

## SACRED HEART HOSPITAL 15 MINUTE SCRIPT

### OPEN TABS 1 - MAP - SCHEDULER - DASHBOARD

- **MAP** - discuss real time, significance of pin colours, one shift at each site  
**GREEN:** An ongoing shift with a clock in- no actions needed  
**RED:** An ongoing shift with a no show- business risk  
**BLUE:** A shift in the next 2 hours with a confirmed worker on their way  
**YELLOW:** A shift in the next two hours that has no confirmation. Early warning- explain the meaning of “Sirenum”
- **SCHEDULER**

### TAB 2 - SCHEDULER

- **The 4 W's - what are we looking at?**
- **SCHEDULER** - I will go to 'Icons' view - discuss ICONS
  - Scheduled
  - Published
  - Accepted
- **COMPLIANCE** - 'Missing Tickets' and 'levels of severity - what do they mean?'
  - **AMBER**- missing induction
  - **RED** – no qualification
  - **RED** – broken health and safety rule
  - **Create Urgent Job requirement** – do a roleplay with a department that requires an urgent shift covered
  - **'Quick Create'** – demonstrate a shift template
  - **'Open Shift'** - 'Invite' a group of workers
  - **MySirenum app** will receive a 'push notification'
  - The worker will accept - show end to end - **'Check in' and 'Clock in' and 'Clock out'**
- **MySirenum features** – past and future shifts, requests: 'Unavailable' and 'Request Shift'
- **AUTO-ASSIGN** - 30 seconds - drag & drop
- **PAYROLL** - Invalid Shift Approval

### TAB 3- REPORTS AND DASHBOARDS

- **DASHBOARD**- business overview, explain the use of Salesforce as a platform and CRM. Explain that every custom and standard object in Sirenum is reportable. Eg. an individual manager, an Ops Director, individual sites, compliance, etc.
  - **Compliance requiring action**
  - **Worker lateness**
  - **Total payroll for the week**
  - **Shift breakdown by role**
  - **MySirenum usage**