



OPERATION

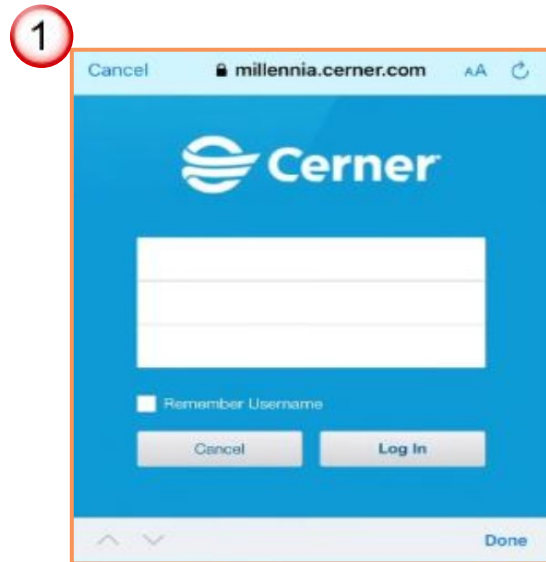
MONARCH

EVS AND PORTER ROLES

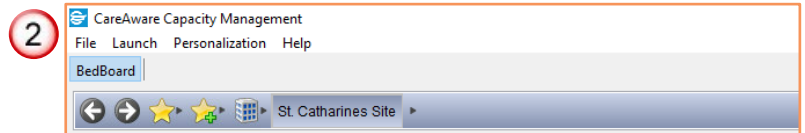
# CAPACITY MANAGEMENT DAILY ASSIGNMENTS (DESKTOP) TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

This tip sheet provides an overview of how supervisors can to assign roles to EVS and Porter staff in Capacity Management.

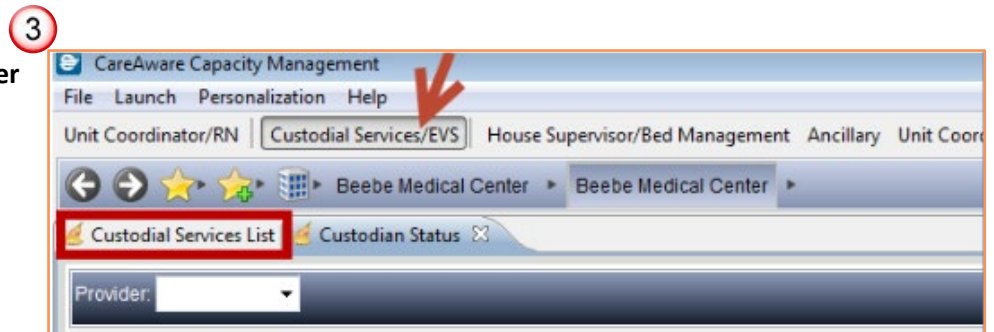
1. Log into **Capacity management**.



2. Ensure that the appropriate **facility** is selected using **Location Tool Bar**.



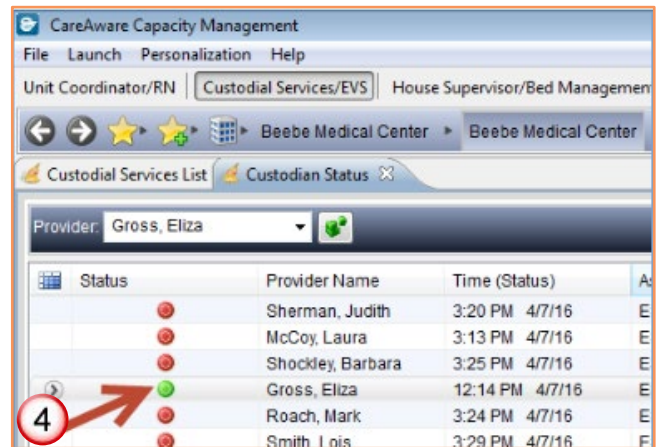
3. Navigate to **Custodian Status List** or **Transporter status List** Gadget.



# CAPACITY MANAGEMENT DAILY ASSIGNMENTS (DESKTOP) TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

- Find a **Custodian** or **Transporter Name** and **double-click** on the **red dot** next to the name to change status to **available**.



Note: When the **Red dot** changes to **Green dot** this is indicating status as **Available**.

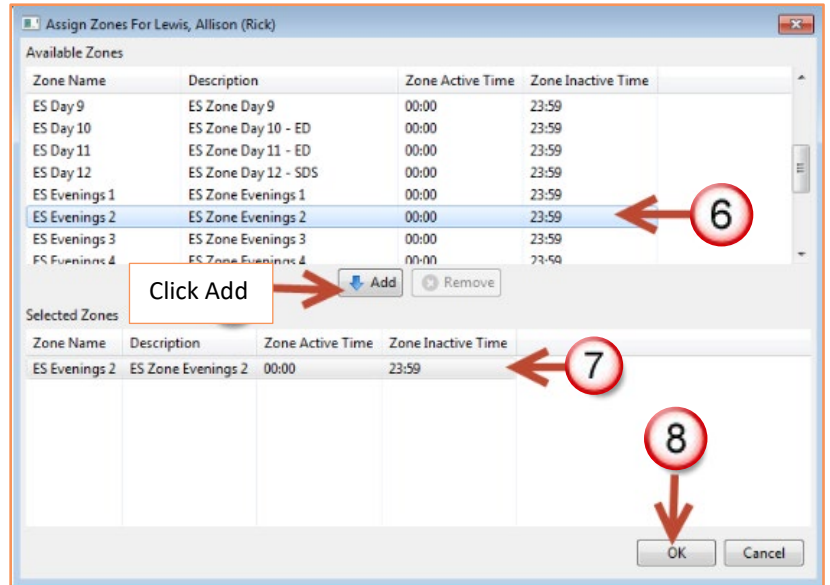
- Click on the very first column on the left (**Hamburger Menu**) and select **Assign Zone**.





# CAPACITY MANAGEMENT DAILY ASSIGNMENTS (DESKTOP) TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

6. Select a zone and click **Add**.
7. Add more **Zones** if needed.
8. Click **OK** to save selected **Zones**.



**Note:** The Individual is now ready to receive jobs on their device.