



**New Release:** Timeslip Notes Icon & STT Meal Time Edits

**Audience:** HDO & SUPPLIER

**Release Date:** 4/4/16

ShiftWise is pleased to announce the release of two new features!

- **Timeslip Notes Icon** – Previously when a note was added to a timeslip, users needed to access the timeslip edit screen to determine if a note had been added or not. Now you will see an icon appear next to the timeslip number on the timeslip list page indicating a note has been added.
- **Staff Time Tracker Meal Time Edits** – Previously when a staff using Staff Time Tracker did not take a lunch, they did not have the ability to update the bill hours appropriately. Now staff can make edits to meal times and click the Recalc Hours button to update bill hours.

### **Timeslip Notes Icon:**

Timeslip notes can be added by staff, HDO and Supplier users. Once a timeslip note is added you will see an icon appear next to the timeslip number on the Timeslip List page making it easy to identify timeslips that include notes. If you hover over the notes icon, you will see a ‘tool tip’ appear.

5889694 Sched		Rice, Bailey	Island East	ICU	Sat AM 03/19/2016
5889694 Sched	This timeslip contains a timeslip note		Island East	ICU	Sun AM 03/20/2016
5889694 Sched	6862018-H	 Rice, Bailey	Island East	ICU	Mon AM 03/21/2016
5889694 Sched	6862015-S	Rice, Bailey	Island East	ICU	Tue Any 03/22/2016

**NOTE:** The timeslip notes icon **only** appears on the Timeslip List page. You will not see the timeslip notes icon on the Per Diem or Long Term Orders List pages.

### **Staff Time Tracker Meal Time Edits:**

Previously if Staff Time Tracker users made changes to their meal time, they were unable to update bill hours. Now if a change is made to the meal time, users can click the Recalc Hours button to update bill hours accordingly.

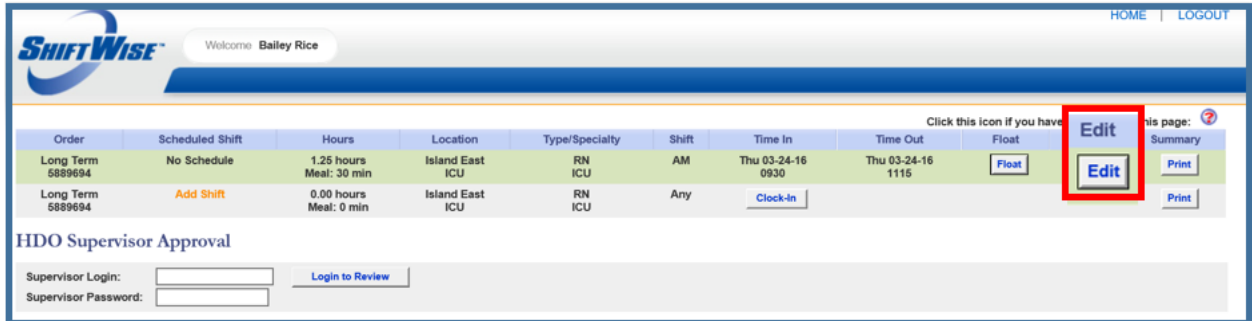
**NOTE:** There is a backend setting that allows staff to make meal time edits in Staff Time Tracker. If you would like to update this setting, please contact your Account Manager or the ShiftWise Support Team for assistance.

**Editing Meal Time – No Float (staff view):**

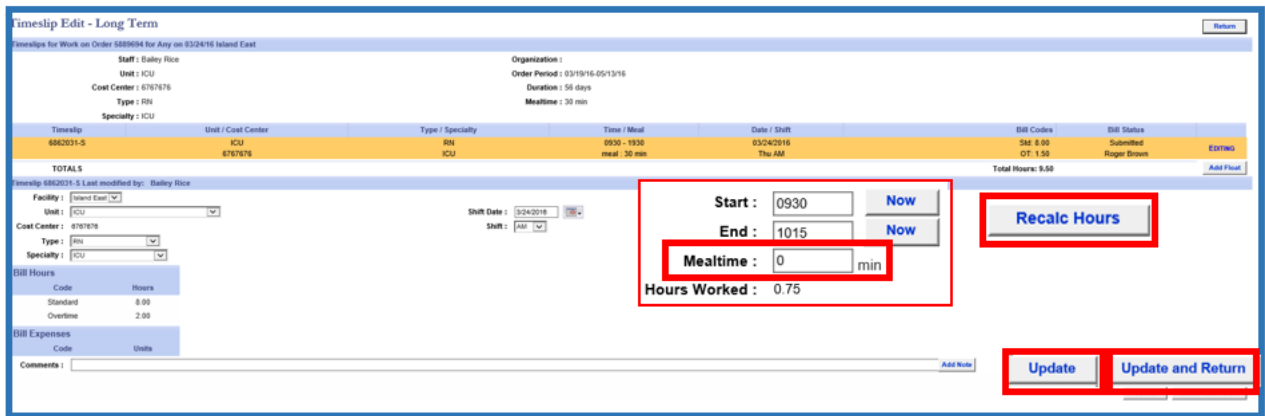
1. **Login** to Staff Time Tracker at the end of your shift
2. Click the **Clock-Out** button



3. Click the **Edit** button

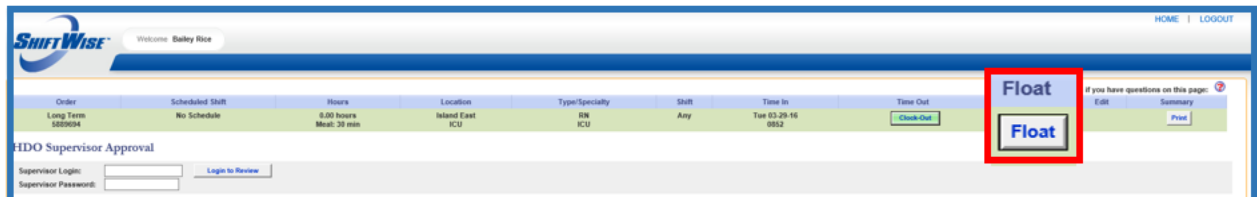


4. Update the **Mealtime** appropriately
5. Click the **Recalc Hours** button to update Bill Hours section on the left
6. Click the **Update** or **Update and Return** button to save changes



### Editing Meal Time – With Float (staff view):

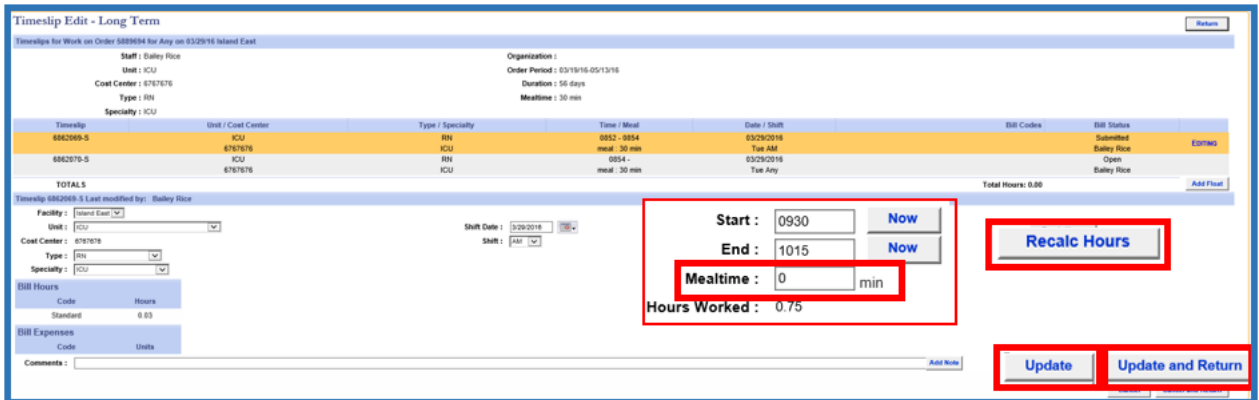
1. **Login** to Staff Time Tracker when you are informed you will float to another unit/department
2. Click the **Float** button



3. Click the **Edit** button next to the timeslip you are now clocked out of



4. Update the **Mealtime** appropriately
5. Click the **Recalc Hours** button to update Bill Hours section on the left
6. Click the **Update** or **Update and Return** button to save changes



If you would like to discuss this feature further, please reach out to your Account Manager or 24/7 Customer Support Team at:

Phone: 1-866-399-2220

Email: [support@shiftwise.com](mailto:support@shiftwise.com)