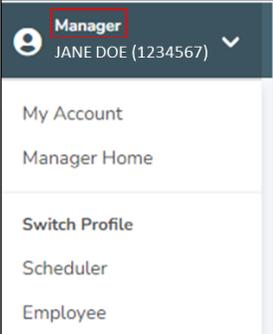
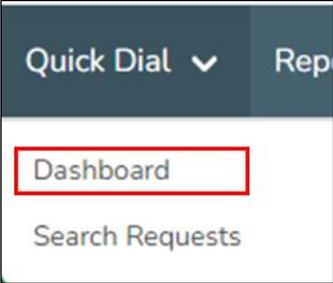


 <p>Saskatchewan Health Authority</p> <p>WORK STANDARD</p>	Title: Quick Dial – Accessing Messages Role performing Activity: Managers or Designates	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 9, 2023
	Last Revision:	Date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

Work Standard Summary: How to find and listen to Quick Dial messages in sask.staffscheduling.ca.

Essential Tasks:	
1.	<p>Go to sask.staffscheduling.ca and enter your employee number and password. Ensure you are using your “Manager” profile.</p>  <p>If you are looking for a specific message in the past, please skip to Step 6.</p>
2.	<p>Click “Quick Dial” and “Dashboard”:</p> 

3. Click on one of the Quick Dial dashboard cells next to the team you want to see:

Quick Dial Dashboard (All Departments)

Department	Quick Dial - New			Quick Dial - In Progress		
	Instruct	Defect	Support	Instruct	Defect	Support
Saskatoon - HUMBOLDT DISTRICT HOSPITAL SCHEDULING	0	0	1	0	0	0
Saskatoon - NAW ONSITE SCHEDULING	0	0	0	0	0	0
Total	0	0	1	0	0	0

4. Click "View" beside the message you want to listen to:

Quick Dial Processing

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

1

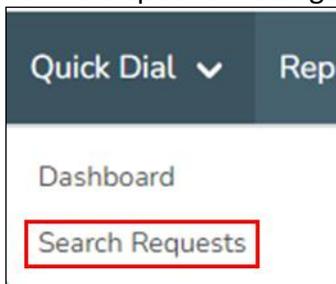
Previous Next

5. Click the triangular play button next to "Audio Recording" to hear the Quick Dial message:

Quick Dial Request

Employee	Hidden for confidentiality.
From Number	Hidden for confidentiality.
Regarding Department	SCHEDULING
Home Position	SCHEDULING, SCHED (STAFF SCHEDULER(SEIU))
Created	Jun 09, 2023 09:56 CST
Status	New
Type	Support
Comment	
Last Modified By	Hidden for confidentiality.
Audio Recording	▶ 0:00 / 0:11

6. To find a specific message, you should click on "Quick Dial" and "Search Requests":



7. You may enter relevant information in the search fields, or just click “Search” to bring up all the recordings for your department:

Search Quick Dial Requests

Employee Number

First Name

Last Name

Facility

Department

Occupation

From Phone Number

Phone Call Date

Request type

State

8. Click “View” beside the message that you want to listen to:

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	<input type="button" value="View"/>

9. The next screen shows more details about the call, and the message may be listened to by clicking on the triangular play button next to “Audio Recording”:

Quick Dial Request

Employee	Hidden for confidentiality.
From Number	Hidden for confidentiality.
Regarding Department	SCHEDULING
Home Position	SCHEDULING, SCHED (STAFF SCHEDULER(SEIU))
Created	Jun 09, 2023 09:56 CST
Status	New
Type	Support
Comment	
Last Modified By	Hidden for confidentiality.
Audio Recording	

10. You may click “Back” or restart at steps 2 or 6 to hear more messages.