

Clairvia

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.

server reports that it Warning: Your user r	reb01 is asking for your user name and password. The s from PPHS-DOMAIN. ame and password will be sent using basic onnection that isn't secure.
Pas	r name
	OK Cancel

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.

/ly Requests					
iew: Weekly Calendar By: Employee Task Show Projected Paid Hours Skill Coverage					
▲ Mar 19 - Apr 29 2017 ▼	Sunday	Monday	Tuesday		
elect Dates	Mar 19	Mar 20	Mar 21		
ate: Status					
)3/27/2017:(N)					
	Details (9)	Details (11)	Details (11)		
	Mar 26	Mar 27	Mar 28		
	Details (8)	Details (12)	Details (10)		
	Apr 2	Apr 3	Apr 4		
elect Tasks	Apr 9	Apr 10	Apr 11		
i 1 Day					
3 Night Availability					
Mandatory-Mtg/Edu					
Non Mandatory-Mtg/Edu PTO/Benefit					
+ PTO/Benefit	Apr 16	Apr 17	Apr 18		

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.

i⊟ 1 Day	
0700 1930 RN	~
ADMIN TIME	
0700 1530 SUP RN	
0700 1930 CHG RN	
3 Night	
+ Availability	

- 6. 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.
- 7. Requests will now show as dark blue on the schedule, indicating a Pending status. The scheduler will be notified to review the request(s).

View: Weekly Calendar By:	Employee	Task	Show -	Projected Paid Hours	Skill Coverage
Mar 19 - Apr 29 2017	-			Sunday	Monday
My Requests			Mar 19		Mar 20
Task: Date: Status	Note	1			
0700 1930 RN: 03/27/2017:(P)		^			
			Details (9)		Details (11)
		1	Mar 26		Mar 27 (P) 0700 1930 RN:TE10

Adding a Note to a Request or Editing Request Detail

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



1. 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.

My Requests					
View: Weekly Calendar By:	Employee	Task Show - Projected	Paid Hours Skill Coverage		
Mar 19 - Apr 29 2017 My Requests Task: Date: Status	• III •	Sunday Mar 19	Monday Mar 20	Tuesday Mar 21	Wednesday Mar 22
0700 1930 RN: 03/27/2017:(P)	De Mi	Details (0) Mar 26	Details (11) Mar 27 (P) 0700 1930 RN:TE10	Details (11) Mar 28	Details (10) Mor 29
Datais (8) Apr 2		Details (8) Apr 2	Details (13) Apr 3	Delete?	
			Apr 10		OK

- 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.

