



## New Release: Holiday and Test Additions

**Audience:** HDOs

**Release Date:** 2/8/16

ShiftWise is excited to announce the release of new features!

- **Holiday Additions** –Day After Thanksgiving and Nevada Day are now options for observed holidays.
- **Test Additions**-PMAB and PAPR are now testing requirement options.

### “Day After Thanksgiving” and “Nevada Day” Holiday Additions

If you would like to set up your organization to include “Day After Thanksgiving” or “Nevada Day” as a holiday, you will find the Holidays tab within each facility profile.

The screenshot shows the ShiftWise interface for a facility profile. The 'Holidays' tab is selected and highlighted in red. Below the navigation tabs, there is a table of 'Observed Holidays'. The table has columns for 'Holiday', 'Start Date', 'Start Time', 'End Date', and 'End Time'. The 'Nevada Day' row is highlighted in yellow, and the 'Save' button is highlighted in red.

Holiday	Start Date	Start Time	End Date	End Time	
President's Day	Day Before	2330	Same Day	2330	Edit Delete
Memorial Day	Day Before	0000	Same Day	0000	Edit Delete
Labor Day	Same Day	0000	Day After	0000	Edit Delete
Thanksgiving (Friday)	Same Day	0000	Same Day	2300	Edit Delete
New Year's Eve	Same Day	0000	Day After	0030	Edit Delete
New Year's Day	Same Day	0030	Same Day	2330	Edit Delete
Nevada Day	Same Day	0000	Day After	0000	Save Cancel

### Holidays Set Up:

1. Login to **ShiftWise**
2. Click on your **Organization** name at the top of the page next to your name
3. Select the **Facility** from the Select a Facility dropdown
4. Click the **Holiday** tab within your facility profile
5. Click the **Add** button on the bottom right
6. Select **Day After Thanksgiving** or **Nevada Day** from the Holiday dropdown on the left
7. Choose **Start Date**, **Start Time**, **End Date** and **End Time** from the dropdowns
8. Click the **Save** button

NOTE: If you need to make Holiday updates for multiple facilities, each facility

needs to be updated individually.

## **PMAB and PAPER Test Additions**

If you would like to set up your organization to require PMAB and PAPER tests, you will find them in the Testing tab within each unit profile.

- **PMAB** (Preventative Management of Assaultive Behavior): Restraints Training
- **PAPER** (Powered Air Purifying Respirator): Fit test with hood for quarantine scenarios

The screenshot shows the ShiftWise 'Unit Profile' page for 'Island Healthcare (Demo/QA Account)'. The 'Testing' tab is selected, displaying a table of testing requirements. The table has columns for Resource Types, Specialties, Testing, Internal Staff, and Supplier Staff. The 'Add/Update' button is circled in red.

Resource Types	Specialties	Testing	Internal Staff:	Supplier Staff:	Edit/Delete
Abd/OB Sonographer	Abd/OB Tech Account Manager Accountant II	PAPER PMAB References Resume	N/A	N/A	<b>Add / Update</b>
CNA	CNA Acute	Criminal Background	Required, Verify To Start	Required, Verify To Start	Edit Delete
CNA	CNA Acute	HIPAA	Required, Verify To Start	Required, Verify To Start	Edit Delete
CNA	CNA Acute	OIG Search	Required, Verify To Start	Required, Verify To Start	Edit Delete
CNA	CNA Acute	UDS - 10 Panel	Required, Verify To Start	Required, Verify To Start	Edit Delete
CNA	CNA Sitter	Criminal Background	Required, Verify To Start	Required, Verify To Start	Edit Delete
CNA	CNA Sitter	HIPAA	Required, Verify To Start	Required, Verify To Start	Edit Delete
CNA	CNA Sitter	OIG Search	Required, Verify To Start	Required, Verify To Start	Edit Delete

### **Testing Requirement Set Up:**

1. Login to **ShiftWise**
2. Click on your **Organization** name at the top of the page next to your name
3. Select the **Facility** from the Select a Facility dropdown
4. Select the **Unit** from the Select a Unit dropdown
5. Click the **Testing** tab within the Unit profile
6. Click the **Add/Update** button on the right
7. Select the **Resource Type** this testing requirement applies to from the Resource Types dropdown
8. Select the **Specialties** that correspond with this type from the Specialties box. You can select multiple by holding down your control key.
9. Select **PMAB**, **PAPER** or another **Test** that applies to the type and specialties selected from the Testing box. You can select multiple by holding down your control key.
10. Select **N/A**, **Required** or **Preferred** and the **Verifications** setting for both Internal and Supplier staff.
11. Click the **Add/Update** button on the right to save

If you would like to discuss this feature further, please reach out to your Account Manager or to our Customer Support team at:

Phone: 1-866-399-2220

*ShiftWise Confidential & Proprietary Information*

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