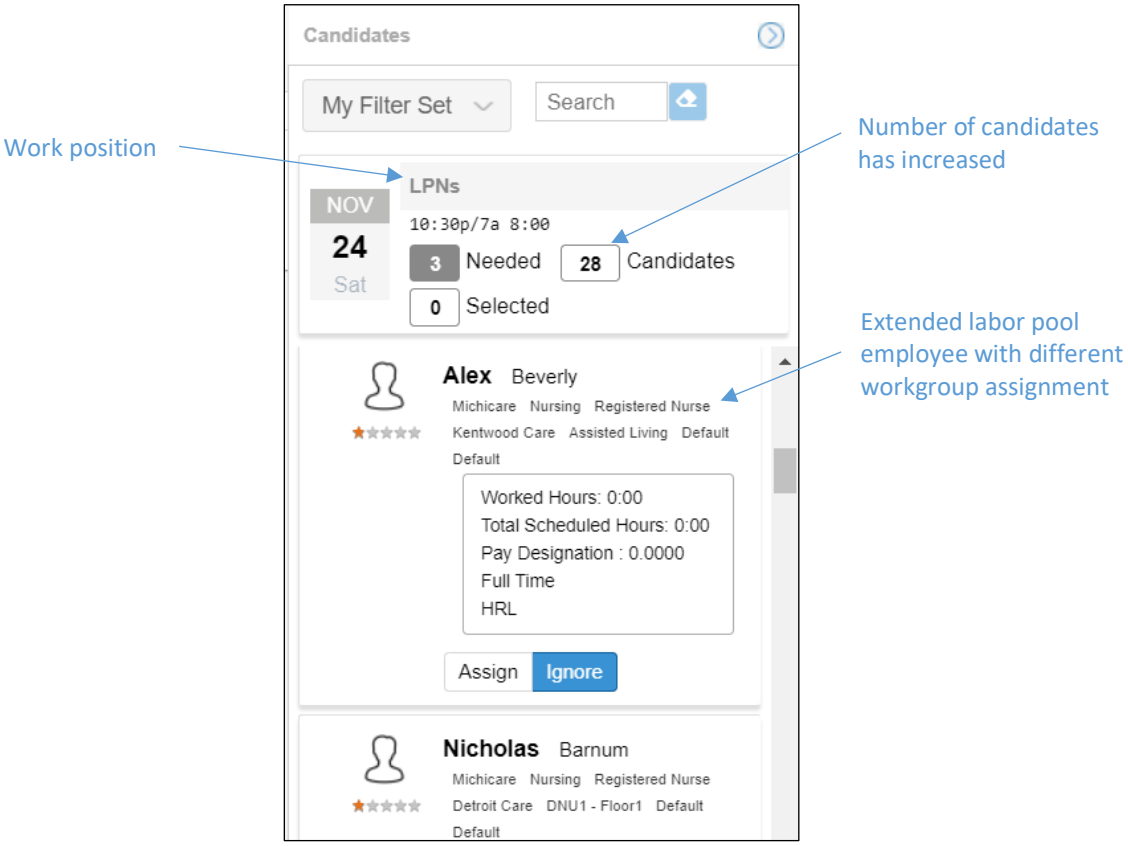


5. Select **On** from the drop-down list.



The extended labor pool is now activated for the candidate list.

The candidate list will be updated with additional employees, indicated by the increased number of candidates and employees with a different position workgroup assignment from the work position are added to the candidate list.



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