

 <p>Saskatchewan Health Authority</p> <h1 style="font-size: 2em; margin: 0;">WORK STANDARD</h1>	<p>Title: How to see Broadcasts you've been sent via sha.staffscheduling.ca</p> <p>Role performing Activity: All Users</p>	
	<p>Location: All</p>	<p>Department/Unit: Various</p>
	<p>Document Owner: HR Systems and Analytics</p>	<p>Date Prepared: March 19, 2020</p>
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	<p>Related Policies/Documentation</p>	

Work Standard Summary: How to see the email notifications you've received

Essential Tasks:	
1.	Go to sha.staffscheduling.ca and enter your employee number and password
2.	Click "Search" and "Broadcasts" at the top of the page: <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 2px;">Search</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Smart Call</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 2px;">Broadcasts</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Quick Dial</div> </div>
3.	Enter the relevant search criteria on the next page or click "Search" to see all of your Broadcasts: <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <h3 style="margin: 0;">My Broadcasts</h3> <div style="margin-top: 10px;"> <p>Start date: <input style="width: 150px;" type="text"/></p> <p>End date: <input style="width: 150px;" type="text"/></p> <p>Subject Contains: <input style="width: 150px;" type="text"/></p> </div> <div style="text-align: right; margin-top: 10px;"> <input style="border: 1px solid gray; padding: 2px 5px;" type="button" value="Search"/> </div> </div>

4. The page will look something like this, click “View” on the right hand side to see what the message was:

Available Shifts	Prebook Shifts	Schedule	Broadcasts
My Broadcasts			
Page 1 of 1			
Sent Time	Subject	Deliveries	
Oct 7 2013, 14:58	Website Testing		View
Oct 7 2013, 14:56	Website Testing		View
Page 1 of 1			

5. This is what a sample message would look like:

View Broadcast 5

Created By:	Jane Smith (1234567)	Created On:	Oct 7 2013, 14:57
Sent By:	Jane Smith (1234567)	Sent On:	Oct 7 2013, 14:58
Broadcast Subject:	Website Testing		
Email Content:	This is what a test broadcast email will look like.		
Text Content:	Automated message from Saskatoon Health Region. This is what a test broadcast text will look like.		
Phone Content:	*PAUSE* This is an automated message from Saskatoon Health Region for Firstname Lastname. *PAUSE* This is what a test broadcast phonecall will sound like. *PAUSE* This is what a test broadcast phonecall will sound like.		

6. You may use the browser navigator button to click “Back” and review other messages as required.

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.