Immunization Clinics/Screening Clinics/On Call

1. Go to timecards
2. Hit +
3. Make sure the blue bubble is on Shift. It will automatically populate this way, so you shouldn't have to do anything.
4. Account: Check yourself
5. Shift: Select shift
6. Everything will auto populate
7. If your shift time is different than the populated time, correct the time. For example, the clinic runs long/short or you arrive late. Please note the reason why in the notes section.
8. Hit Green Add Timecard at the bottom
9. That's it!

Called in for an On Call COVID Testing Shift:

1. Go to timecards
2. Hit +
3. Blue Bubble on No Shift
4. Team: Screening Clinic
5. Account: Check yourself
6. Duration: Enter Date and Start and End time. Do not use the length of shift
7. Location: Select where you went; Woodsrun etc.
8. Role: COVID Rapid Test