

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

EVS AND PORTER ROLES

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.



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

File Launch Person	nalization Help	
Unit Coordinator/RN	Custodial Services/EVS Hou	use Supervisor/Bed Managemer
G 🕤 🚖 🚖	- 💷 Beebe Medical Cente	er 🕨 Beebe Medical Center
d Custodial Services I	List 🥖 Custodian Status 🙁	
and the second se		
Provider: Gross, Eli	za 🔻 💕	_
Status	Provider Name	Time (Status)
۲	Sherman, Judith	3:20 PM 4/7/16 E
	McCov Laura	2:13 PM 4/7/16
	moody, Laura	3.13 FM 4///10
0	Shockley, Barbara	3:25 PM 4/7/16 E
	Shockley, Barbara Gross, Eliza	3:25 PM 4/7/16 E
	Shockley, Barbara Gross, Eliza Roach, Mark	3:25 PM 4/7/16 E 12:14 PM 4/7/16 E 3:24 PM 4/7/16 E

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

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

		۲		Gale, Daniel		No Zones Assigned
	2	<u>A</u>		Lewis, Allison (Rick)	5:20 PM 4/6/16	No Zones Assigned
(5)	A **	Assign Zone	N	Neal, Donald		No Zones Assigned
	Υ	۲	13	Upshur, Terry		No Zones Assigned

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

Available Zones					
Zone Name	Description	6	Zone Active Time	Zone Inactive Time	
ES Day 9	ES Zone Da	y 9	00:00	23:59	
ES Day 10	ES Zone Da	y 10 - ED	00:00	23:59	
ES Day 11	ES Zone Da	y 11 - ED	00:00	23:59	
ES Day 12	ES Zone Da	y 12 - SDS	00:00	23:59	
ES Evenings 1	ES Zone Ev	enings 1	00:00	23:59	
ES Evenings 2	ES Zone Ev	enings 2	00:00	23:59	6
ES Evenings 3	ES Zone Ev	enings 3	00:00	23:59	
FS Fuenings 4	ES Zone Eur	enings 4	00.00	23.59	
	Click Add		dd 🖸 Remove		
elected Zones	Click Add	Zone Active Time	dd Remove		
Selected Zones Zone Name Do	Click Add	Zone Active Time	dd Remove	(7)	
Selected Zones Zone Name Di ES Evenings 2 ES	Click Add escription 5 Zone Evenings 2	Zone Active Time 00:00	dd Remove Zone Inactive Time 23:59	€7	
ielected Zones Zone Name Do ES Evenings 2 ES	Click Add escription S Zone Evenings 2	Zone Active Time 00:00	dd Remove Zone Inactive Time 23:59	€7	
Selected Zones Zone Name De ES Evenings 2 ES	Click Add escription S Zone Evenings 2	Zone Active Time 00:00	dd Remove	€ 7	
Selected Zones Zone Name Do ES Evenings 2 ES	Click Add escription S Zone Evenings 2	Zone Active Time 00:00	dd Remove	€ 7) 8	
Selected Zones Zone Name Di ES Evenings 2 ES	Click Add escription S Zone Evenings 2	Zone Active Time 00:00	dd Remove	€7) 8	
ielected Zones Zone Name Dr ES Evenings 2 ES	Click Add escription S Zone Evenings 2	Zone Active Time 00:00	dd Remove Zone Inactive Time 23:59	€7) (8)	

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

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