

WPCN WEB SCHEDULER SITE:

- <https://secure.westviewpcn.ca> (you may wish to bookmark it)
- Username: _____
- Password: _____

WEB SCHEDULER INFORMATION

• Navigation

- Menu bar at the top for various functions.
- You can view the schedule for any given clinic by clicking on the “Clinic” drop-down box.
- You can view the schedule for any given month by clicking on the “View” drop-down boxes for month and year.

• Update Your Profile

- Click on “**Update Profile**” – will automatically open up to “**Staff Profile**” tab.
- Fill in your contact phone numbers and e-mail address (physicians working in the After-hours Clinic(s) must update their after-hours phone information before they will be added to the After-hours Clinic rosters).
- Please ensure you click on “Update Your Profile” button when complete.

- Click on “**Exclusion Rules**” tab.
- *Choose “Clinic” drop-down box. You may wish to add exclusions to “All Schedules” or to individual Clinic schedules.
- Once you choose “All Schedules” or an individual Clinic and “Exclusion Type” drop-down box will appear.
- Choose “By Specific Date”, “By Date Range”, “By Day of Week”.
- Click on “Add this Exclusion”.
- If you add an exclusion and then wish to delete it, click on the red “X” next to the listed exclusion.
- Click on “Close Window”.

Please Note: The Clinics for which physicians will be scheduled are added by the WestView PCN office only after they have received all required signed documentation from new physicians, and following submission to and confirmation from AH&W that the physician has been successfully added as a WestView PCN physician.

- **My Schedule**

- Clicking on “My Schedule” on the menu bar will give you a consolidated schedule of all your work days including ER, After-hours Clinic, on-call rosters, etc. (where applicable).
- Select the month you want to view from the drop-down boxes.
- Click “Close Window” when you’re done.

- **Printing Schedules**

- You can print a monthly schedule for any given clinic with all doctors *or* you can print your own personal schedule of your workdays only.
- To print a monthly schedule, click on “**Print Schedule**”.
- Select which clinic and which month’s schedule from the drop-down boxes.
- Click on the “**Print Schedule**” button.
- Click on “**Close Window**” when you’re done.

- To print your personal, consolidated schedule, go back to the “**My Schedule**” ‘section.
- Follow the same steps as for printing a monthly schedule.
- Click on “**Close Window**” when you’re done.

Please Note: You need to set your printer to print in “landscape” mode for best results. In Windows, once you click on the “**Print Schedule**” button, the Windows “Print” window will pop up. Click on “**Properties**” and from here it varies depending on your printer model, but find the “orientation” setting and change it to “landscape”. Click on “**OK**” to close the “**Properties**” box and then click “**OK**” again to close the print box and hopefully the schedule will be printing.

- **Export to PDA**

- Click on “**Export to PDA**” in the menu bar.
- You can look at instructions by clicking on “**Instructions**”.

- **Give Away Shift / Trade Shift**

- The Scheduler allows for two types of shift transfers:
 - Give Away Shift
 - Trade Shift

If you have a pending request for a Give Away Shift or Trade Shift you will see “You have # pending request(s)” just below your menu bar.

- **Give Away Shift**
 - Go to the month of the shift you want to give away (all of your shifts for that month will be highlighted).
 - Roll over the shift you want to give away with your cursor and “**Click to transfer this Shift**”. Click on the shift.
 - Click on the box to the right of “**Send Request to**”.
 - A list of all available physicians will pop up.

- Click on the name of the physician who you want to give the shift to, or select “ALL AVAILABLE”.
- You can type a message in the message box if you want.
- Click on the “**Send Request**” button.
- The system will automatically send a request e-mail to the physician you have selected or to every physician if you have selected “ALL AVAILABLE”.

Please Note: If a physician’s name is in the “Excluded” list section, it means that they have previously indicated that they cannot work that shift. However, you can still send a request to that person in case they decide to change their mind. If a physician’s name is in the “Conflict List” section, it means they are already scheduled to work at the same time in another clinic and you cannot make a request.

○ **Accept a Give Away Shift**

- If a physician has made a request for you to take a shift, you will receive an e-mail which contains the details of the Shift transfer request. When you receive the Shift transfer request e-mail you can click on the link which will direct you to the PCN Scheduler website, or you can log on manually.
- Click on the “**You have # shift offer(s)**” displayed in the upper left hand corner.
- A window will appear listing the shift request(s) that have been made.
- Click on the shift request.
- You should see the details of this request and two buttons that say “Accept Shift” and “Decline Request”.
- Click on the button you want and click on “**Close Window**” when you’re done.

Please Note: It is the accepting physician’s responsibility to ensure there are **NO** conflicts with their schedule before accepting a shift request. The Scheduler allows the accepting physician to make an exception to help out a colleague even if he/she had previously indicated they could not work a particular shift. Once you accept a shift, it becomes your responsibility.

○ **Trade Shift**

- Go to the month of the shift you want to trade (all of your shifts for that month will be highlighted).
- Roll over the shift you want to trade with your cursor and “**Click to transfer this Shift**”. Click on the shift.
- Click on the “**Trade Shift**” tab
- Select the shift you want to trade by:
 1. Selecting the month of the shift.
 2. Selecting the physician who owns the shift.
 3. Selecting the exact shift you want to trade for by clicking on the box to the right of “**Target Shift**”.
 4. Write a message in the message box if you want.
 5. Click on “**Send Trade Request**”.

○ **Accept a Trade Shift**

- See “Accept a Give Away Shift” as above ensuring there are no conflicts with your schedule(s).