Emory Gynecology and Obstetrics QGenda Website Quick Guide

View Tab – to view the schedule (page 2)

Legend
1. Locked - a shift was requested and approved
2. Note: the shift assignment has a note attached; the note can be viewed by hovering over the assignment

Selecting a Date Range - The default is always the current week with Monday as the start date
- Select the start date by clicking in the box and selecting a date on the calendar
- Select the range you wish to see using the drop down boxes
- Select the View By drop down box you wish to use
- Once you've made your selections, click “Go”

Staff Box and Task Box
- The drop down box allows you to select the Staff/Task filter you wish to print, export, or view on the screen.
- Next to each staff/task are three icons:
  - ☑ Highlight: when turned on, the person of interest will appear throughout the schedule in a bright blue color
  - ☑ Show: shows that person on the scheduling screen. The icon at the top of the list will show all
  - ☑ Hide: hides that person on the scheduling screen. The icon at the top of the list will hide all.
- If you’d like to view the entire schedule, choose the “All Staff” staff filter and “All Tasks” task filter

Swap Tab – to swap an assignment with a colleague (page 3)

Entering Swaps
- To move a task to another staff member you can click on a task and drag it to the person you’d like to swap with or use the button next to the task you wish to trade.
- Click the Submit Swap button in the top left corner, the swap will immediately appear on the schedule with the pending symbol 🔴

Viewing Swap Requests
- Swap Summary – Shows the swaps that you have made since being logged into the system
- Swaps Pending My Approval – Shows all swaps that require your attention. This is where you will go to approve or reject a swap between yourself and another staff member.
- My Swap History - Shows all swaps you have ever made including those that are pending and approved

Request Tab – to request a clinical area or time away (page 4)

Entering Requests
- Click in the cell associated with your name on the specified date. A box will appear listing all of the tasks that you can request
- Click on the task you are trying to add
- If the requested is allowed, it will appear on the schedule with the pending symbol 🔴

Viewing Requests You Have Made
- Request Summary- Shows the requests you have made since being logged in to the system
- My Request History – Shows all requests you have made, including those that are pending or approved
  - Each request will describe if it is an addition or removal, what date the request is for, a note field that will allow you to send a short note for the admin, the status of the request
  - If the request is still pending, the option to cancel the request will also be displayed
- My Request Limits- you will be able to see how many requests you have made as well as how many you are allowed to make
View Tab – to view the schedule

Selecting a Date Range

Staff Box

Task Box

The View Tab – to view the schedule
The Swap Tab – to swap an assignment with a colleague

Don’t forget to submit

Entering Swaps

Viewing Swap requests
The Request Tab – to request a clinical area or time away

The Request Tab – to request a clinical area or time away

Entering Requests

Viewing Requests you have made