
mySchedule Manager Guide - How to View Unit Dashboard

Introduction

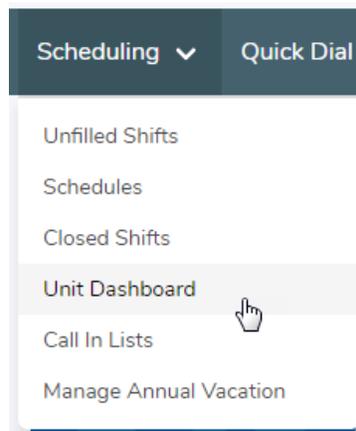
The Unit Dashboard provides the next ten days of a units positions details, including shift duration, union, and either working, leave or unfilled status of the position.

Instructions

1. Login to myschedule.northernhealth.ca with your NH user account and ensure you have the Manager profile selected (profile selector is located at the top right of the screen):



2. Click on the **Scheduling** menu and select **Unit Dashboard**:



- Select a Unit you wish to view and click on the **Submit** button:

Unit Dashboard

Please select a unit.

Unit*

▼

- You will be provided with a screen similar to the one below where you can view the next ten days of the selected units positions, including details of shift duration, union, shift icon, hours worked, unplanned, unfilled and/or on leave:

300 - NIR Northern Interior HSDA - 300 - NIR Staffing PGR

Fri Aug 30
Sat Aug 31
Sun Sep 01
Mon Sep 02
Tue Sep 03
Wed Sep 04
Thu Sep 05
Fri Sep 06
Sat Sep 07
Sun Sep 08

View Working Shifts Summary

Duration	Union	Job	Icon	Working Reg + PREM	Unplanned	Unfilled	Leave
05:00 - 07:00 PDT	FACILITIES	Staffing Clerk	C 5	0	0	0	1
05:00 - 13:00 PDT	FACILITIES	Staffing Clerk	SC 5	2	0	0	0
06:30 - 14:30 PDT	FACILITIES	Staffing Clerk	A OR	0	0	0	1
07:00 - 13:00 PDT	FACILITIES	Staffing Clerk	C 5	0	0	0	1
07:00 - 15:00 PDT	FACILITIES	Staffing Clerk	A 7	1	0	0	1

If you select the **View Working Shifts Summary** button (as shown above), you will see a summary of the day's shift:

300 - NIR Northern Interior HSDA - 300 - NIR Staffing PGR

Fri Aug 30 Sat Aug 31 Sun Sep 01 Mon Sep 02 Tue Sep 03 Wed Sep 04 Thu Sep 05 Fri Sep 06 Sat Sep 07 Sun Sep 08

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Day	
Occupation	# Working
Staffing Clerk	17
Day Total	17

Evening	
Occupation	# Working
Staffing Clerk	3
Evening Total	3

Night	
Occupation	# Working
Night Total	0

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5. If you have any questions, please contact mySchedule@northernhealth.ca