

Staffing Dashboard – Saving a View

This job aid explains how you can customize your views within Staffing Dashboard and save them for future use.

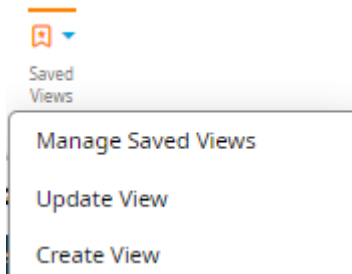
About Saving Views

- Once you're satisfied with how your staffing dashboard view looks, you can save the view to easily access it later on.
- You can have multiple views saved for multiple use cases (i.e. one for each department and Generic Job within said department, or one for Day and Night shifts, etc.)
- Saved views DO NOT cover the time period selected and/or the location selected.

Saving a View

Once you're satisfied with how your dashboard looks, you can save it for ease of access later on (**Please see Staffing Dashboard Overview Job Aid for further details**)

- Select **Saved Views**, then **Create View**



- Enter the name and description for the view.
- Select **Save**

Create View

Add a name and description for your new view.

Name

3070 RN Day

Description

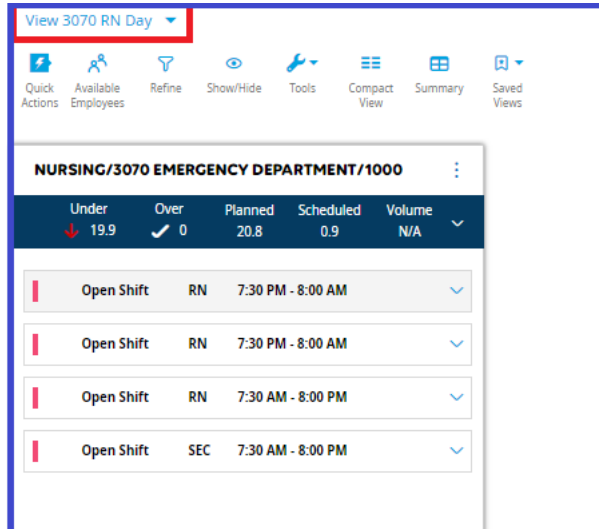
3070 RN Day

Accessing other saved views

- You can have multiple views saved for multiple use cases.
- Examples include different shifts (day, evening, night), departments, etc.

Navigation: Main Menu > Schedule > Staffing Dashboard

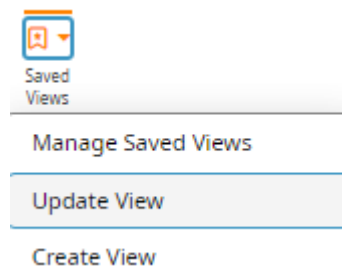
- Select the **Views drop down** on the top left corner
- Select the desired view from the Drop Down Menu



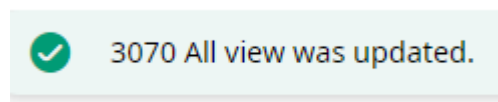
Updating views

In case you aren't happy with your current view, you can always edit and update it.

- After making your changes, select **Saved Views**, then **Update View**



- You will receive a message indicating that the update was successful.



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