



New Release: New Reporting Fields
Long Term Staff Match Page
Audience: HDO

Release Date: 5/2/16

ShiftWise is pleased to announce the release of a new feature!

- **New Reporting Fields**- New Reporting column on the Long Term Staff Match page includes date and text fields.

New Reporting Fields

The new reporting column on the Long Term Staff Match page is an opt-in feature. You need to contact your account manager or the 24/7 ShiftWise Support Team to have the feature enabled. **The date and text field data is NOT included in reports but can be pulled with a custom query.**

- **Offered To Client Date**-Date staff confirmed to order.
- **Ready To Work Date**-Date when staff is fully credentialed and ready to work.
- **Interview Date**-Date of first staff interview for order.
- **Vendor Assignment ID**-Internal assignment ID. Accepts numbers, letters and special characters.

Locating & Using Reporting Fields

You will find the reporting fields on the long term staff match page only. You will not see the fields on the long term order match page.

1. **Login** to ShiftWise
2. Hover over **Staff** then click **List**
3. Click the **Match** button next to the staff you would like to add reporting dates for

Active	Shift Pref.	Staff Name	Organization	Contact Phone	City, State	Type	Specialty	Match
	All	Anderson, Whitney	Surf City Personnel	866-399-2220	Portland, OR	RN	ACU - Burns - CCU - ICU - Med/Surg - TELE	
	All	Barnes, Jennifer	Tropical Workforce Resources	866-399-2220	Portland, OR	Analyst 1	Financial Analyst	
	All	Bromley, Alice	Coral Staffing Network	866-399-2220	Portland, OR	RN	Home Health - ICU - Med/Surg - Technician - Urgent Care	
	All	Brown, Jeff	Coral Staffing Network	866-399-2220	Portland, OR	Physical Therapist	Physical Therapist	
	All	Brown, Sally	Tropical Workforce Resources	866-399-2220	Portland, OR	RN	ICU - Med/Surg	
	All	Burns, Henry	Coral Staffing Network	866-399-2220	Portland, OR	RN	CCU - ICU	
	All	Caldwell, Dawn <small>Edit</small>	Island Healthcare Resource Pool	000-634-1187	Portland, OR	COTA	COTA	
	All	Chase, Frank	Coral Staffing Network	866-399-2220	Portland, OR	Analyst 1	Financial Analyst	
	NOC	Davis, Gina	Coral Staffing Network	866-399-2220	Portland, OR	CNA - PCA	CNA Acute - CNA Sitter - PCA	
	AM	Dehn, Kevin	Surf City Personnel	866-399-2220	Portland, OR	RN	ICU - Med/Surg	

4. In the **Details** section, click the **LT** radio button
5. In the **Confirmations LT** section, locate the **Reporting** column then click the **Edit** button next to the order you want to add data.

Long Term Staff Match Refresh

Details

Mr. Kevin L Dehn

Supplier: **Surf City Personnel (Demo/QA Account)** Type: RN, RN Specialty: ICU - Med/Surg

Viewing: PD LT Date between: 4/26/2016 and 7/26/2016 Go Return

Confirmations Show role matches

Order Match	Status Guarantee	Bill Rate	Visits Grade	Facility Unit	Start-End Shift	Resource Type Specialty	Reporting	Offer	Confirm	Decline
886091 Exact	BK	\$65.00	20 A	Island East ICU	04/27/2016 - 05/27/2016 AM 8.00 Hrs	RN ICU	<input type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Cancel"/>	
826094 Exact	SC	\$65.00	20 A	Island East ICU	06/01/2016 - 08/31/2016 AM 8.00 Hrs	RN ICU	<input type="checkbox"/>	<input type="button" value="Offer"/>	<input type="button" value="Confirm"/>	<input type="button" value="Decline"/>

Availability LT Match roles, ignoring other requirements

Order Match	Guar Info	Bill Rate	Visits Grade	Facility Unit	Start - End Shift	Resource Type Specialty	Confirm
8815591 Exact		\$65.00	20 A	Island East ICU	02/22/2016 - 05/16/2016 NOC 8.00 Hrs	RN ICU	<input type="button" value="Confirm"/>
8815543 Exact		\$0.00	20 A	Island East ICU	03/01/2016 - 05/24/2016 Any 8.00 Hrs	RN ICU	<input type="button" value="Confirm"/>

- Use the calendars to populate **Dates** or add manually
- The **Vendor Assignment ID** is a free text field and can accept numbers, letters and special characters.
- Once all updates have been made, click the **Save** button
- Click the **Close Window** button

Reporting Fields

Details

Offered To Client Date:

Ready To Work Date:

Interview Date:

Vendor Assignment ID:

Details:

- This feature was released disabled
- Reporting column and fields only apply to long term orders, not per diem
- Field updates will not be included in the Event Log but will be logged for audit purposes
- Fields can be edited after saving
- Fields are only viewable by HDO users and MSP users that use an HDO login

If you would like to enable this feature or have questions, please reach out to your Account Manager or ShiftWise 24/7 Support Team for assistance.

Phone: 1-866-399-2220

Email: support@shiftwise.com