



New Release: Hiring Manager Field, STT Timeslip History, SW Timeslip History and Zero Dollar Invoice Update
Audience: HDO
Release Date: 6/29/17

ShiftWise is pleased to announce the release of new features!

- **Hiring Manager Field** - This feature allows users to add Hiring Manager information within a Per Diem or Long Term order.
- **Staff Time Tracker Timeslip History** – Currently Staff Time Tracker users only see the current and next day timeslips. With this release users will now see timeslips from 6 days in the past + current day timeslips + next day timeslips.
- **ShiftWise Timeslip History** – This feature allows users to view the entire history of timeslip including all actions taken from creation to invoice.
- **Zero Dollar Invoice Update** – This feature allows users to hide \$0 invoices from their view.

Hiring Manager Field

A new field is available on the Per Diem and Long Term Add Order pages labeled Hiring Manager. The field has a 255 character limit and accepts numbers, letters and special characters. This field is optional and will be released disabled. Supplier users will not see this field. If you would like this feature enabled, contact the ShiftWise support team for assistance. Once your hiring manager information is saved within the order, you will find this information on the order detail pages. If you use templates, this field can be included. If you need to report on this field, you can send a request to ShiftWise for a query.

The screenshot shows the 'Add Order' form in the ShiftWise system. The form is titled 'Add Order' and is for 'Order Entry - Short Term (Per Diem)'. The 'Hiring Manager' field is highlighted with a red box. The form includes various fields for order details, such as HDO, Facility, Unit/Department, Cost Center, Date, Shift, Duration, Meal, Job Type, Specialty, Job Type (Optional), Alt. Specialty (Optional), Float Unit/Department, Quantity, Tier Structure, Send Order To, and Priority Order. The 'Hiring Manager' field is currently empty and has an asterisk next to it, indicating it is a required field.

Staff Time Tracker Timeslip History

Staff Time Tracker users will now see 6 days in the past + current day + next day timeslips when logged into the system.

ShiftWise Timeslip History

It is now possible to view actions taken on a timeslip from the Timeslip Edit page rather than maneuvering to the event log report. Click the **View History** button to display the event log that includes the entire history of a timeslip from creation to invoice. Suppliers only see this button if they have been granted timeslip access by the HDO.

The screenshot displays the 'Timeslip Edit - Long Term' interface. At the top, there are navigation tabs: Orders, Staff, Timeslips, Accounting, Reports, and Organization. The main content area shows details for a timeslip, including Staff (J&P Hovels), Unit (ICU), Cost Center (6767676), Type (RH), and Specialty (ICU). It also displays Organization (Saf City Personnel/Demo/CA Account), Order Period (05/01/16-01/05/17), Duration (128 days), and MealTime (30 min). A table lists timeslip entries with columns for Timeslip ID, Unit, Cost Center, Type, Specialty, Time / Meal, Date / Shift, Bill Codes & Rates, Bill Amount, and Bill Status. A 'View History' button is highlighted with a red box. Below the table, there are sections for 'TOTALS', 'Timeslip 8994260.H Last modified by: Roger Brown', 'Facility', 'Shift Dates', 'Start', 'End', 'MealTime', and 'Hours Worked'. There are also sections for 'Bill Hours' and 'Bill Expenses' with tables for adding and deleting items. A 'Comments' field is at the bottom left, and a 'Status' dropdown is at the bottom right.

Zero Dollar Invoices

If \$0 invoices exist within your Invoice list, you now have the ability to hide them from your view. Click in the **Hide \$0 Invoices** checkbox and the \$0 invoices will be hidden. If you want them to reappear, click in the checkbox to remove the checkmark. This feature displays for all HDO users that have access to the Invoice List page and only applies to HDO invoices, not Supplier statements.

SHIFTWISE™ Welcome Roger Brown Organization: Island Healthcare (Demo/QA Account)

HOME | ADMIN | HELP | LOGOUT

Orders Staff Timeslips Accounting Reports Organization

Invoice List for Island Healthcare (Demo/QA Account)

Refresh Hide Search

Search. Select the appropriate search criteria to narrow your list results Invoice #:

Organization: All Starts After: Status: Billable

Cost Center: All Ends Before: Paid: All

Invoice #	Organization	Cost Center	Start	End	Date	Status	Last Modified	Amount	Paid
1279745	Island East		02/27/2017	03/05/2017	03/10/2017	Billable	Matt Jackson		<input type="checkbox"/>
1237038	Island North		08/29/2016	09/04/2016	09/09/2016	Billable	Matt Jackson		<input type="checkbox"/>
1232974	Island West		08/08/2016	08/14/2016	08/19/2016	Billable	Matt Jackson		<input type="checkbox"/>
1176309	Island North, Cost Center: MS-88952-00001	MS-88952-00001	07/20/2015	07/26/2015	07/31/2015	Billable	Matt Jackson		<input type="checkbox"/>
1172148	Island North, Cost Center: MS-88952-00001	MS-88952-00001	06/22/2015	06/28/2015	07/03/2015	Billable	Delvin Chang		<input type="checkbox"/>
1162409	Island North, Cost Center: MS-88952-00001	MS-88952-00001	03/16/2015	03/22/2015	03/27/2015	Billable	Delvin Chang		<input type="checkbox"/>
1162407	Island North, Cost Center: ICU-987654-00001	ICU-987654-00001	03/16/2015	03/22/2015	03/27/2015	Billable	Matt Jackson		<input type="checkbox"/>

Hide \$0 Invoices:

If you would like to discuss the features further or have questions, please reach out to your Account Manager or ShiftWise 24/7 Support Team for assistance.

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