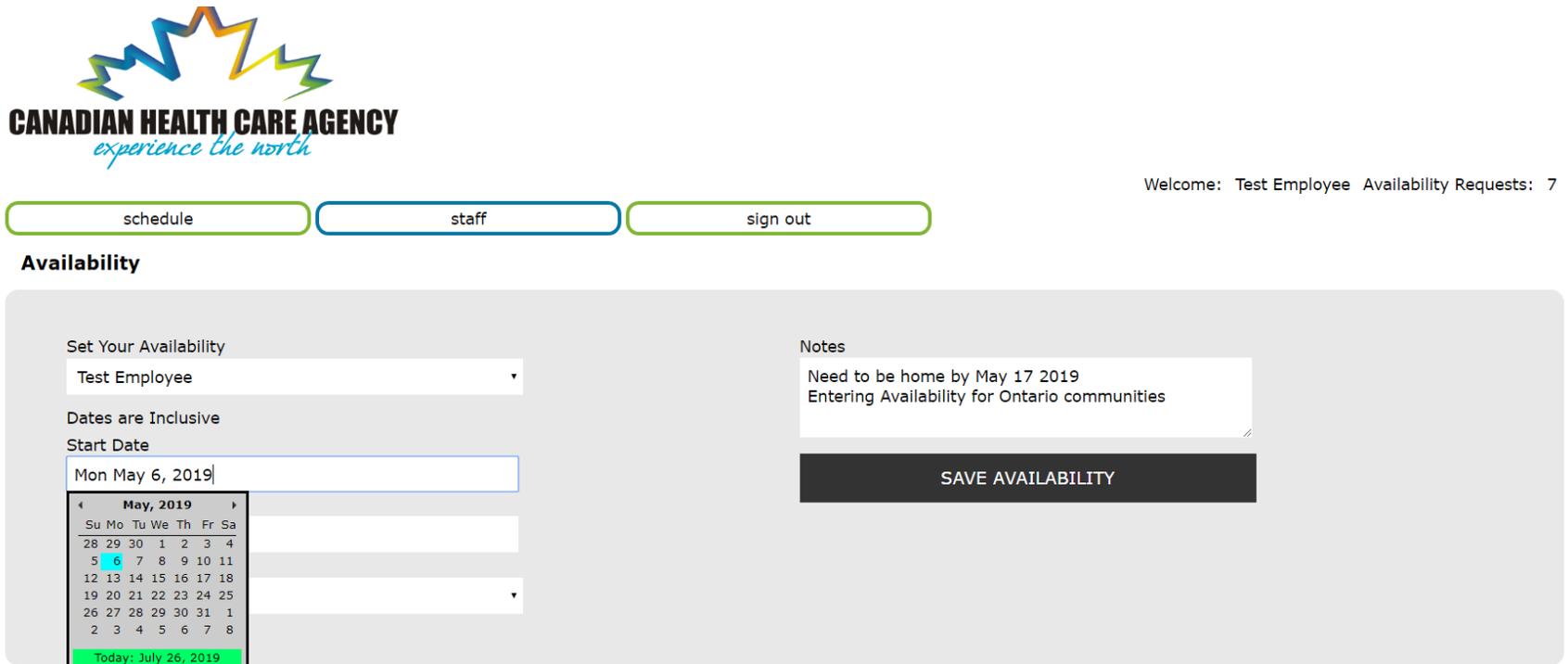


Entering Availability and viewing your Schedule

To submit your availability, choose the staff option, then click on availability from the drop-down menu.



This will bring you to the screen below – please select your start and end date of your availability – including travel days – additional notes can be added on the box at the right side of the screen for any preferences or travel requests.



Entering Availability and viewing your Schedule

You will need to select the status of your request – “Available” for when available to work and “Vacation” for time off or not available to work.



Welcome: Test Employee Availability Requests: 7

schedule

staff

sign out

Availability

Set Your Availability

Test Employee

Dates are Inclusive

Start Date

Mon May 6, 2019

End Date

Fri May 17, 2019

Status

Select...

Select...

Available

Vacation

Notes

Need to be home by May 17 2019
Entering Availability for Ontario communities

SAVE AVAILABILITY

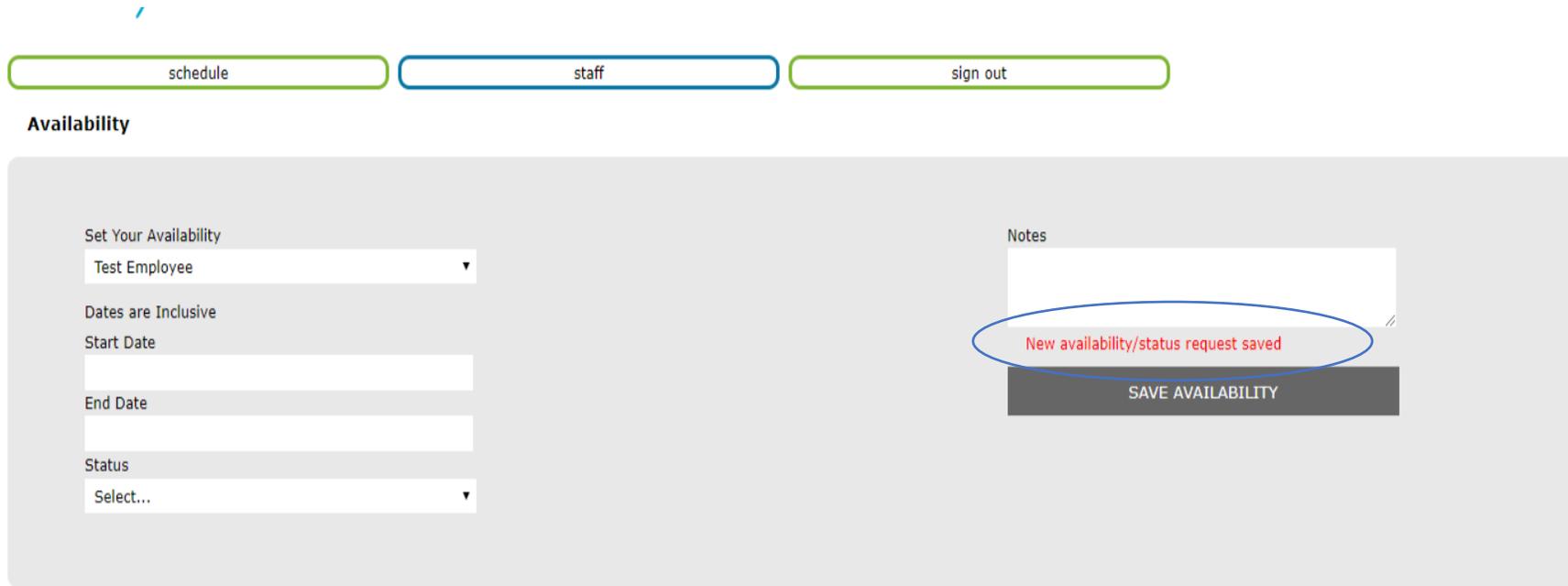
IMPORTANT NOTES:

If you are submitting more than one block availability, please do them separately (i.e. May 10- 17 and May 20-21). As well if you are submitting availability for more than one province you need to submit them separately and add comments in the notes for which province.

We can not stress enough any notes or requests, like flight notes, appointments or special dates we should be aware of, please specify comments in the “Notes” section. This will help us gauge your flexibility.

Entering Availability and viewing your Schedule

Once you have saved your availability/vacation request you will see a message that the request has been saved – as per picture below



The screenshot shows a user interface with three navigation buttons at the top: 'schedule', 'staff', and 'sign out'. Below these is a section titled 'Availability'. On the left, there are input fields for 'Set Your Availability' (with a dropdown menu showing 'Test Employee'), 'Dates are Inclusive', 'Start Date', 'End Date', and 'Status' (with a dropdown menu showing 'Select...'). On the right, there is a 'Notes' field. A red message 'New availability/status request saved' is displayed in the notes area, circled in blue. Below the notes field is a dark grey button labeled 'SAVE AVAILABILITY'.

Once your request has been processed by the scheduler, you will receive an email confirming we have received your availability/vacation dates as picture below

----- Original message -----
From: Canadian Health Care Agency <noreply@chcaadmin.com>
Date: 2019-08-12 1:32 p.m. (GMT-05:00)
To: [REDACTED]
Subject: CHCA Availability Request Approval

Dear Test Employee,

Your schedule request has been processed and the schedule has been updated.

Please log into your account to confirm your calendar has been updated with your availability/vacation dates.

Thanks,

Canadian Health Care Agency
Phone: (519) 651-0005 ext 110
Toll free: 1-866-502-2422 ext 110
Fax: 1-888-439-2979

Entering Availability and viewing your Schedule

Schedule Request Calendar view – once the schedule request is processed by the scheduler your calendar should be updated to the picture below.

Welcome: Test Employee Availability Requests: 0

Staff Calendar

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13 Contract: Notes: pm flight on Oct 13	14 Contract: Notes: pm flight on Oct 13	15 Contract: Notes: pm flight on Oct 13	16 Contract: Notes: pm flight on Oct 13	17 Contract: Notes: pm flight on Oct 13	18 Contract: Notes: pm flight on Oct 13	19 Contract: Notes: pm flight on Oct 13
20 Contract: Notes: pm flight on Oct 13	21 Contract: Notes: pm flight on Oct 13	22 Contract: Notes: pm flight on Oct 13	23 Contract: Notes: pm flight on Oct 13	24 Contract: Notes: pm flight on Oct 13	25 Contract: Notes: pm flight on Oct 13	26
27	28	29	30	31		

Entering Availability and viewing your Schedule

Once we submit your name for a contract you will have visibility to the community submitted and the status (there is a legend at the end of this guide with the community short names used). Regular needs take approx. 3-5 business days to be confirmed. Your schedule will be adjusted once it is confirmed and you will also receive an email confirmation from the system.

Welcome: Test Employee Availability Requests: 7

[schedule](#) [staff](#) [sign out](#)

Staff Calendar

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 Submitted Contract: Notes: Clyde River Hospital
8 Submitted Contract: Notes: Clyde River Hospital	9 Submitted Contract: Notes: Clyde River Hospital	10 Submitted Contract: Notes: Clyde River Hospital	11 Submitted Contract: Notes: Clyde River Hospital	12 Submitted Contract: Notes: Clyde River Hospital	13 Submitted Contract: Notes: Clyde River Hospital	14 Submitted Contract: Notes: Clyde River Hospital
15 Submitted Contract: Notes: Clyde River Hospital	16 Submitted Contract: Notes: Clyde River Hospital	17 Submitted Contract: Notes: Clyde River Hospital	18 Submitted Contract: Notes: Clyde River Hospital	19 Submitted Contract: Notes: Clyde River Hospital	20 Submitted Contract: Notes: Clyde River Hospital	21 Submitted Contract: Notes: Clyde River Hospital
22 Submitted Contract: Notes: Clyde River Hospital	23 Submitted Contract: Notes: Clyde River Hospital	24 Submitted Contract: Notes: Clyde River Hospital	25	26	27	28

Entering Availability and viewing your Schedule

Below is what your schedule will look like once the contract has been signed and confirmed, it will note the short form for the community

Welcome: Test Employee Availability Requests: 7

Staff Calendar

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 Travel NU Contract: Notes:
8 Clyde River - HC Contract: Notes:	9 Clyde River - HC Contract: Notes:	10 Clyde River - HC Contract: Notes:	11 Clyde River - HC Contract: Notes:	12 Clyde River - HC Contract: Notes:	13 Clyde River - HC Contract: Notes:	14 Clyde River - HC Contract: Notes:
15 Clyde River - HC Contract: Notes:	16 Clyde River - HC Contract: Notes:	17 Clyde River - HC Contract: Notes:	18 Clyde River - HC Contract: Notes:	19 Clyde River - HC Contract: Notes:	20 Clyde River - HC Contract: Notes:	21 Clyde River - HC Contract: Notes:
22 Clyde River - HC Contract: Notes:	23 Clyde River - HC Contract: Notes:	24 Travel NU Contract: Notes:	25	26	27	28
29	30					

Entering Availability and viewing your Schedule

Communities Legend- Depending on the view you may see full community name (1-week view) or anything will likely see the abbreviated name so that it will fit- please see the community's legend below:

ONTARIO

Abbr	Name	Abbr	Name
BL	Bearskin Lake	NO	New Osnaburgh
BTL	Big Trout Lake	NSL	North Spirit Lake
CAT	Cat Lake	OGO	Ogoki
DL	Deer Lake	PEA	Peawanuck
FH	Fort Hope	PIK	Pikangikum
FS	Fort Severn	PH	Poplar Hill
GN	Grassy Narrows	RL	Round Lake
KAS	Kasabonika	SACH	Sachigo Lake
KASH	Kaschechewan	SAND	Sandy Lake
KEE	Keewaywin	SB	Summer Beaver
LH	Lansdowne House	WEB	Webequie
MD	Muskrat Dam	WD	Whitedog
Abbr	Name	Abbr	Name
A-ONT	Available Ontario	HOLD	Submitted

Entering Availability and viewing your Schedule

Independent

Abbr	Name	Abbr	Name
ATTA	Attawapiskat	SLFNH	Sioux Lookout First Nations H.A.
DC-CH	Dawson City C.H.	SLKMYW	Sioux Lookout Meno Ya Win H.C.
DR-HC	Dryden H.C.	SF	Slate Falls
FA	Fort Albany	WL-CH	Watson Lake C.H.
KO-DL	K.O. Deer Lake	WH-GH	White Horse G.H.
MHC	Moosonee Health Centre		
Abbr	Name	Abbr	Name
A-IND	Available Independent	HOLD - IND	Submitted

Entering Availability and viewing your Schedule

Manitoba

Abbr	Name	Abbr	Name
BRO	Brochet	POP	Poplar River
BV	Bloodvein	PUK	Pukatawagon
CL	Cross Lake	RSL	Red Sucker Lake
GH	Garden Hill	SHA	Shamattawa
GLN	God's Lake Narrows	SIL	South Indian Lake
GR	God's River	SL	Split Lake
LB	Lac Brochet	STP	St. Theresa Point
LGR	Little Grand Rapids	TL	Tadoule Lake
NH	Nelson House	WAS	Wasagamack
OH	Oxford House	YL	York Landing
PAU	Pauingassi		
Abbr	Name	Abbr	Name
A-MAN	Available Manitoba	HOLD	Submitted