
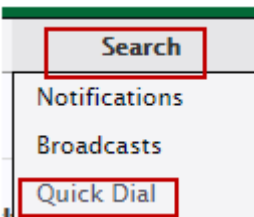


WORK STANDARD	 Saskatchewan Health Authority		Title: Quick Dial – Accessing Messages on sha.staffscheduling.ca Role performing Activity: All Users	
	Location: All		Department/Unit: Various	
	Document Owner: HR Systems and Analytics		Date Prepared: March 19, 2020	
	Last Revision: March 19, 2020		Date Approved: March 19, 2020	
	Related Policies/Documentation			

Work Standard Summary: We can now use sha.staffscheduling.ca to record and retrieve messages

Essential Tasks:	
1.	Go to sha.staffscheduling.ca and enter your employee number and password.
2.	Click on “Search” and “Quick Dial”: 

3. You may enter relevant information in the search fields, or just click “Search” to bring up all of your messages:

Search Quick Dial Recordings

Employee Number: 7 digit EENO.

Employee First Name: First name contains.

Employee Surname: Surname contains.

Union: ----- ▼

From number: From number contains digits.

Facility: ----- ▼ Regarding Department in Facility.

Department: --- Select A Facility --- ▼ Regarding Department.

Date: Calls taking place on this date.

Recording type: ---ALL--- ▼

Status: ---ALL--- ▼

4. Click “View” beside the message that you want to listen to:

	Employee	Regarding Unit	Call Type	Recording Began	Length	Status	Processed By
<input type="button" value="View"/>	Sam Sample (1234567) from 306-655-4141	Unset	Instructions	Sep 24 2014, 10:08	0:04	Received	Super Scheduler

5. The next screen shows more details about the call, and the message may be listened to by clicking on the play button by “Listen”

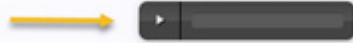
Call Start Time: Mar 22 2020, 11:17 CST

Recorded At Time: Mar 22 2020, 11:20 CST

Message Type: Contact Scheduler

Listened: Unset

Processed: Unset

Listen: 

Regarding Department: Unset

Processing Action: None

6. You may click “Back” or restart to hear more messages.

If you have questions about this Work Standard, please call **1-833-931-1771** between the hours of 08:00-16:00 Monday to Friday.