Clairvia Web: Employee Dashboard

Overview

Clairvia Web is a web-based solution for viewing your schedule, self-scheduling (varies by department), swapping shifts, and receiving messages related to staffing and scheduling. The **Employee Dashboard** displays pertinent information related to your schedule.

Employee Dashboard

My Schedule

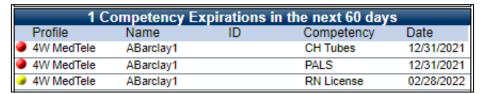
My Schedule provides you with the most current and accurate schedule for the current month:

My Schedule							
July 2024							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 0700 1930 RN	3 0700 1930 RN	4	5	6	7	
8		10 0700 1930 RN	11	12 0700 1930 RN	13	14	
15	16 0700 1930 RN	17 0700 1930 RN	18	19	20	21	
22	23 0700 1930 RN	24 0700 1930 RN	25	26 0700 1930 RN	27	28	
29	30 0700 1930 RN	31 0700 1930 RN					

- Blue bullet = Pending Request
- Green bullet = Approved Request
- Red bullet = Denied Request

Competency Expirations

Competency Expirations gives you visual reminder of expired or soon-to-be expired licenses or competencies:



- Red = Expired
- Yellow = Expiring Soon





My Requests are the shifts that you have self-scheduled. You can view the status and history of all of your submitted requests. After entering a request, your Manager or Scheduler will approve or deny, and a notification will be sent to you in **Message Center**.



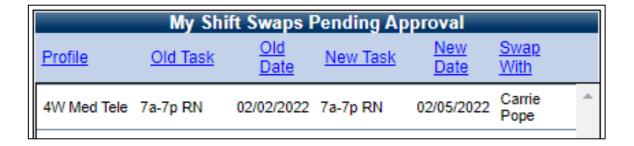
My Opportunities

Opportunities are open shifts that are available to request. To see open opportunities on your dashboard, contact your Manager to enable this feature. Your skill, competency, and availability will determine which Opportunities you will see:



My Shift Swaps Pending Approval

When you have agreed upon a Shift Swap with another employee, it will appear in this section until approved by your manager:







- The **Admin Note** will display information from your manager or scheduler.
- Additional messages will include Shift Swaps or other communications.

Message Center							
Admin Note I am working on the February 20 - March 19 schedule now. I will post it by Friday, January 28. Thanks, ME							
From	Subject	Date/Time Sent					
Pope,Carrie	Accepted Swap	01/26/2022 15:14					

