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# MySchedule Manager Guide - How to Review My Units

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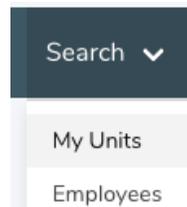
## Introduction

This document will help you view the employees in your unit(s).

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### Instructions:

1. Login to [mySchedule.vch.ca](http://mySchedule.vch.ca) with your VCH 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 **Search** menu and select **My Units**:



3. Choose the Facility and the unit you wish to view and click the **Unit Details** button:

## Units

You have signing authority on the following 5 units.

Facility	Unit		
131 - FSH Fort St. John Hospital	131 - FSH Food Services	<a href="#">Unit Details</a>	<a href="#">Notification Rules</a>
132 - PEV Peace Villa	132 - PEV Food Services	<a href="#">Unit Details</a>	<a href="#">Notification Rules</a>
423 - GTW Gateway Lodge	423 - GTW HK & Laundry	<a href="#">Unit Details</a>	<a href="#">Notification Rules</a>
424 - PIC Parkside Intermediate Care Home	424 - PIC RC PG HK/Laundry	<a href="#">Unit Details</a>	<a href="#">Notification Rules</a>
Admin Facility	Admin Department	<a href="#">Unit Details</a>	<a href="#">Notification Rules</a>

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4. The employee list will look like this:

### Unit 131 - FSH Food Services

Unit Name:	131 - FSH Food Services
Facility:	131 - FSH Fort St. John Hospital
Region:	Northern Health
Scheduling Team:	Fort St. John - North Peace 3

 Employee Report

The above view displays all job codes that each employee is available to work. If you click on the **Employee Report** button, a list of your current employees and the other units they work on will be displayed (as shown below). Your unit will appear in **bold** beside each employee's name.

### Unit 131 - FSH Food Services

	EE#	Name	Occupation	Job	Unit
	00001	JANE SMITH	HKCb (10001)	(P/T)	132 - PEV Peace Villa, 132 - PEV Housekeeping
			FW2b (10101)	(P/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			HKCb (10001)	(P/T)	131 - FSH Fort St. John Hospital, 131 - FSH Housekeeping
			<b>FW2b (10101)</b>	<b>(P/T)</b>	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
	00002	JOHN SMITH	FW2b (10101)	(P/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			<b>FW2b (10101)</b>	<b>(P/T)</b>	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
	00003	SARAH SMITH	CK1b (10060)	(F/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			CK2b (10061)	(F/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			FW2b (10101)	(F/T)	132 - PEV Peace Villa, 132 - PEV Food Services
			<b>CK1b (10060)</b>	<b>(F/T)</b>	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
			<b>CK2b (10061)</b>	<b>(F/T)</b>	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>
			<b>FW2b (10101)</b>	<b>(F/T)</b>	<b>131 - FSH Fort St. John Hospital, 131 - FSH Food Services</b>

Review this page often to ensure all of the employees on your ESP generated call-in lists are listed here. If there are any discrepancies contact your local Staffing office.

5. If you have questions please call your local Staffing office.