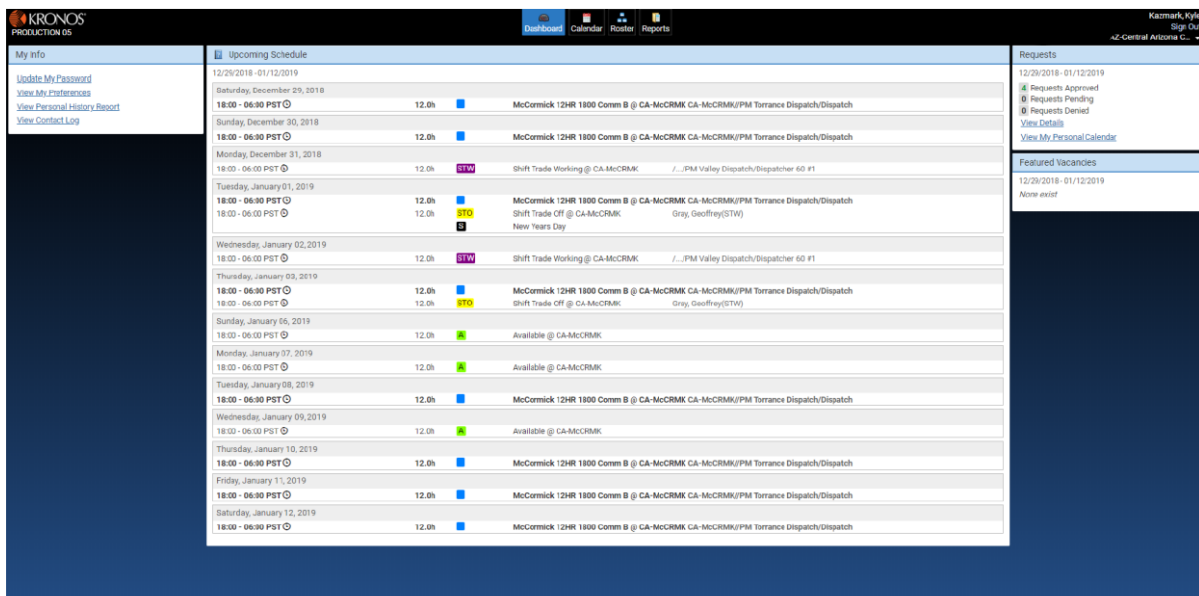
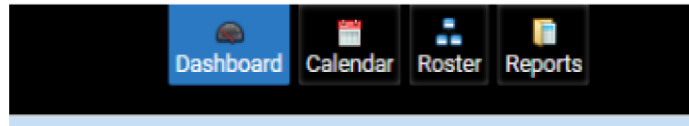


## How to use Telestaff

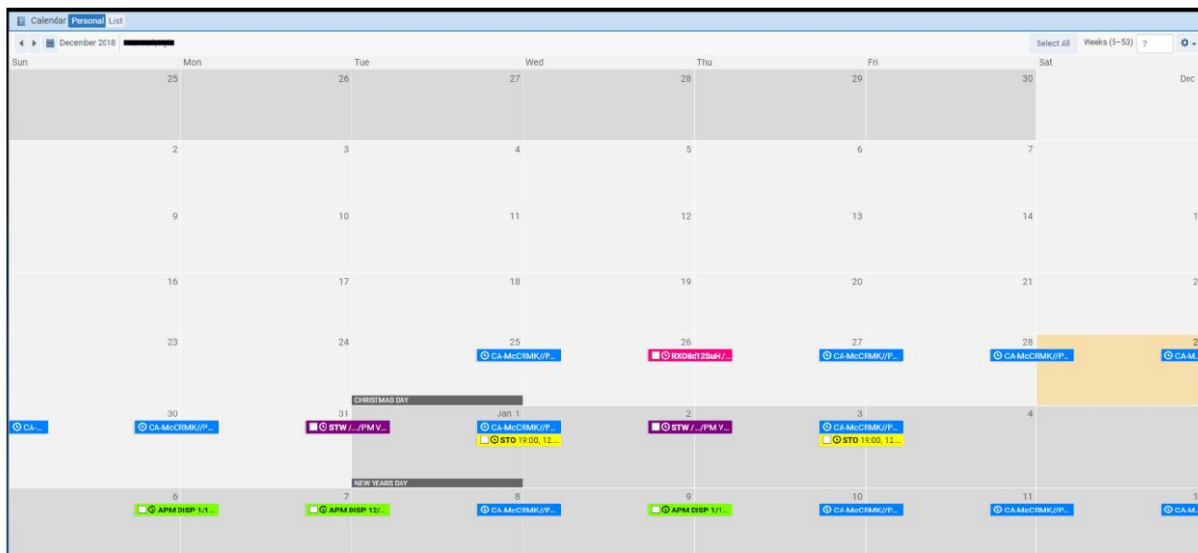
Telestaff: Website that displays your Daily Schedule

Login in at <https://amrwrfts.kronos.net>

The home screen of your Telestaff is called your "**Dashboard**". Your Dashboard displays your schedule and any request you have submitted. If you receive any messages from scheduling it will pop up on your Dashboard as a "Contact Log". Your Contact log will notify you if there are any changes or messages that occur on your schedule that you may need to acknowledge.

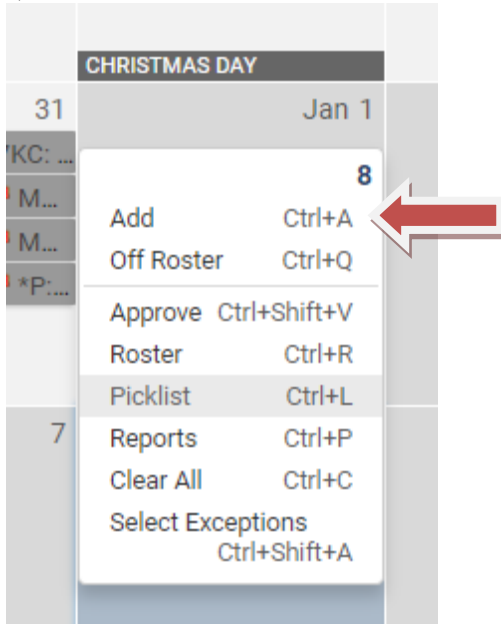
A screenshot of the Telestaff web application. The top navigation bar includes 'Dashboard', 'Calendar', 'Roster', and 'Reports'. The main content area is titled 'Upcoming Schedule' and shows a list of dates from December 29, 2018, to January 12, 2019. Each entry includes a time range (e.g., 18:00 - 06:30 PST), duration (12.0h), and assignment details (e.g., McCormick 12HR 1800 Comm B @ CA-MCCRMK). The right sidebar contains sections for 'Requests' (Approved, Pending, Denied) and 'Featured Vacancies'.

On the top of your of your task bar you have the ability to view your **Calendar**. On your calendar you will have the ability to submit Virtual Trades, Shift Swaps, Shift drop/give-away, Shift pick up and PTO request.

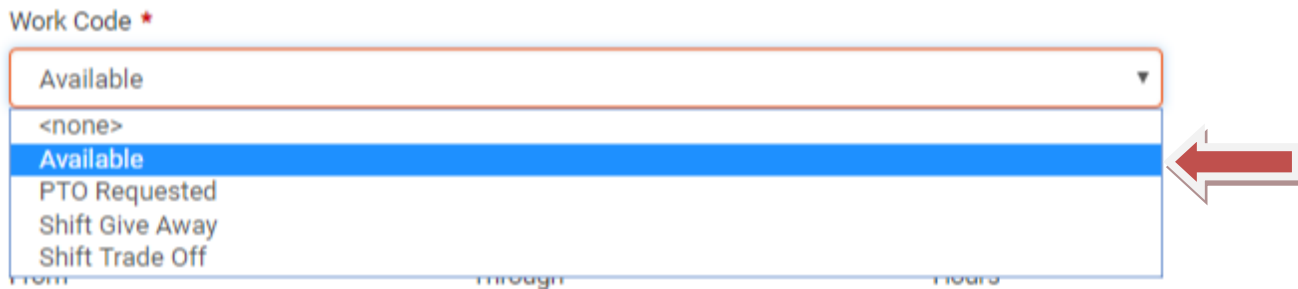
A screenshot of the Telestaff 'Calendar' view. It shows a monthly calendar for December 2018 and the beginning of January 2019. The calendar grid displays various shift assignments as colored blocks with icons, such as 'CA-MCCRMK/FP', 'STW /PM V', and 'APM DEP 1.1'. Key dates like 'CHRISTMAS DAY' and 'NEW YEAR'S DAY' are highlighted. The interface includes navigation controls for weeks and months.

## Shift Pick up

1) On the **Calendar** screen, click on the date you wish to work and choose "Add"



2) Under the "Work Code" drop down list select "Available".



3) In the "Detail Code" box type the shift your want (i.e. 112, 1502 1st half)

4) Select the time you want to work "From" 07:00 "Through" 07:00 "Hours" 24

5) Under the "Where" box, again select the shift you want if found (i.e. MCRMK: 1501)

6) Click on the "Add?" box and press "Save".

The screenshot shows the 'Add?' form. The 'Work Code' dropdown is set to 'Available'. The 'Detail Code' field is empty. The 'From' field is 00:00, the 'Through' field is 00:00, and the 'Hours' field is 24. Below these fields is a calendar view showing the dates 01/08, 01/09, and 01/10. The 'Where' dropdown is set to '<none>'. The 'Add?' checkbox is checked. A red arrow points to the 'Add?' checkbox.

## Virtual Trade

- 1) On the **Calendar** Screen, click on the date you wish to virtual trade, choose "Add"
- 2) Under "Work Code" drop down list, select "Available"
- 3) In the "Detail Code" type VT (virtual trade) date (current working) to date (moving to)  
i.e "detail code": vt fm 01/14 to 01/17

The screenshot shows a form for adding a virtual trade. The "Work Code" dropdown is set to "Available". The "Detail Code" field is empty. Below it, the "From" time is 00:00, "Through" time is 00:00, and "Hours" is 24. A calendar view shows the dates 01/08, 01/09, and 01/10. The "Account" field contains "1242". The "Where" dropdown is set to "<none>". There are "Add?" and "01/08/2019" checkboxes, both unchecked. A red error message "Detail code required" is visible. At the bottom, there are "More details...", "Cancel", and "Save" buttons. A red arrow points from a callout box containing "vt fm 01/14 to 01/17" to the "Detail Code" field.

- 4) ) Select the time you want to work "From" 07:00 "Through " 07:00 "Hours" 24
- 5) Under the "Where" box, again select the shift you want if found (i.e. MCRMK: 1501)
- 6) Click on the "Add?" box and press "Save".

## Shift Trade

- 1) On the **Calendar** Screen, click on the date you are working but wish to swap, choose "Add"
- 2) Under "Work Code" drop down list, select "Shift Trade Off"

The screenshot shows the "Work Code" dropdown menu. The options are: Available, <none>, Available, PTO Requested, Shift Give Away, and Shift Trade Off. The "Shift Trade Off" option is highlighted in blue.

- 3) In the "Note" box, write who you are trading with and what shifts (i. e. Brown working my 112 on 01/06 for his 165 on 01/07)
- 4) In the "Cover Person" box type the name of the person you are trading with and select their name.
- 5) Under the "Work Code" drop down list for the covering person select "Shift trade working" for 12hrs shifts and "Shift trade working CA SU 24h" for 24hr shifts

\* Required

Work Code \*

Shift Trade Off

From 06:00 Through 18:00 Hours 12

01/02 01/03

Account 1242

Note

Cover Person Search for an item

Display All

Work Code Shift Trade Working

Note

Add?

01/02/2019

More details ...

Cancel Save



If working a 24hr shift change to **Shift Trade Working CA SU24**

6) Click on the box under "Add?" and press "Save"

**\*\*Important\*\***

In order to be approved both Employee must submit a Shift Trade requesting, submitting a "Shift trade Off" of their shift and selecting you as their "Cover Person"

### Shift drop/ Give-away

- 1) On the Calendar Screen, click on the date you wish to drop, choose "Add"
- 2) Under "Work Code" drop down list, select "Shift Give Away"

\* Required

Work Code \*

Available

<none>

Available

PTO Requested

Shift Give Away

Shift Trade Off

3) Select the time you want to work "From" 07:00 "Through" 07:00 "Hours" 24

4) In the "Note" box, type what shift, date and who your dropping your shift to. (i.e. Dropping 301 on 01/16 to Steven Brown)

5) In the "Cover Person" box type the name of the person you are dropping to and select their name.

6) On the bottom click on "Add?" and press "save"

\* Required

Work Code \*

Shift Give Away

From 06:00 Through 18:00 Hours 12

01/02 0 2 4 6 8 10 12 14 16 18 20 22 0 01/03

Account 1242

Note

Cover Person Search for an item

Display All

Work Code Shift Give Away Taken

Note

Add?

01/02/2019

More details ... Cancel Save



**\*\*Important\*\***

The person you are dropping to must email scheduling after you submit the drop to confirm they are working for the shift for you. If they do not contact scheduling the drop will be denied.

Scheduling@mccormickambulance.com

**\*\*Important\*\*** if you are dropping a shift and picking up a shift in the same week for no points state it in the notes and email scheduling\*\* Must be done at the time of pick up to be approved.

**PTO**

- 1) On the **Calendar** Screen, click on the date you wish to PTO, choose **"Add"**
- 2) Under **"Work Code"** drop down list, select **"PTO request"**
- 3) Select the time you want to work **"From"** 07:00 **"Through"** 07:00 **"Hours"** 24
- 4) In the **"Note"** box type the date you are requesting PTO for, the amount of hours you wish to use and any additional information.
- 5) On the bottom click on **"Add?"** and press **"save"**