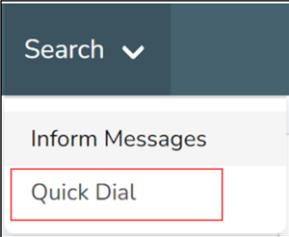


|  |   |  |
|--|---|--|
|  <b>Saskatchewan Health Authority</b> | <b>Title: Quick Dial – Accessing Messages</b><br><b>Role performing Activity: Employees</b> |  |
|  | <b>Location:</b><br>sask.staffscheduling.ca   | <b>Department/Unit: HR Systems and Analytics</b> |
| <h1>WORK STANDARD</h1>   | <b>Document Owner:</b><br>HR Systems  | <b>Date Prepared:</b><br>June 9, 2023            |
|  | <b>Last Revision:</b>   | <b>Date Approved:</b>                            |
|  | <b>Related Policies/Documentation</b>   |  |

Work Standard Summary: How to view Quick Dial (1-866-794-1602) messages in Employee view in sask.staffscheduling.ca.

| <b>Essential Tasks:</b> |   |
|-------------------------|---|
| 1.                      | Go to <a href="https://sask.staffscheduling.ca">sask.staffscheduling.ca</a> and enter your employee number and password.  |
| 2.                      | To find a specific message, you should click on “Search” and “Quick Dial”: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div> |

3. You may enter relevant information in the search fields, or just click “Search” to bring up all available messages:

### Search Quick Dial Requests

Facility  
-----

Regarding Department  
--- Select A Facility ---

Occupation  
--- Select A Department ---

From Phone Number  
\_\_\_\_\_

Phone Call Date  
\_\_\_\_\_ 

Request type  
-----

State  
-----  
Complete  
New  
In Progress

[Search](#)

4. Click “View” beside the message that you want to view:

### Quick Dial Request Search

| Employee                    | Home Department | Regarding Department | Type    | Created                | Status |
|-----------------------------|-----------------|----------------------|---------|------------------------|--------|
| Hidden for confidentiality. | SCHEDULING      | SCHEDULING           | Support | Jun 09, 2023 09:56 CST | New    |

[View](#)

5. The next screen shows more details about the Quick Dial request:

### Quick Dial Request

|                      |   |
|----------------------|---|
| Employee             | Hidden for confidentiality.                       |
| From Number          | Hidden for confidentiality.                       |
| Regarding Department | ONSITE SCHEDULING                                 |
| Home Position        | ONSITE SCHEDULING, SRSCHED (SR STAFF SCHED(SEIU)) |
| Created              | Jun 09, 2023 12:59 CST                            |
| Status               | New   |
| Type                 | Support   |
| Comment              |   |
| Last Modified By     | Hidden for confidentiality.                       |

6. You may click “Back” in your browser to view more messages.