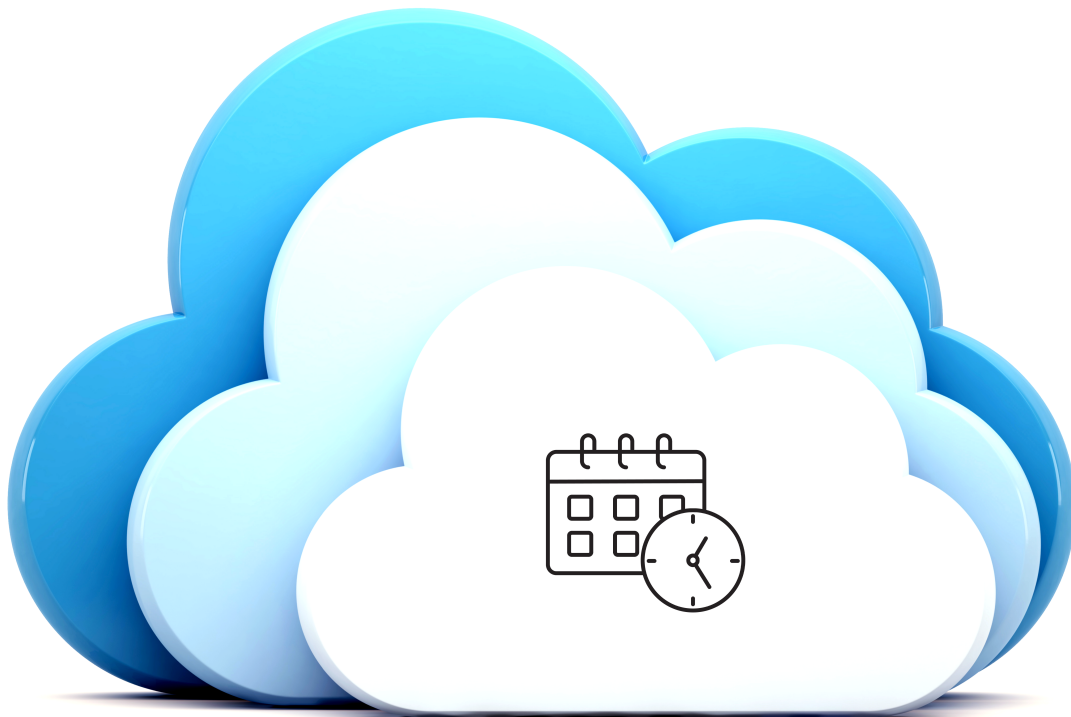




ScheduleReady Overview User Guide

Scheduling Module



Introduction

ScheduleReady is our hub for constant compliance. It integrates multiple StaffReady modules including Scheduling, Competency, and Checklist into a comprehensive solution that automatically flags employees who are missing critical information such as job descriptions, documents, or qualifications. This user guide will provide an overview of all features you can expect to find in this module and how it connects to the other modules.

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Readiness Tab Summary

To access the Readiness tab, select Welcome and then select the Readiness tab. (Red box, Figure 1)

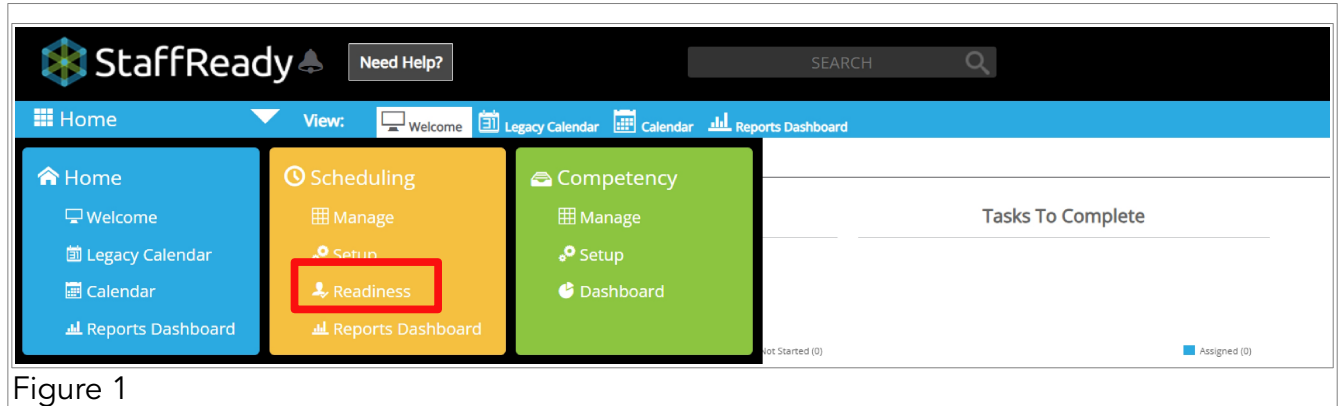


Figure 1

This will open the Readiness tab. (Figure 2)

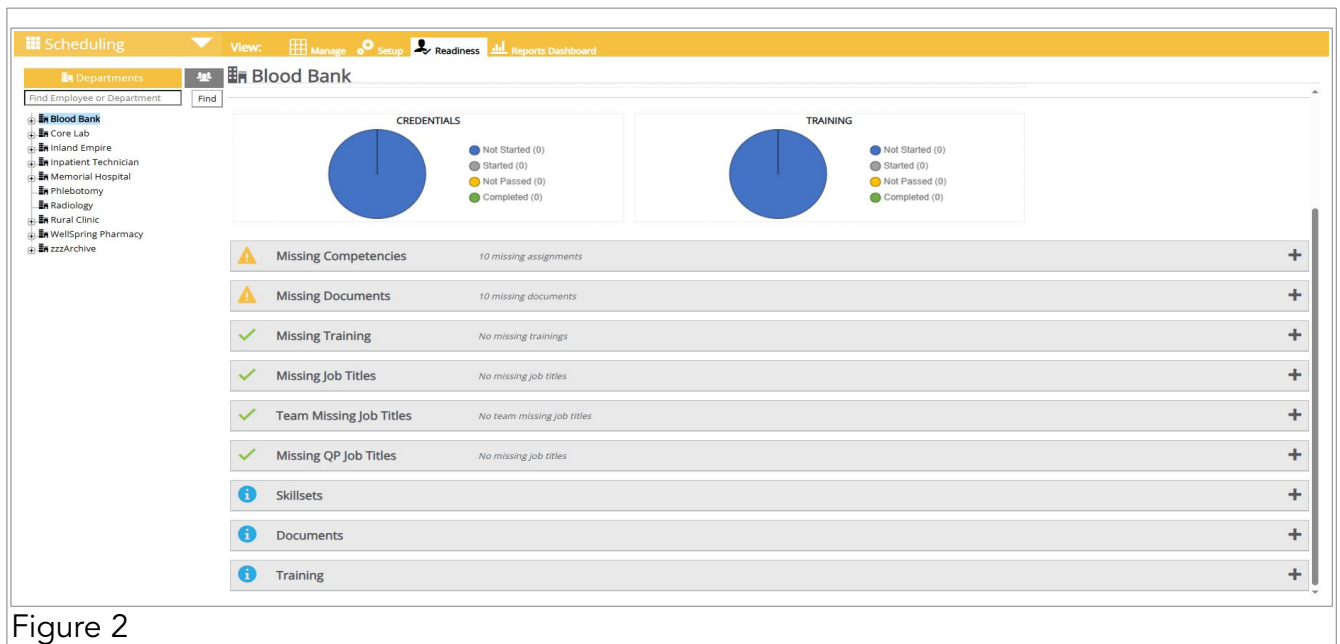


Figure 2

Selecting any individual department (Green box, Figure 2) will display the Missing Assignments, Skillsets, Documents, and Training color bars for that department.

Missing Competencies Color Bar

When the departments perspective is selected, the **Missing Competencies** color bar will display each employee assigned to that department who is missing a competency assignment. (Figure 1)

The screenshot shows a table titled "Missing Competencies" with 10 missing assignments. The table has columns for Person, Schedule, Job Group, Job Description, Earliest Assign Date, Earliest Assignment, Action Date, Skillset, and Level. Each row represents an employee with their respective details.

Person	Schedule	Job Group	Job Description	Earliest Assign Date	Earliest Assignment	Action Date	Skillset	Level
Dewi Walsh	Regional Hospital	Blood Bank Tech	T2b	01/15/2025	T2_Mid	01/15/2025	Systemex	Basic
Akhmad Faulkner	Regional Hospital	Blood Bank Tech	T2b	01/12/2025	T2_Mid	01/08/2025	Systemex	Basic
Andres Plourde	Regional Hospital	Blood Bank Tech	T2b	01/02/2025	T2_Mid	01/01/2025	Systemex	Basic
David Perry	Regional Hospital	Blood Bank Tech	T3b	01/01/2025	T3_Mid	01/01/2025	Systemex	Basic
Gladys Phillips	Regional Hospital	Blood Bank Tech	T3b	01/15/2025	T3_Mid	01/15/2025	Systemex	Basic
Isabella Lucas	Regional Hospital	Blood Bank Tech	T2b	01/08/2025	T2_Mid	01/08/2025	Systemex	Basic
Louise Barnes	Regional Hospital	Blood Bank Tech	T3b	01/02/2025	T3_Mid	01/01/2025	Systemex	Basic
Helen Stewart	Regional Hospital	Blood Bank Tech	T2b	01/01/2025	T2_Mid	01/01/2025	Systemex	Basic
Dawn Turner	Regional Hospital	Blood Bank Tech	T3b	01/05/2025	T3_Mid	01/01/2025	Systemex	Basic
Aaron Parker	Regional Hospital	Blood Bank Tech	T3b	01/12/2025	T3_Mid	01/08/2025	Systemex	Basic

Figure 1

The color bar will display the name of the person missing the competency, the schedule they're assigned to, their job group, their job description, the earliest date that the competency was assigned to them on, the earliest assignment ID, action date, skillset, and the skillset level.

Missing Documents Color Bar

The color bar will display the name of the person missing the document, the schedule they're assigned to, their job group, their job description, the earliest date that the document was assigned to them on, the document name, and the action date. Selecting any of the blue field headings will allow you to filter by most or least recent.

The screenshot shows a table titled "Missing Documents" with 10 missing documents. The table has columns for Person, Schedule, Job Group, Job Description, Earliest Assign Date, Document, and Action Date. Each row represents an employee with their respective details and an "Add" button.

Person	Schedule	Job Group	Job Description	Earliest Assign Date	Document	Action Date
Dewi Walsh	Regional Hospital	Blood Bank Tech	T2b	01/15/2025	Building Security Acknowledgement	01/15/2025
Akhmad Faulkner	Regional Hospital	Blood Bank Tech	T2b	01/12/2025	Building Security Acknowledgement	01/08/2025
Andres Plourde	Regional Hospital	Blood Bank Tech	T2b	01/02/2025	Building Security Acknowledgement	01/01/2025
David Perry	Regional Hospital	Blood Bank Tech	T3b	01/01/2025	Building Security Acknowledgement	01/01/2025
Gladys Phillips	Regional Hospital	Blood Bank Tech	T3b	01/15/2025	Building Security Acknowledgement	01/15/2025
Isabella Lucas	Regional Hospital	Blood Bank Tech	T2b	01/08/2025	Building Security Acknowledgement	01/08/2025
Louise Barnes	Regional Hospital	Blood Bank Tech	T3b	01/02/2025	Building Security Acknowledgement	01/01/2025
Helen Stewart	Regional Hospital	Blood Bank Tech	T2b	01/01/2025	Building Security Acknowledgement	01/01/2025
Dawn Turner	Regional Hospital	Blood Bank Tech	T3b	01/05/2025	Building Security Acknowledgement	01/01/2025
Aaron Parker	Regional Hospital	Blood Bank Tech	T3b	01/12/2025	Building Security Acknowledgement	01/08/2025

Figure 2

Missing Training, Job Titles, Team Job Titles, QP Job Titles

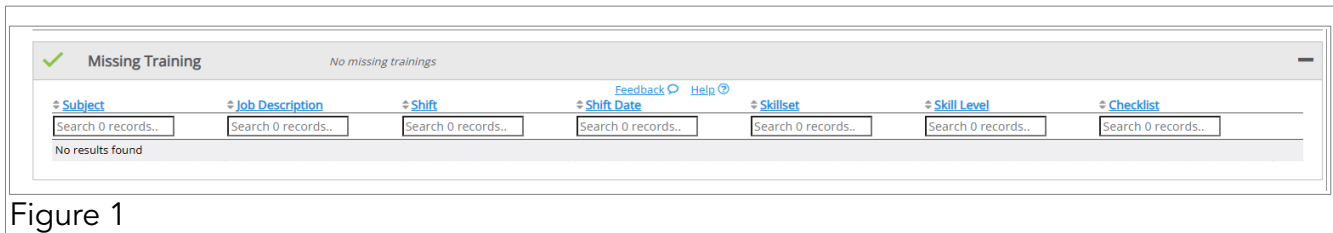


Figure 1

The **Missing Training** color bar (Figure 1) will display the name of the person (subject) missing the training, their job description, assigned shift, shift date, skillset, skill level, and the name of the training checklist they are missing. Selecting any of the blue field headings will allow you to filter by most or least recent.

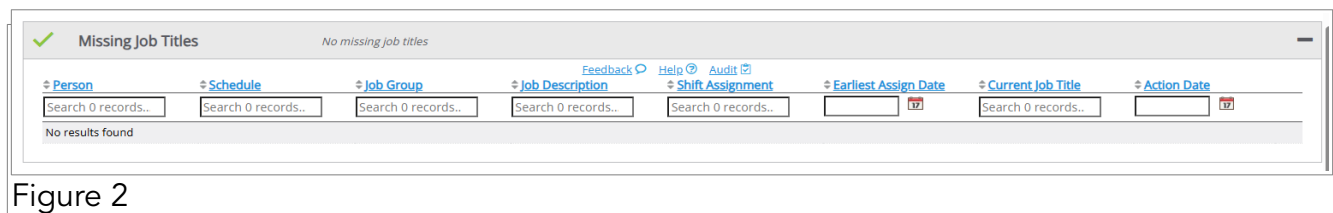


Figure 2

The **Missing Job Titles** color bar (Figure 2) will display the name of the person (subject) missing the training, their job description, assigned shift, shift date, skillset, skill level, and the name of the training checklist they are missing. Selecting any of the blue field headings will allow you to filter by most or least recent.

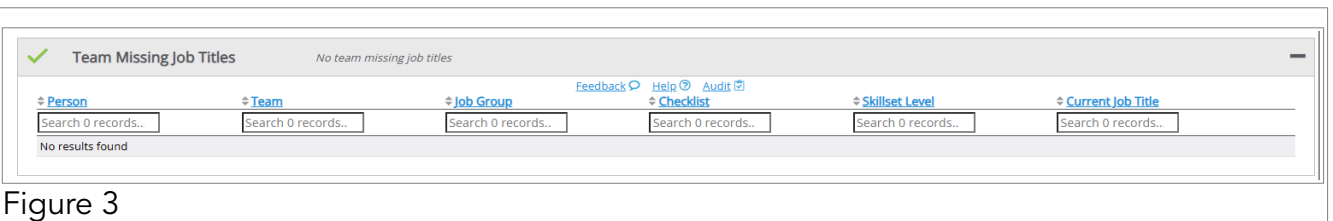


Figure 3

The **Team Missing Job Titles** color bar (Figure 3) will display the name of the person (subject) missing the training, their job description, assigned shift, shift date, skillset, skill level, and the name of the training checklist they are missing. Selecting any of the blue field headings will allow you to filter by most or least recent.

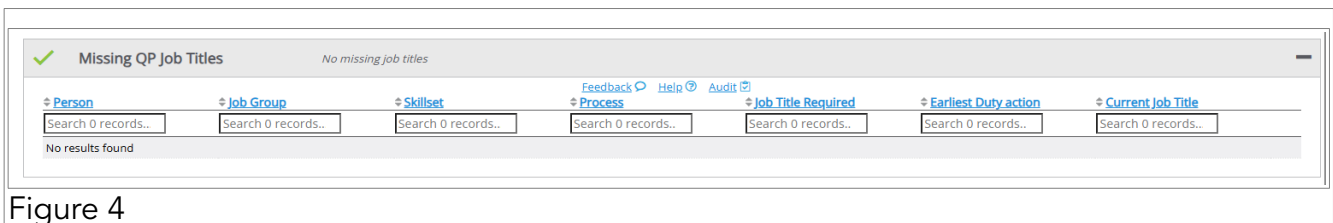


Figure 4

The **Missing QP Job Titles** color bar (Figure 4) will display the name of the person (subject) missing the training, their job description, assigned shift, shift date, skillset, skill level, and the name of the training checklist they are missing. Selecting any of the blue field headings will allow you to filter by most or least recent.

Skillsets

The **Skillsets** color bar will display all integrated skillsets for a given department. In addition, it will display the name of the person (subject), document associated with the skillset, the requirement name, skillset, and status (also referred to as score). As non-filterable options, the date the skillset was assigned, was completed, the number of attempts the person made, and whether or not there was a QP involved. (Figure 1)

Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts	QP Involved
Dana Taylor	CL: Printing Requisitions	CL: Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Joy Schrader	CL: Printing Requisitions	CL: Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Serena Novinger	CL: Printing Requisitions	CL: Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Seth O'Connor	CL: Printing Requisitions	CL: Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Dana Taylor	PS: Printing Requisitions	PS: Printing Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Joy Schrader	PS: Printing Requisitions	PS: Printing Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Serena Novinger	PS: Printing Requisitions	PS: Printing Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Seth O'Connor	PS: Printing Requisitions	PS: Printing Requisitions	Requisitions	Not Started (Incomplete)	12/11/2025			
Helen Stewart	CL: ABL 90 (CC)	CL: ABL 90 (GH)	ABL 90 (GH)	Not Started (Incomplete)	1/1/2025			
Isabella Lucas	CL: ABL 90 (CC)	CL: ABL 90 (GH)	ABL 90 (GH)	Not Started (Incomplete)	1/1/2025			
Thomas Earl	CL: ABL 90 (CC)	CL: ABL 90 (GH)	ABL 90 (GH)	Not Started (Incomplete)	1/1/2025			
Andres Flourde	CL: ABL 90 (CC)	CL: ABL 90 (GH)	ABL 90 (GH)	Not Started (Incomplete)	1/1/2025			

Figure 1

Documents

The **Documents** color bar (Figure 2) will display all documents associated with Job Descriptions for employees located in that department and will display the person they are assigned to, document classification, document name, document status (Complete or Incomplete), the date that the document was assigned, and the date the document is due.

Person	Classification	Document	Status	Assigned	Due
No results found					

Figure 2

Training

The **Training** color bar (**Figure 1**) will display all training checklist documents required for a given department and will display the subject (person) they are assigned to, skill level, skillset name, the date that the assessment began was assigned, and the checklist team that the subject is assigned to.

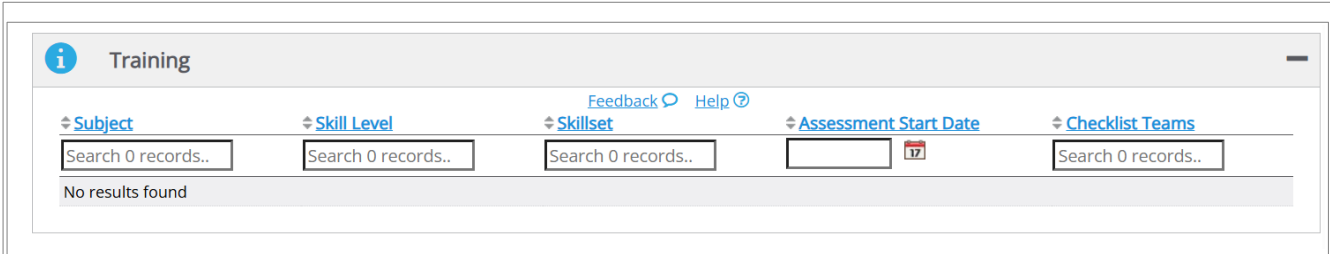


Figure 1

Resources

This concludes the User Guide for the **ScheduleReady Overview**.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

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