

Department Coverage Calendar

The Coverage page displays current coverage information for each job you are qualified to work for the current week. Coverage information is displayed by zone or shift span for those jobs. You can use coverage information to support your decision making when planning time off and when seeking other shifts.

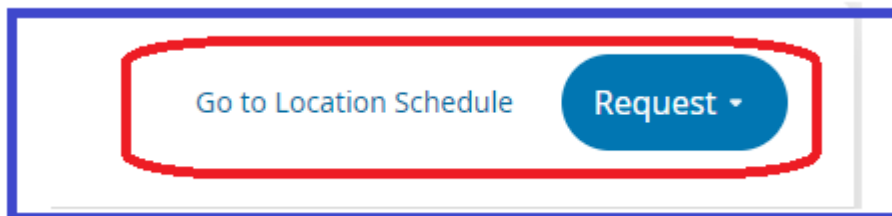
About Coverage Calendar

The Coverage Calendar is divided into 3 Sections:

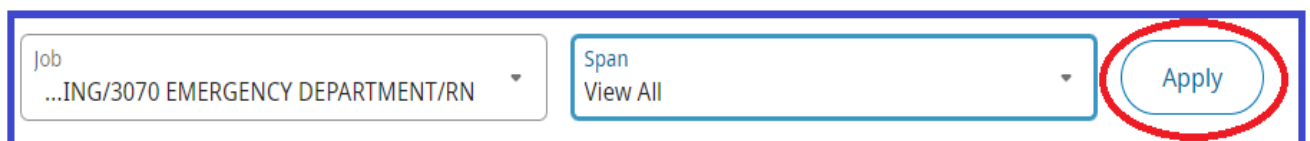
- The **top of the page** includes:
 - Controls for changing the week displayed for your schedule; the week that contains the current date is displayed by default.



- This section also displays:
 - A button to open your location schedule
 - A button to display the list of requests you can submit



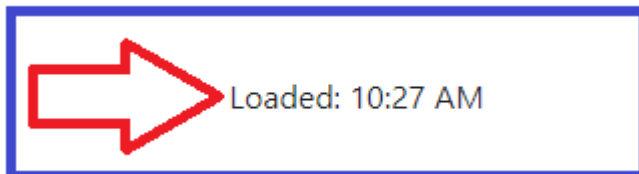
- The **middle section** includes:
 - Controls that allow you to filter coverage information based on date, job and span. Coverage information is updated once you click **Apply**.



- An information icon (i) that displays a schedule legend when you click it.



- A **Loaded** field that displays the time that the schedule and coverage information was last updated.



- The **bottom** section includes:

- A calendar that displays your scheduled events (shifts and paycodes) for the selected week.

Span [5]	Sun 12/29	Mon 12/30	Tue 12/31	Wed 1/01	Thu 1/02
PT My Schedule	1930-12.5 7:30 PM-8:00 AM [12.50]		7:30 PM-8:00 PM [0.50]	↔ 7:30 PM-8:00 PM [0.50]*	

- Coverage information for selected jobs and the spans defined for those jobs.

Span [5]	Sun 12/29	Mon 12/30	Tue 12/31	Wed 1/01
PT My Schedule	1930-12.5 7:30 PM-8:00 AM [12.50]		7:30 PM-8:00 PM [0.50]	↔ 7:30 PM-8:00 PM [0.50]*
0730-1130	● 6/12 Understaffed	● 0/12 Understaffed	● 14/12 Overstaffed	● 1/12 Understaffed
1130-1530	● 6/12 Understaffed	● 0/12 Understaffed	● 14/12 Overstaffed	● 2/12 Understaffed
1530-1930	● 6/12 Understaffed	● 0/12 Understaffed	● 14/12 Overstaffed	● 2/12 Understaffed
1930-2330	● 8/12 Understaffed	● 1/12 Understaffed	● 18/12 Overstaffed	● 1/12 Understaffed
2330-0730	● 8/12 Understaffed	● 1/12 Understaffed	● 18/12 Overstaffed	● 0/12 Understaffed

- **Yellow** indicates Understaffed
- **Red** indicates Overstaffed