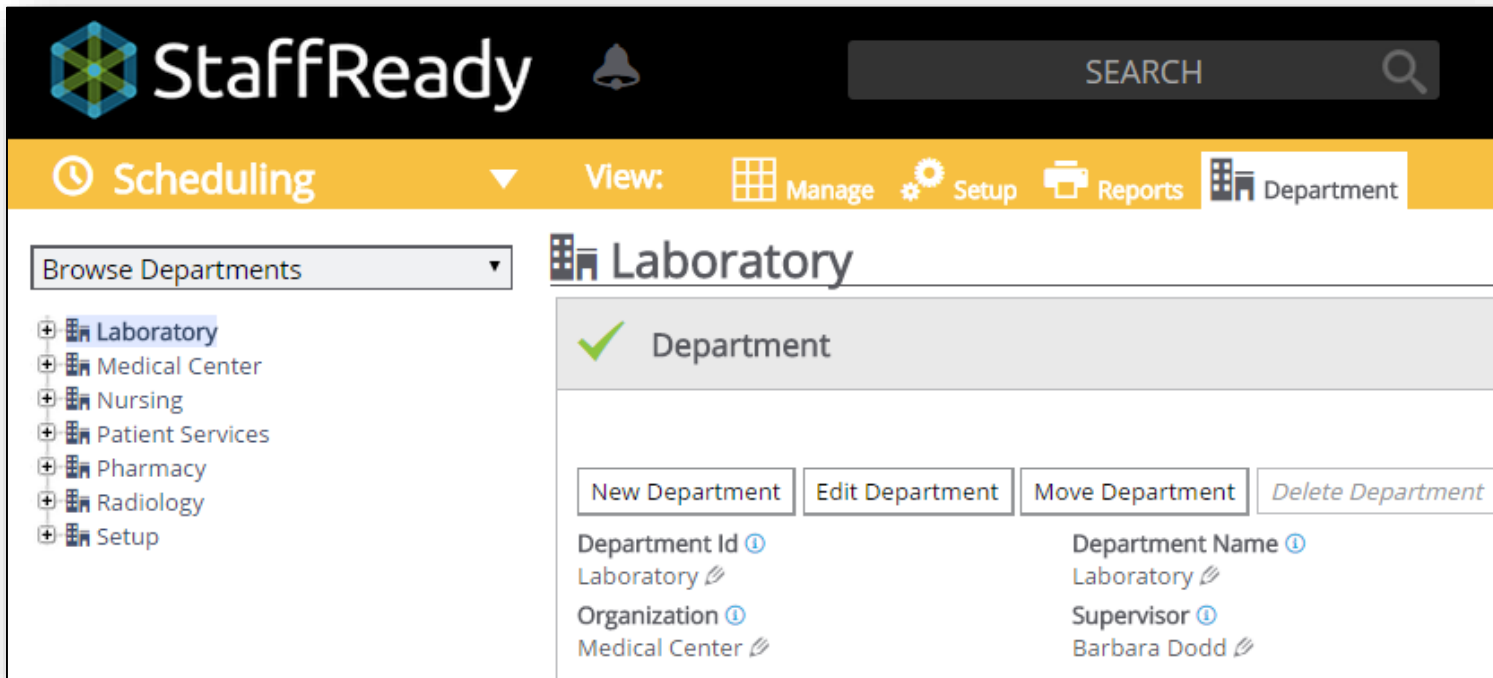


Department View

Department Colorbar

This reference guide provides an overview of the Department colorbar within StaffReady. The following process steps and instructional information are provided within this document:

- **Create Department**
- **Edit Department**
- **Move Department**
- **Add Department Supervisor**
- **Add Organization Leave Types**
- **Edit Organization Leave Types**



The screenshot displays the StaffReady web application interface. At the top, the StaffReady logo and a search bar are visible. Below the header, a navigation bar shows 'Scheduling' as the active menu item, with options for 'View: Manage', 'Setup', 'Reports', and 'Department'. A left sidebar contains a 'Browse Departments' dropdown menu with a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. The main content area is titled 'Laboratory' and features a green checkmark icon next to the word 'Department'. Below this, there are four buttons: 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. The details section shows the following information:

Department Id ⓘ Laboratory ✎	Department Name ⓘ Laboratory ✎
Organization ⓘ Medical Center ✎	Supervisor ⓘ Barbara Dodd ✎

1 | Create Department

Create Department

1. Select **Department**.
2. Click **New Department**.

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Scheduling' menu. Below this is a 'View:' section with options for 'Manage', 'Setup', 'Reports', and 'Department'. A 'Browse Departments' dropdown menu is open, showing a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. The 'Laboratory' department is highlighted. To the right, a sidebar for the 'Laboratory' department is visible, showing a green checkmark and the title 'Department'. Below this are buttons for 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. The 'New Department' button is highlighted with an orange arrow. Below the buttons, the details for the 'Laboratory' department are shown, including 'Department Id' (Laboratory), 'Organization' (Medical Center), 'Department Name' (Laboratory), and 'Supervisor' (Barbara Dodd).

3. Enter **Department Id.**

4. Enter **Department Name.**

5. Enter **Department Supervisor.**

6. Click **Save Changes.**

Note: Click [change](#) if the parent department for the newly created department needs to be changed.

The screenshot shows a 'Create Department' dialog box with the following fields and actions:

- Within** (dropdown menu): Set to 'Laboratory [change](#)'
- Department Id*** (text input): 'Core Lab' (indicated by an orange arrow)
- Department Name** (text input): 'Core Lab' (indicated by an orange arrow)
- Supervisor** (text input): 'Barbara Dodd' (indicated by an orange arrow)
- Save Changes** (button): (indicated by an orange arrow)

2 | Edit Department

Edit Department

1. Select **Department**.
2. Click **Edit Department**.

The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Scheduling' menu. Below the navigation bar, there are tabs for 'Manage', 'Setup', 'Reports', and 'Department'. The 'Department' tab is active, showing a 'Browse Departments' dropdown menu with a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. An orange arrow points to the 'Laboratory' department in this list. To the right, the 'Laboratory' department details are displayed, including a 'Department' header with a green checkmark, and buttons for 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. An orange arrow points to the 'Edit Department' button. Below the buttons, the department details are shown in a table format:

Department Id	Department Name
Laboratory	Laboratory
Organization	Supervisor
Medical Center	Barbara Dodd

3. Edit **Department Id.**

4. Edit **Department Name.**

5. Edit **Department Supervisor.**

6. Click **Save Changes.**

Note: Click [change](#) if the parent department for the edited department needs to be changed.

The screenshot shows a web form titled "Edit Department" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Within** (with a help icon): A dropdown menu showing "Departments (Root) [change](#)".
- Department Id*** (with a help icon): A text input field containing "Laboratory". An orange arrow points to this field.
- Department Name** (with a help icon): A text input field containing "Laboratory". An orange arrow points to this field.
- Supervisor** (with a help icon): A text input field containing "Barbara Dodd". An orange arrow points to this field.
- Save Changes**: A button at the bottom of the form. An orange arrow points to this button.

3 | Move Department

Move Department

1. Select **Department**.
2. Click **Move Department**.

The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Scheduling' menu. Below this, there are tabs for 'Manage', 'Setup', 'Reports', and 'Department'. The 'Department' tab is active, showing a 'Browse Departments' dropdown menu with a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. An orange arrow points to the 'Laboratory' department. To the right, the 'Laboratory' department details are displayed, including a 'Department' header with a green checkmark, and buttons for 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. An orange arrow points to the 'Move Department' button. Below the buttons, the department details are shown in a table format:

Department Id	Department Name
Laboratory	Laboratory
Organization	Supervisor
Medical Center	Barbara Dodd

3. Click [Select Department](#) for where you would like to move the **Department**.

Move Department

Current Selection: Departments (Root) > Laboratory

Click a destination department

Departments (Root)	Select Department
Medical Center	Select Department
Imaging	Select Department
Cardiology	Select Department
CT	Select Department
Emergency	Select Department
Gastro	Select Department
Mammography	Select Department
MRI	Select Department
Nuclear Medicine	Select Department
Radiology RN	Select Department
Ultrasound	Select Department

4 | Add Department Supervisor

Add Department Supervisor

1. Select **Department**.
2. Click **Edit Department**.

The screenshot displays the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Scheduling' menu. Below this, a secondary navigation bar includes 'View:' options: 'Manage', 'Setup', 'Reports', and 'Department'. The main content area is titled 'Laboratory' and features a 'Department' header with a green checkmark. Below the header, there are four buttons: 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. An orange arrow points to the 'Edit Department' button. The 'Department' details are listed below the buttons:

Department Id	Department Name
Laboratory	Laboratory
Organization	Supervisor
Medical Center	Barbara Dodd

3. Enter **Supervisor**.

4. Click **Save Changes**.

The screenshot shows a modal window titled "Edit Department" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Within** ⓘ: A dropdown menu showing "Laboratory" with a blue "change" link next to it.
- Department Id*** ⓘ: A text input field containing "Central Lab".
- Department Name** ⓘ: A text input field containing "Central Lab".
- Supervisor** ⓘ: A text input field containing "Barbara Dodd".
- Save Changes**: A button at the bottom of the form.

Two orange arrows point to the "Supervisor" field and the "Save Changes" button, respectively.

5 | Add Organization Leave Types

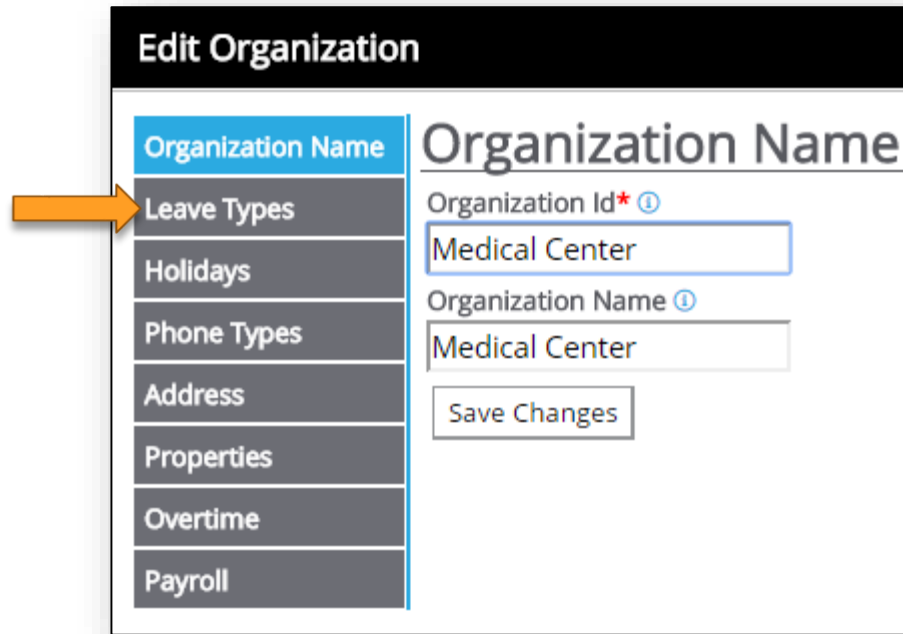
Add Organization Leave Types

1. Select **Department**.
2. Click **Organization**.

The screenshot displays the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Scheduling' menu. Below this, there are options for 'View: Manage', 'Setup', 'Reports', and 'Department'. A 'Browse Departments' dropdown menu is open, showing a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. An orange arrow points to 'Laboratory'. To the right, the 'Laboratory' department details are shown, including a 'Department' header with a green checkmark, and buttons for 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. Below these are fields for 'Department Id', 'Department Name', 'Organization', and 'Supervisor'. An orange arrow points to 'Medical Center' under the 'Organization' field.

Field	Value
Department Id	Laboratory
Department Name	Laboratory
Organization	Medical Center
Supervisor	Barbara Dodd

3. Click **Leave Types** side menu.



The screenshot shows a web interface titled "Edit Organization". On the left is a vertical sidebar menu with the following items: "Organization Name", "Leave Types", "Holidays", "Phone Types", "Address", "Properties", "Overtime", and "Payroll". The "Leave Types" item is highlighted with a blue bar and an orange arrow points to it from the left. The main content area is titled "Organization Name" and contains the following fields and buttons:

- Organization Name** (Section Header)
- Organization Id*** (Label) with a help icon (i) and a text input field containing "Medical Center".
- Organization Name** (Label) with a help icon (i) and a text input field containing "Medical Center".
- Save Changes** (Button)

4. Click [New](#).

Edit Organization ✕

Organization Name **Leave Types**

Show Open Show Closed Show All

Leave Type	Minimum Days	Initial Status	Employee Selectable	Color	New
Continuing Education	35	Request	Yes	Text	Edit
FMLA	1	Confirmed	No	Text	Edit
Holiday	0	Confirmed	No	Text	Edit
Jury Duty	5	Request	Yes	Text	Edit
Late	14	Request	No	Text	Edit
MAT	14	Confirmed	No	Text	Edit
Medical Leave	1	Confirmed	No	Text	Edit
Military	14	Request	No	Text	Edit
PTO	21	Request	Yes	Text	Edit
Sick	0	Confirmed	No	Text	Edit
Switch Off	7	Request	Yes	Text	Edit

5. Enter **Leave Type** values.

6. Click **Save Changes**.

Edit Leave Type [X]

Leave Type* ⓘ
Leave Type Id

Employee Selectable ⓘ

Initial Status* ⓘ
Request ▼

Background Color* ⓘ
0000FF

Text Color* ⓘ
FFFFFF

Minimum Request Days* ⓘ
14

No Longer Valid ⓘ
Close Date 17

Save Changes

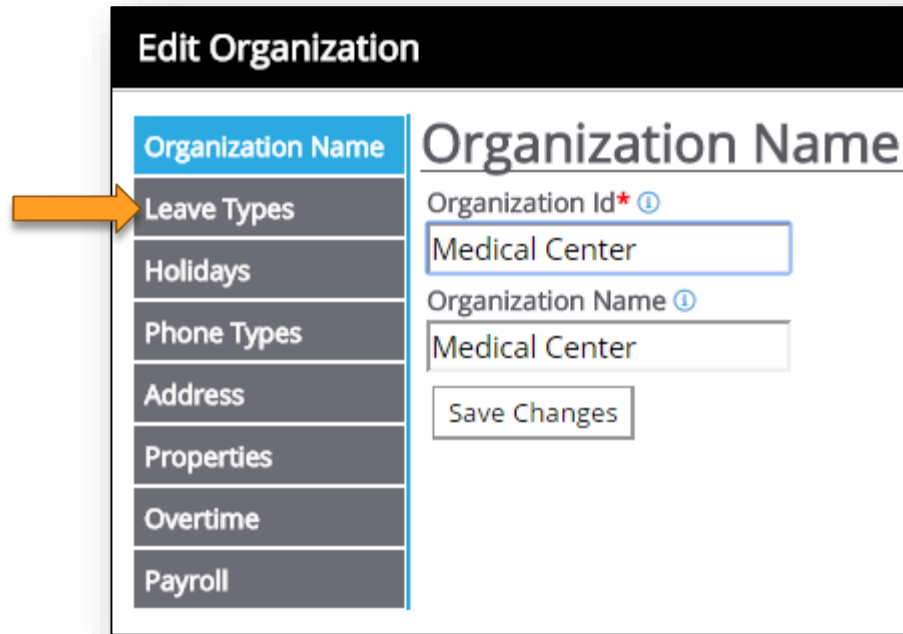
6 | Edit Organization Leave Types

Edit Organization Leave Types

1. Select **Department**.
2. Click **Organization**.

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Scheduling' menu. Below the navigation bar, there are tabs for 'Manage', 'Setup', 'Reports', and 'Department'. The 'Department' tab is active, showing a 'Browse Departments' dropdown menu. The dropdown menu is open, displaying a list of departments: Laboratory, Medical Center, Nursing, Patient Services, Pharmacy, Radiology, and Setup. An orange arrow points to the 'Laboratory' department. To the right of the dropdown menu, the 'Laboratory' department is selected, and its details are displayed. The details include a 'Department' header with a green checkmark, and buttons for 'New Department', 'Edit Department', 'Move Department', and 'Delete Department'. Below the buttons, there are two columns of fields: 'Department Id' (Laboratory) and 'Department Name' (Laboratory) in the first column, and 'Organization' (Medical Center) and 'Supervisor' (Barbara Dodd) in the second column. An orange arrow points to the 'Organization' field.

3. Click **Leave Types** side menu.



The screenshot shows a web interface titled "Edit Organization". On the left is a vertical sidebar menu with the following items: "Organization Name", "Leave Types", "Holidays", "Phone Types", "Address", "Properties", "Overtime", and "Payroll". The "Leave Types" item is highlighted with a blue bar, and an orange arrow points to it from the left. The main content area is titled "Organization Name" and contains the following fields and buttons:

- "Organization Id*" with a red asterisk and a help icon, containing the text "Medical Center".
- "Organization Name" with a help icon, containing the text "Medical Center".
- A "Save Changes" button.

4. Click [Edit](#).

Edit Organization [X]

Organization Name **Leave Types**

Show Open Show Closed Show All

Leave Type	Minimum Days	Initial Status	Employee Selectable	Color	New
Continuing Education	35	Request	Yes	Text	Edit
FMLA	1	Confirmed	No	Text	Edit
Holiday	0	Confirmed	No	Text	Edit
Jury Duty	5	Request	Yes	Text	Edit
Late	14	Request	No	Text	Edit
MAT	14	Confirmed	No	Text	Edit
Medical Leave	1	Confirmed	No	Text	Edit
Military	14	Request	No	Text	Edit
PTO	21	Request	Yes	Text	Edit
Sick	0	Confirmed	No	Text	Edit
Switch Off	7	Request	Yes	Text	Edit

5. Edit **Leave Type** values.

6. Click **Save Changes**.

Edit Leave Type [X]

Leave Type* ⓘ
Continuing Education

Employee Selectable ⓘ

Initial Status* ⓘ
Request

Background Color* ⓘ
FF8CC2

Text Color* ⓘ
FFFFFF

Minimum Request Days* ⓘ
35

No Longer Valid ⓘ
Close Date [17]

Save Changes