



Express Suite Scheduler

Affordable software designed to automate the scheduling process and ensure accurate, consistent and fair schedules are created!

What functionality makes *Express* unique?

- ✓ Fully automated creation
- ✓ Flexible configuration
- ✓ Quick staff locator
- ✓ Staff mix requirements
- ✓ Configurable subtotals
- ✓ Real time alerts
- ✓ Customized staff groups
- ✓ Summary data at a glance
- ✓ Flexible staffing templates
- ✓ Printed schedule options

The screenshot displays the 'In Patient - Actual 1/25 to 2/21/2004 - Manage Suite Scheduler' window. It is divided into three main sections:

- Quick View:** Shows profile information for '1/25' (Daily, 1st Floor RN, 7a to 11a: 1 Short) and '1/25 - 2/21' (Rotation: Day/PM, Weekend Rotation: 2A - Every other weekend).
- Schedule Editor:** A grid showing staff assignments for various employees (e.g., Akron, Ann; Anderson, Deb) across days (Sun 1/25 to Thu 1/29) and shifts (S/11a, F/7-3p, F/7-7a, F/7-7p, F/7-3p/C, R/O).
- Staff Subtotals:** A table summarizing staff counts for different roles and shifts. For example, 'Charge Nurse: 7a' has 1 staff member on Sun 1/25, 1 on Mon 1/26, 1 on Tue 1/27, 1 on Wed 1/28, and 1 on Thu 1/29.

A view of the Quick View, Schedule Editor, and Staff Subtotals. . .

Overview of the *Express* software features:

Schedule Editor:

- ➔ Employee requests post automatically
- ➔ Repeatable staffing patterns may use templates
- ➔ Schedules created automatically with *Smart Scheduler™*
- ➔ Fill openings with the click of a mouse
- ➔ Flexible to support a variety of assignments on the schedule (e.g. meetings, orientation, split shifts etc.)

Quick View Summary Tabs

- ➔ See all schedule warnings
- ➔ Real time alerts to schedule openings or conflicts with employee or schedule rules
- ➔ Easy access to summary data for the schedule and the employee
- ➔ Employee contact information to fill openings

Staff subtotals

- ➔ See at a glance all staff working for a selected day
- ➔ Flexibly create subtotals for hour of day, location, role, shift and assignment type

Employee Request Management

- ➔ Enter all current and future requests easily
- ➔ See all requests for the schedule or employee

Configuration

- ➔ Fully customizable data tables meet your unique needs: shifts, locations, roles, staff groupings, pay incentives, assignment types, worked hour rules, Holiday and weekend rotations etc.
- ➔ Customizable rules for the employee and the department ensure an accurate schedule
- ➔ Flexible schedule lengths on the fly



Express Suite Scheduler

Selected Sample Schedule Printouts

Configurable Schedule Grids—Filter by: date, location, staff group or assignment type—Configure: days, color, font, and print orientation.

**Sub-Totals
Business Schedule
3/21/2004 to 4/17/2004**

Actual

Your Hospital Name Goes Here
2/22/2004 to 3/20/2004
Groups: RN

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Sun 2/29	Mon 3/1	Tue 3/2	Wed 3/3
Akron,A	.8	7-3/C		7-3/Adm		7-3/C		7-3/C		7-3/C	
Anderson,D	.4				7-3/C						
Anderson,M	.8	S/11a		S/11a							
Bennington,C	.8	3-11p/Adm			7-3/Adm	7-3/Adm	7-3/Adm	X	X	3-11p/Adm	3-11p/Adm
Brighton,A	.8	X				7-7p	7-3/C	3-11p/C	3-11p		
Broward,F	.8	X		7-7p			11-7a/Adm	7-7a	11-7a		
Guenther,R	.8	X	7-7p			S/11a		7-3	11-7a	7-3	
Henderson,M	.8	X	11-7a		11-7a		11-7a	11-7a/C			7-7
Iverson,M	.8	7-7p	7-3/Adm			7-7p		X	X		
Jasper,J	.8	7-7a		R/O		7-7a		7-3/Adm		7-7	
Jennings,S	.8	X			7-3				7-3		
Kessler,G	.8	X	3-11p	7-3/C	7-3			11-7a	7-3/A		7-3/A
Kringle,C	.8	11-7a/C	11-7a			7-7p		X	X		
Menning,H	.8	11-7a				7-7a	7-7a	X	X	7-7	
Orrerson,M	.8	X				7-7p	11-7a	11-7a			
Paulson,S	.8	X	7-3			11-7a	7-7p	3-11p			
Shepherd,M	.6	3-11p	7-3/C			7-3	X	X			
Smith,M	.6	7-7a									
Sorenson,M	.6	X		7-7a	7-7a						
Wellerson,M	.8	X			S/11a		S/11				
Williams,D	.8	7-3/Adm	7-7a	7-7a							
Zigler,M	.6		S/11a								

	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1
RN Charge: 7	1	1	1	1	1	1	1	1	1	1	1	1
RN: 7	2-3	3-4	3-4	2-4	2-4	2-4	2-4	2-4	2-4	3-4	3	2-4
RN: 15	3-4	3-4	4	3-4	4	4	3-4	4	4	4	1-3	3-4
RN: 23	3	2	2	2	2	2	2	2	2	2	3	2
Tech: 7	1	1	1	1	1	1	1	1	1	1	1	1
Tech: 15	1	1	1	1	1	1	1	1	1	1	1	1
Tech: 23	1	1	1	1	1	1	1	1	1	1	1	1
Clerk: 7	1	1	1	1	1	1	1	1	1	1	1	1
Clerk: 15	1	1	1	1	1	1	1	1	1	1	1	1
Clerk: 23	1	1	1	1	1	1	1	1	1	1	1	1

Staffing sub-totals:

Schedule Grid: Your Hospital Name Goes Here
2/22/2004 to 3/20/2004
Groups: RN, LPN

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28
Ann,A	7-3/C		7-3/Adm		7-3/C		7-3/C
Deb,A							3-11p
Mary,A		S/11a		S/11a			X
Cheryl,B	3-11p/Adm			7-3/Adm	7-3/Adm	7-3/Adm	X
Alice,B	X			11a		7-7p	7-3/C
Frank,B	X		7-7p			11-7a/Adm	7-7a
Rita,G	X	7-7p			S/11a		7-3

Individual calendar: Your Hospital Name Goes Here
2/22/2004 to 3/20/2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Ann A 7-3/C	2	Ann A 7-3/C	3	Ann A 7-3/C	4
5	Ann A 7-3/C	6	Ann A 7-3/C	7	Ann A 7-3/C	8
9	Ann A 7-3/C	10	Ann A 7-3/C	11	Ann A 7-3/C	12
13	Ann A 7-3/C	14	Ann A 7-3/C	15	Ann A 7-3/C	16
17	Ann A 7-3/C	18	Ann A 7-3/C	19	Ann A 7-3/C	20
21	Ann A 7-3/C	22	Ann A 7-3/C	23	Ann A 7-3/C	24
25	Ann A 7-3/C	26	Ann A 7-3/C	27	Ann A 7-3/C	28
29	Ann A 7-3/C	30	Ann A 7-3/C	31	Ann A 7-3/C	1

Daily Summary:

Your Hospital Name Goes Here
2/22/2004
Groups: (none), Casual RN Staff, Casual Tech/Clerk

RN

19:00 to 7:00	Menning, Harry	7-7a
23:00 to 7:00	Jasper, Irene	11-7a
23:00 to 7:00	Smith, Mary	11-7a
23:00 to 7:00	Anderson, Deb	11-7a/C
7:00 to 15:00	Williams, David	7-3/Adm
7:00 to 15:00	Akron, Ann	7-3/C
7:00 to 19:00	Iverson, Mary	7-7p
11:00 to 23:00	Anderson, Mary	S/11a
15:00 to 23:00	Shepherd, Michele	3-11p
15:00 to 23:00	Bennington, Cheryl	3-11p/Adm
19:00 to 7:00	Jasper, Irene	7-7a
19:00 to 7:00	Smith, Mary	7-7a
23:00 to 7:00	Menning, Harry	7-7a
23:00 to 7:00	Kringle, Cheryl	7-7a

Tech

23:00 to 7:00	Drummond, Sarah	
7:00 to 15:00	Crimpton, Samuel	
15:00 to 23:00	Hamman, Angie	
23:00 to 7:00	Drummond, Sarah	

Unit Clerk

7:00 to 15:00	Barrington, Anna	
15:00 to 23:00	Benning, Tom	
23:00 to 7:00	Carson, Karen	

Openings

7:00 to 15:00	_____	

Summary of Scheduled Hours
*Work: 144 hours

Sign up calendar: Your Hospital Name Goes Here
2/22/2004 to 3/20/2004
Groups: RN, LPN, Tech, Unit Clerk, Casual RN Staff, Casual Tech/Clerk Staff, (none)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	
RN Med/Surg: 7-15	Clerk: 15-23	Clerk: 7-15	Clerk: 7-15	Tech: 23-7	Clerk: 23-7	Clerk Med/Surg: 15-23
					Tech: 23-7	Tech: 23-7
29	1	2	3	4	5	
Charge RN						
Clerk Med/Surg: 15-23						
RN Med/Surg: 7-11						