

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!

 <u>New Reporting Fields</u>- 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. <u>The date and</u> 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 <u>long term staff match page only</u>. You will not see the fields on the long term order match page.

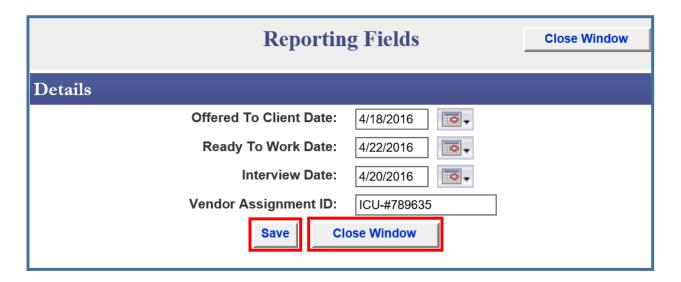
- 1. Login to ShiftWise
- 2. Hover over **Staff** then click **List**
- 3. Click the Match button next to the staff you would like to add reporting dates for



- 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.



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



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