



## Clairvia Employee Reference Guide – Making Requests

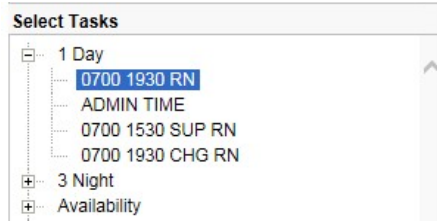
Click on the Clairvia Web Access link. Select the icon Web Solution Clairvia Anon P163. Select Open to launch the application. Enter your User Name and Password. Click OK and the Employee Dashboard will open.



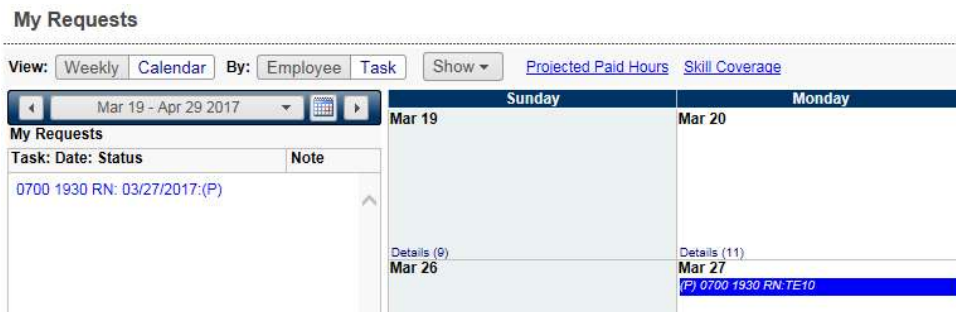
### How to Submit a Request

1. From the Employee Dashboard or the Menu Bar select Schedule > My Requests. The My Request calendar view will open.
2. Select the schedule date range from the drop down list of a specific date from the calendar ICON.
3. Select the desired date range by selecting the cell(s) on the calendar.
4. The cell(s) will turn yellow and your selected date(s) will appear in the Select Dates Date: Status window with Code N in parentheses, highlighted in blue.

5. Navigate to the Select Tasks window right below and select the appropriate task. The task background will turn blue if available. If the tasks are no longer available it will highlight as grey when selected. You are only able to select tasks from the task fields that are expandable.

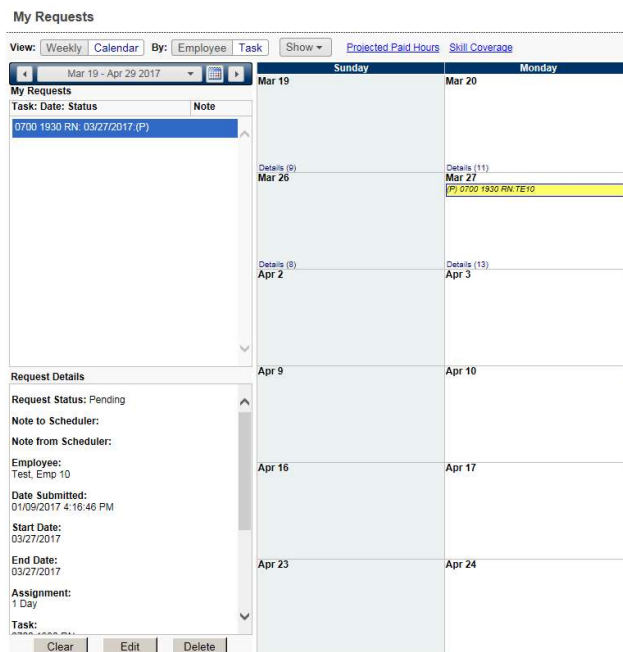


- Once the appropriate task has been chosen, click the Select button at the bottom of the Select Tasks window. The request will move to the Submit Requests Task: Date: Status window with Code N in parentheses. Multiple days/cells can be highlighted if desired.
- Requests will now show as dark blue on the schedule, indicating a Pending status. The scheduler will be notified to review the request(s).



**Adding a Note to a Request or Editing Request Detail**

- Click on a dark blue Pending Request. The request will turn yellow and the Request Details box opens.



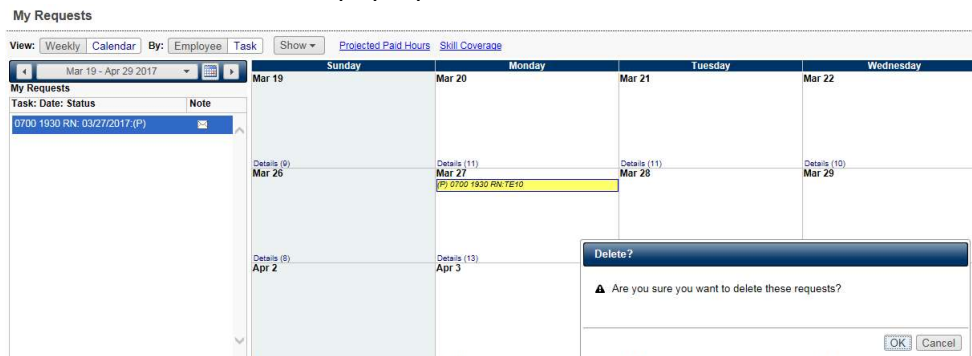
- In the Request Details window the details of the request will show, for your review. Once done reviewing select the Edit button below the window.

2. The Note to Scheduler will open where you can send a note to your scheduler about the selected task. When finished with the note select Save.
3. A little envelope will now show next to the request in the My Requests Task: Date: Status window. Indicating there is a note attached to the request.

My Requests	
Task: Date: Status	Note
0700 1930 RN: 03/27/2017:(P)	

### How to Delete a Request

1. Under the My Requests Task: Date: Status select the request that you would like to delete.
2. In the Request Details window the details of the request will show, for your review. Once done reviewing select the Delete button below the window to delete the request.
3. The 'Delete Window' will pop-up to confirm. Select Ok to delete.



4. The task will be removed from your Requests.
  - Blue indicates a Pending request.
  - Orange indicates a Wait Listed request.
  - Green indicates an Approved request.
  - Red indicates a Denied request.
  - Float requests show the profile abbreviation beside the task.

***\*Please note that only Pending and Wait Listed requests can be edited or deleted.***

If additional request questions, refer to Clairvia Web Help



Clairvia provides an extensive help section located on the Menu Bar. The Help section covers a wide variety of topics.

**Open the Help Window**

1. Select Help from the Menu Bar.
2. The Help window will open and defaults to the Table of Contents.
3. Navigate to the icon book, For Employees. This section will provide employees with tasks they most commonly complete.
4. Search for a specific topic or select from a blue hyper-link topic.

