|  |  |
| --- | --- |
|  |  |
|  | **New Release**: New Orders Report, Timeslips, and User List Search Enhancements  **Audience**: HDO & MSP  **Release Date**: 4/24/18 We are pleased to announce the release of enhancements and new features!Order Status Detail Report A new report has been added for HDO users located in the Order & Staff section of the Reports page in ShiftWise. The new report provides HDO users the ability to generate information they have not be able view to prior to this release. The information includes:   * Order Created By * Date / Time of First Confirmation on Order * Date / Time of Booking * Date / Time of Successful Confirmation (which means the confirmation of staff member who was eventually booked to the order).  Tips! *Time of Booking – When staff are canceled from an order, the report displays the last time staff was booked, even when there are no staff currently booked to the order. The information will update when new staff are booked.*  *Date/Time of Successful Confirmation – Staff confirmed prior to the release will not display on this report. When staff are confirmed to an existing or new order post release, and staff are applied for the first time, the date/time of successful confirmation will display.*  Timeslip and User List Page Search Enhancements New functionality has been added to the search filter on the Timeslip and User List pages for HDO and Supplier users. Timeslip List Page Previously, the staff last name was the only name search option on the Timeslip List page. The search results included exact and sound alike matches. With this release, users can now search by first name in addition to last name. Once a name is keyed into either name field, users can search for only exact name matches by clicking the corresponding exact match checkbox. The First Name field, Last Name field, and corresponding exact match checkbox can be used together or independently. |
| User List Page  Previously, status was the only search option on the User List page. With this release, users can now search by first name, last name, and / or email address. Similar to the Timeslip List page, once a name or email is keyed into the name or email field, users can search for exact first name, last name, or email address exact matches by clicking into the corresponding checkbox. The First Name, Last Name, and Email Address fields (including the corresponding exact match checkbox) can be used together or independently.          Questions?        Email: [support@shiftwise.com](mailto:training@shiftwise.com)  Phone: 866-399-2220 |
|  |  |