Preference Scheduling Quick-Guide

Login to Lawson Workforce Management Self Service:
- Open Internet Explorer and type in [http://] to access the Workforce Management Self Service web portal Login screen.
- Type in your User ID and Password.
- Select your Facility, Department, and Unit from the dropdown menus.
- Select the Change Password box to be prompted for a password change.
- Select the Enter button.

Notification Center
A list of notifications will appear on the Home tab. Notifications include:
- Pending Certification Expirations
- Swap Approvals
- Schedule Changes
- Bid Status
- Memo Updates
To remove a notification, select the check box next to the message and select the Remove button.

Assignments
- Select a date.
- The **Shift Type Legend** on the left hand side of the screen shows the Shift Type description.
- Select the **Print** button to print the monthly schedule.
- Select **Show All Assignments** to view the unit schedule.
- De-select **Show Shift Description** to view the Shift Type abbreviation.
- **On-Call** shifts appear in parentheses (XX).
- External Shifts (shifts scheduled on other units) appear in brackets [XX].

### Shift Type Legend

<table>
<thead>
<tr>
<th>Shift Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D4</td>
<td>24 (000-120)</td>
</tr>
<tr>
<td>D5</td>
<td>24 (006-135)</td>
</tr>
<tr>
<td>E1</td>
<td>21 (006-120)</td>
</tr>
<tr>
<td>E2</td>
<td>22 (000-125)</td>
</tr>
</tbody>
</table>

### Dates or the Scheduling Period

- Dates or the scheduling period (3/16/2008 - 4/26/2008)

### Published Schedule Indicator

- Published schedule indicator (yellow back shading also appears on each day of the published schedule)

### Scrolling Coordinator Comment

- Scrolling coordinator comment

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Bulletin Board

- To add a new message, select New Post and enter the subject and text for the message.
- Highlight a message to view existing message details (shown at the bottom of the bulletin board).
- To reply to a message, highlight message, select Post Reply, enter your text and select Post.
- To reply by email, select Reply by Email. Enter text and either or enter a new email address or select from the list of existing addresses. Select the Send button to email message.

Entitlements

- To view hours used, select the Entitlements button.
- Select the desired date range from the calendar links at the bottom of the Entitlements window.
Preference Scheduling

- To add a direct or in-direct (vacation, holiday, class, non-clinical time) preference, click on the desired date, select a shift from Shift Preferences or Indirect Preferences list, and click. The Preference will appear in calendar.
- To remove a direct or indirect preference, click on the desired date, and click the Delete button located under Shift Preferences.
- To post a message to the scheduling coordinator, click on the desired date, select the Memo link. A message envelope will appear on the date.
- Select View all preferences for the day to view other staff preferences.
- Select Show Shift Description to view the shift description versus the shift abbreviation.
- To exit Workforce Management Self Service, click on the Log Out link or close Internet Explorer.