

SHIFTWISE™ New Release Announcement

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

- **Reporting Field Label Change**- The reporting field previously labeled *Offered to Client Date* has been updated to *Presented to Client Date*.
- **Exact Name Search on Staff List Page*** - Restrict your search to display staff that matches the name exactly as typed rather than sound-alikes.
- **Enter Key Functionality Update*** - On the Orders, Staff and Timeslips List Page search filters, you can now press the **Enter** key on your keyboard rather than clicking the **Go** button within ShiftWise to display search results.

**Special thanks to our Riverside, CA Customer Advisory Board for recommending these enhancements!*

Reporting Field Label Change

- **Presented To Client Date**-Date staff is presented to client/confirmed to order. *This field was previously named "Offered to Client Date".*

There were no changes to the following Reporting Fields:

- **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

Confirmations LT Show role matches

Order Match	Status	Guarantee	Bill Rate	Visits Grade	Facility Unit	Start-End Shift	Resource Type Specialty	Reporting	Offer	Confirm	Decline
589691 Exact	<input checked="" type="checkbox"/>	BK	\$65.00	20 A	Island East ICU	04/27/2016 - 05/27/2016 AM 8.00 Hrs	RN ICU	Edit	View	Cancel	
589694 Exact	<input checked="" type="checkbox"/>	SC	\$65.00	20 A	Island East ICU	06/01/2016 - 08/31/2016 AM 8.00 Hrs	RN ICU	Edit	Offer	Confirm	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
5815891 Exact		\$65.00	20 A	Island East ICU	02/22/2016 - 05/16/2016 NOC 8.00 Hrs	RN ICU	Confirm
5815843 Exact		\$0.00	20 A	Island East ICU	03/01/2016 - 05/24/2016 Any 8.00 Hrs	RN ICU	Confirm

6. Use the calendars to populate **Dates** or add them in manually
7. Once all updates have been made, click the **Save** button
8. Click the **Close Window** button

Reporting Fields Close Window

Details

Presented To Client Date: 10/1/2016

Ready To Work Date: 10/10/2016

Interview Date: 10/5/2016

Vendor Assignment ID: ICU-7755898

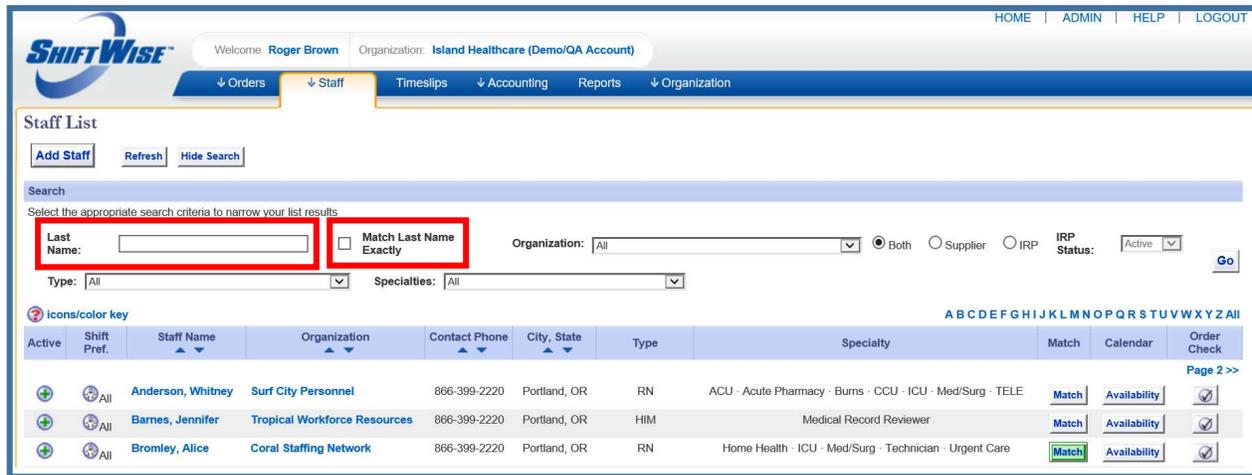
Save Close Window

Details:

- The Reporting Fields are an opt-in feature; they were 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
- The text fields are not included in reports, but can be pulled with a custom query
- Fields can be edited after saving
- Fields are only viewable by HDO users and MSP users that use an HDO login
- Contact your account manager or the 24/7 ShiftWise Support Team to have the reporting fields enabled.

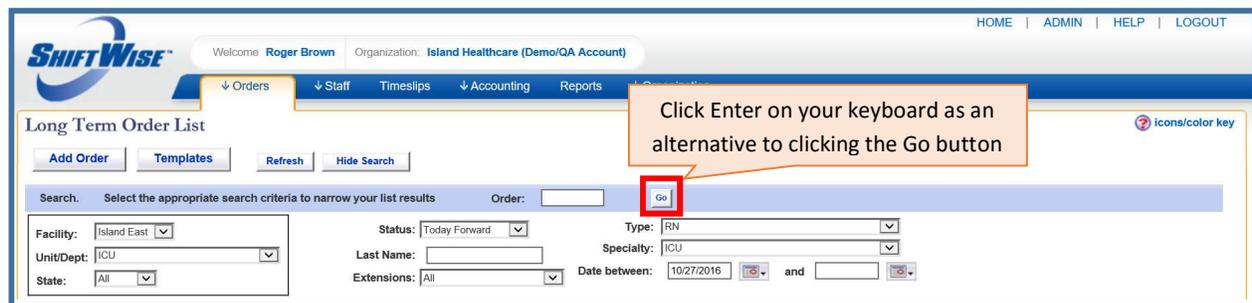
Exact Name Search on Staff List Page

There is now a checkbox located on the Staff List page search filter area which enables you to search for staff members by exact last name, rather than sound-alikes. When the **Match Last Name Exactly** checkbox is checked, the results will include staff that exactly matches the name keyed into the **Last Name** field. If you would like to return to previous functionality, which displays sound-alikes, simply remove the checkmark in the Match Last Name Exactly checkbox.



Enter Key Functionality Update

On the Per Diem Order, Long Term Order, Staff and Timeslips List Page search filters you can now press the **Enter** key on your keyboard as an alternative to clicking the "Go" button within ShiftWise to display search results.



Additional Items:

- **LCSW-C** is now an available *Specialty* for staff.
- **Graphic Designer** is now an available *Type* for staff.

If you would like to discuss these features further 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