

StaffLink Quick Reference Card

<p>Accessing Staff Link and Initial Set Up</p>	<ol style="list-style-type: none"> 1. Click StaffLink on the <i>Citrix Receiver</i> page 2. Enter you Cerner username and password <p>Setting up Locations</p> <ol style="list-style-type: none"> 3. Double click on the appropriate facility 4. Click arrow beside desired floor to open it 5. Select the checkbox beside the desired unit (continue this process until you have all the desired units) 6. Click OK only when all the desired units and desired Roles (see below) are selected <p>Setting up Roles</p> <ol style="list-style-type: none"> 7. Click Roles 8. Click checkboxes beside the desired positions for staff assignments (e.g. P2-Nursing) and click OK. <p>Notice: The selected roles will appear in the left-hand column and the locations will appear on the drop down near the top of the screen.</p>
<p>Assigning Staff to Patients</p>	<ol style="list-style-type: none"> 1. Type the staff member's name in the <i>Search</i> field 2. Highlight the staff member's name in the list 3. Click the Primary Assignment button to assign the staff member as primary for that patient 4. Click the Secondary Assignment button to assign the staff member as secondary for that patient <p>Notice: You may assign a staff member to multiple patients by clicking the Primary and/or Secondary Assignment button.</p>
<p>Assigning ASCOM Phones and How Alerts are Routed</p>	<ol style="list-style-type: none"> 1. Right click on the staff member's name and select Manage Communication Devices 2. Select the staff member's name in the <i>Provider</i> column 3. Select an available device in the <i>Available Devices</i> column 4. Click Assign Communication Device <p>Notice: The staff member's name and the associated device will appear in the <i>Assigned Devices</i> panel in the lower portion of the screen. When you close the screen a device icon will appear by the staff member's name.</p> <p>Alerts: When you assign the phones the alarm will go to the primary person first. If that person doesn't respond within a certain time frame the alert will be routed to the secondary person.</p>
<p>Making a New Favorite Location Selection After the Initial Set Up</p>	<ol style="list-style-type: none"> 1. Click iAware / Preferences 2. Double click StaffLink / Favorites and then select Locations 3. Uncheck the Show Favorites Only checkbox 4. Click the arrow beside the desired floor 5. Click the checkbox beside the desired unit 6. Click OK
<p>Removing Staff Member from Assignments</p>	<ol style="list-style-type: none"> 1. Right click on the staff member's name and select Remove Assignments