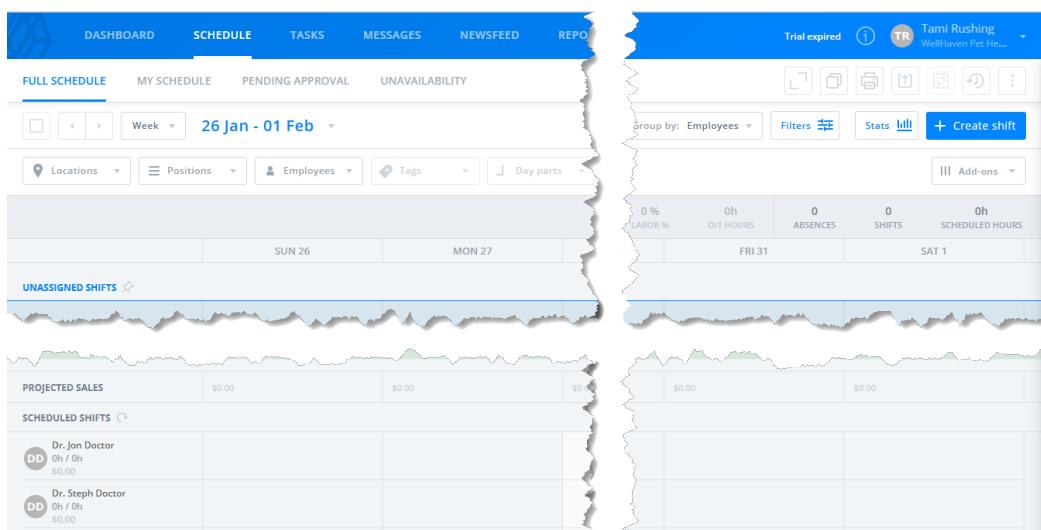


SLING – SCHEDULE OVERVIEW & CREATING SHIFTS

Sling is a team scheduling platform that is easy to manage. Allows drag and drop to schedule staff in minutes. You can create templates to use over again.

1

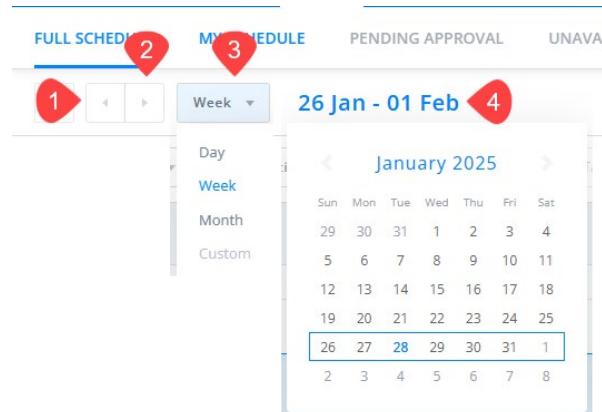
The schedule will be used for shift assignments and total hour calculations. You will need to work with your Operations Manager to determine total Para hours per DVM day.



2

The upper left side of the schedule allows for navigating of the schedule:

1. Arrow back – moves the schedule one week back
2. Arrow forward – moves the schedule one week forward
3. Week – This defaults to Week
4. Dates – Allows you to move quickly to another week



3

The upper right of the “schedule” has several icons as well as filter options

1. This opens the help center
2. This drop-down arrow will open a menu that among other things will allow you to quickly get to Employees, Settings and Log out
3. Enters full screen mode
4. Allows you to copy shifts from one week to another
5. Allows you to print the schedule
 - a. NOTE: when you print the schedule will actually “Download as a PDF” first and then you would print from there
6. Allows you to export the schedule as a CSV or XLS file
7. Shows you most recent activity
8. Opens a menu including the “Shift Templates”
9. Allows you to sort the schedule (Employees, Start Time or Position)
10. This will open or close Filters – it is recommended that you always have the Filters open
11. If this is on the Stats will be visible (including total scheduled hours) – it is recommended that you always have stats on while scheduling so you can see Scheduled Hours

The screenshot shows the SLING software interface. At the top, there is a blue header bar with the following elements from left to right: a 'Trial expired' message, a user profile for 'Tami Rushing' (WellHaven Pet Health), and a dropdown arrow. Below the header are several red-numbered callout boxes pointing to specific icons: 1 (help center), 2 (user profile), 3 (full screen mode), 4 (copy shifts), 5 (print schedule), 6 (export schedule), 7 (recent activity), 8 (shift templates), 9 (sort schedule), 10 (filters), and 11 (stats). The main content area features a summary table with the following data:

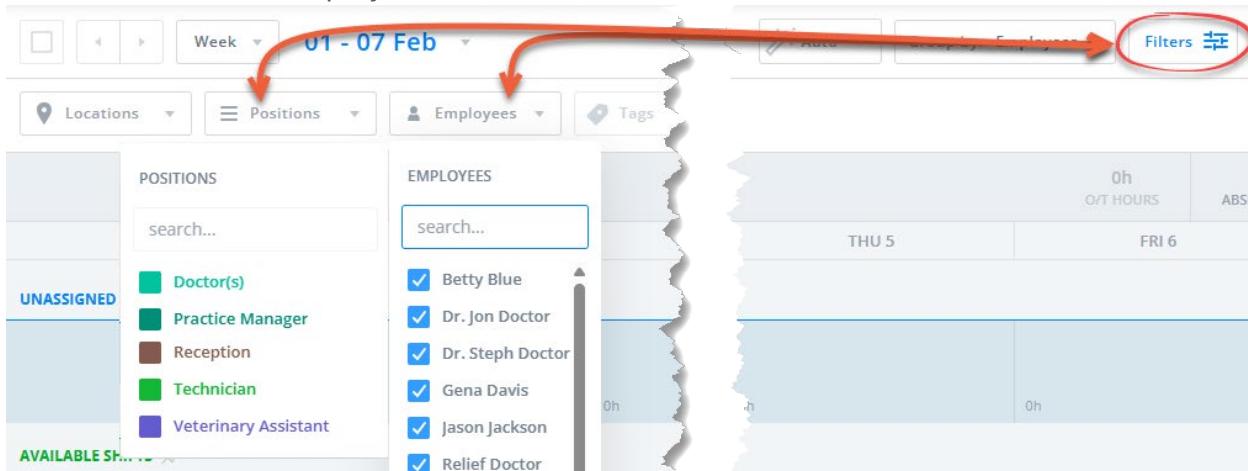
0h O/T HOURS	0 ABSENCES	8 SHIFTS	80h SCHEDULED HOURS
THU 14	FRI 15	SAT 16	



4

Filtering the Schedule – this will allow you to filter by:

- Positions scheduled (i.e. Technician, Reception, etc.)
 - NOTE: This will be very important when you are confirming you are within your para hours as it will allow you to uncheck the doctors, so their hours don't add into the total scheduled hours
- Employees scheduled



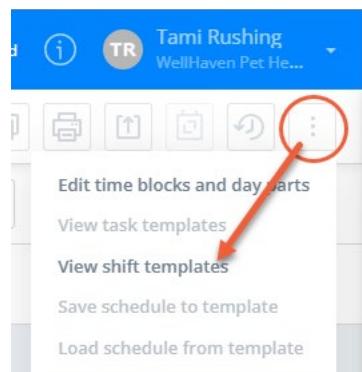
The screenshot shows the SLING software interface for scheduling. At the top, there are buttons for 'Locations', 'Positions', and 'Employees', with 'Positions' currently selected. A date range '01 - 07 Feb' is chosen. On the right, there is a 'Filters' button with a red circle and arrow. Below the buttons, there are two sections: 'POSITIONS' and 'EMPLOYEES'. The 'POSITIONS' section lists 'Doctor(s)', 'Practice Manager', 'Reception', 'Technician', and 'Veterinary Assistant'. The 'EMPLOYEES' section lists several staff members with checkboxes next to their names, all of which are checked. The main area shows a weekly schedule grid for 'THU 5' and 'FRI 6'.

Creating Shift Templates

Building a schedule can be a tedious task. Instead of creating the same shifts, again and again, create and use shift templates.

5

To create your shift templates, click the Options menu at the top right corner of your schedule, then click View shift templates.

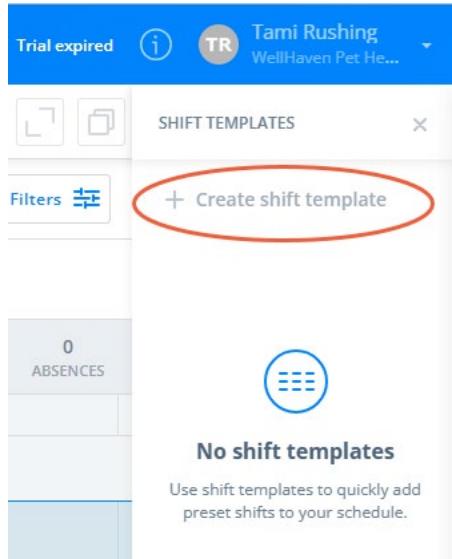


The screenshot shows the SLING software interface with a user profile 'Tami Rushing' at the top. A dropdown menu is open, showing several options: 'Edit time blocks and day parts', 'View task templates', 'View shift templates' (which is circled in red with an arrow pointing to it), 'Save schedule to template', and 'Load schedule from template'.



6

This will open a panel on the right side of the schedule page. From there, you will be able to create new templates or see any templates that you have already created.



7

The Shift Template window will open. Enter all the details

1. Name
2. Time – including Break/Lunch
 - o ALL Para shifts, including Practice Manager, MUST include a break time
3. Position

When complete click Save to save the template

A screenshot of a 'New shift template' dialog box. At the top left is a circular icon with three horizontal lines and the text 'New shift template'. To the right are four small icons: a location pin, a checkmark, a list, and a close button. The dialog box is divided into sections: 1. NAME: A field containing 'Early Reception'. 2. TIME: A section with a clock icon, dropdown arrows, and time inputs for 'Start 7:00 AM', 'End 5:00 PM', and 'Break 60min'. 3. LOCATION: A field containing 'WellHaven Pet Health X'. 4. POSITION: A field containing 'Reception X'. 5. NOTES: A field with the placeholder 'Add a note'. At the bottom are two buttons: 'Cancel' and a green 'Save' button, which is highlighted with a red oval.

Scheduling a Shift

8

Click on the day and person you want to schedule

9

The New shift window will open.

If you have a one-off time, you are scheduling you can complete the start and end time.

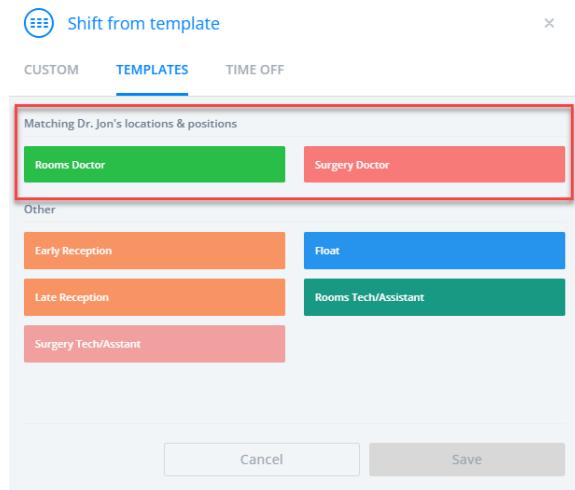
It is recommended that you click on Template to use your templates.

*****Remember: the templates were created to make the scheduling process easier!**



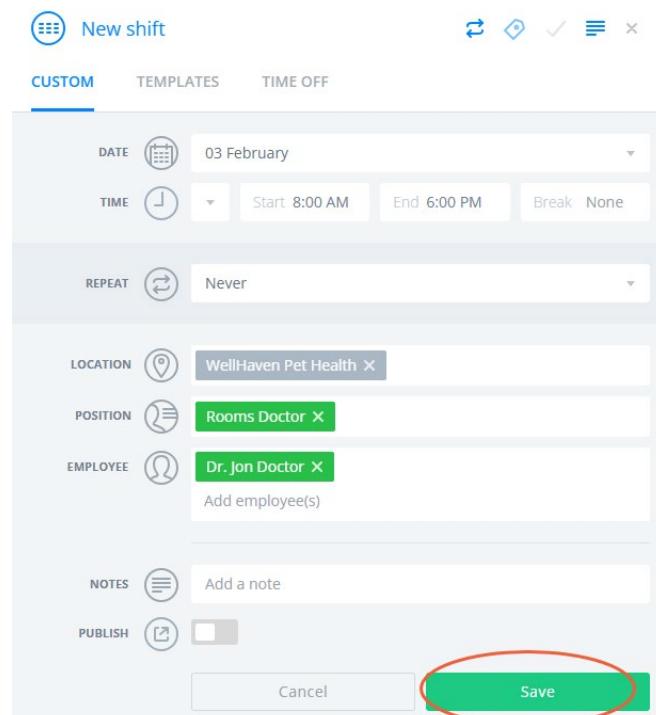
10

When you select Templates, you will be shown matching templates/shifts for that employee based on the positions you selected when you created them as an employee, which makes it easier to schedule. Select the shift you want to schedule.



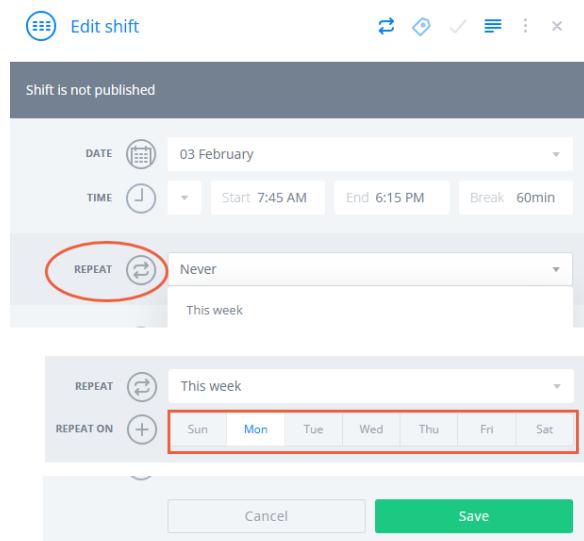
11

The shift will open. You can add notes, if necessary, then click Save.



12

If you want to assign the same shift to the same employee multiple days the same week you can use the “Repeat – This Week” option and then select the days you want the shift scheduled then click Save



Shift is not published

DATE 03 February

TIME Start 7:45 AM End 6:15 PM Break 60min

REPEAT  Never

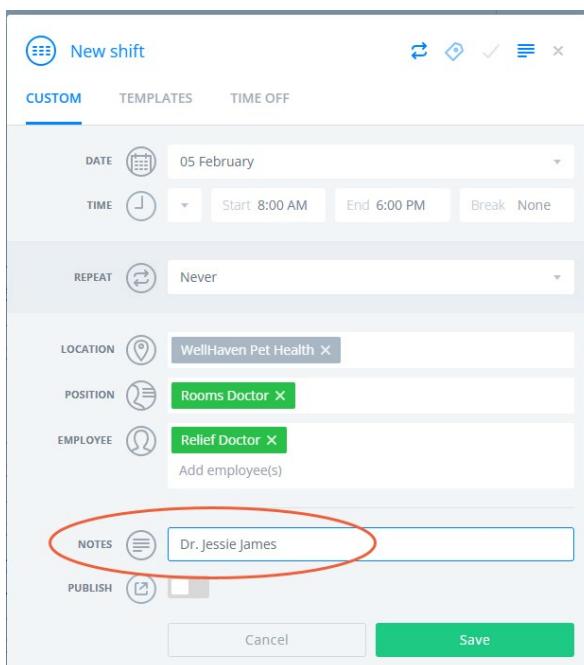
This week

REPEAT ON  Sun Mon Tue Wed Thu Fri Sat

Cancel Save

13

For Relief Coverage: Do Not schedule the Relief Doctor “employee” until you have a relief doctor booked. When scheduling a Relief Doctor make sure you put his/her name in the NOTES area before you save the Shift.



New shift

CUSTOM TEMPLATES TIME OFF

DATE 05 February

TIME Start 8:00 AM End 6:00 PM Break None

REPEAT Never

LOCATION WellHaven Pet Health

POSITION Rooms Doctor

EMPLOYEE Relief Doctor

NOTES  Dr. Jessie James

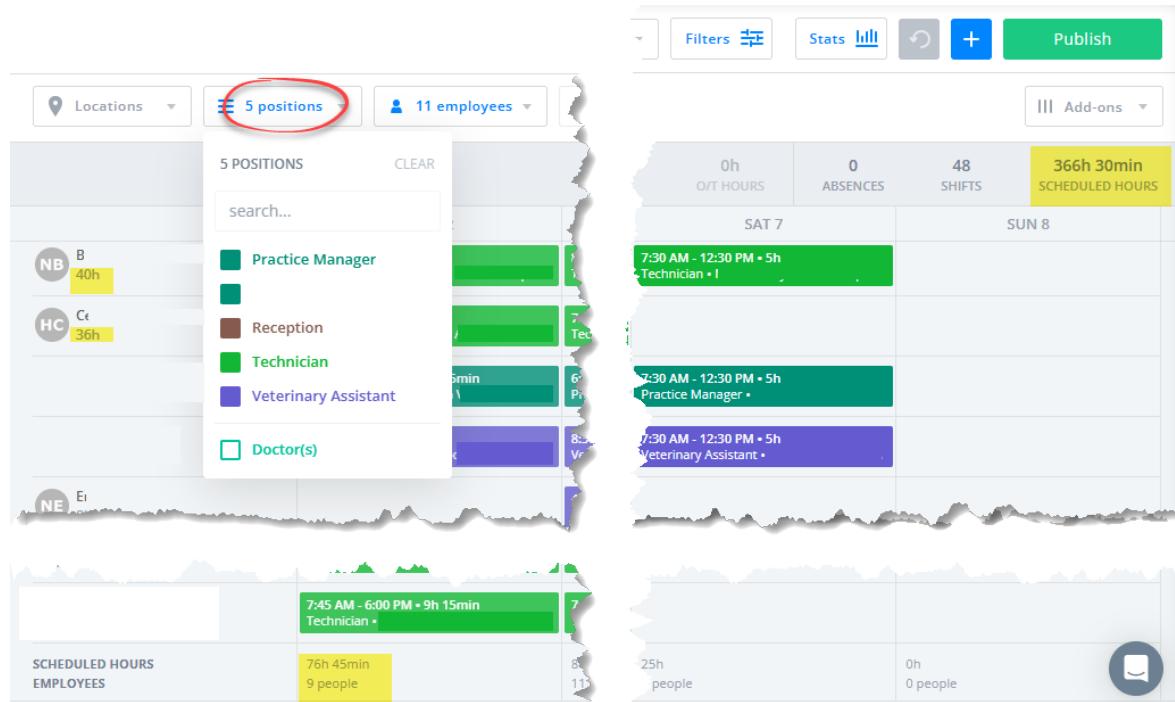
PUBLISH 

Cancel Save



14

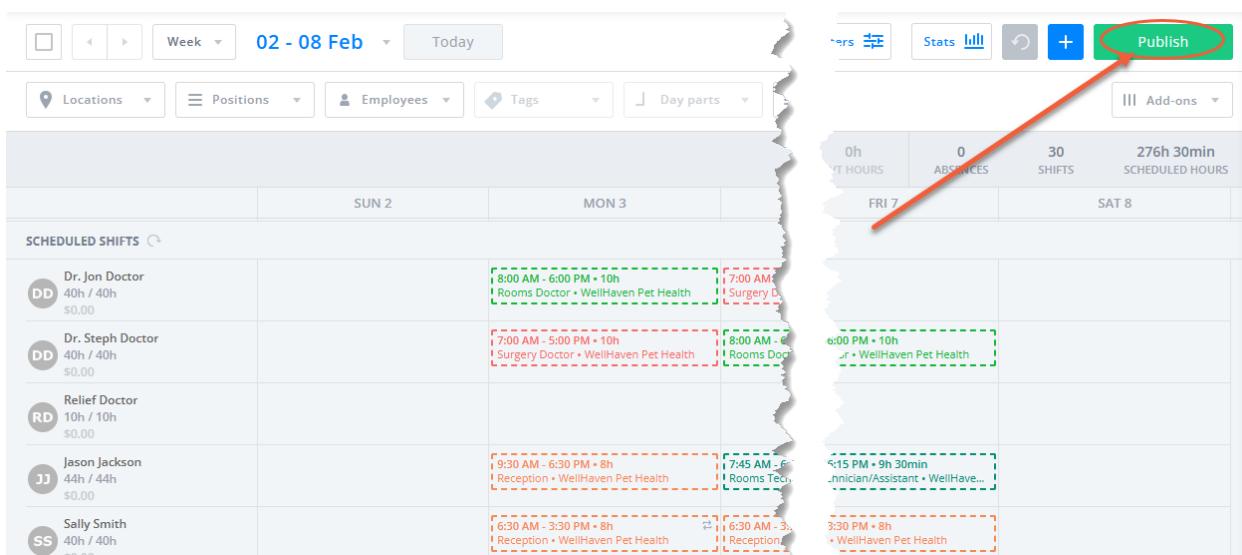
Before you Publish the schedule make sure you verify the “Para Hours”. The schedule defaults on showing all employees. Click on the “positions” filter to uncheck any of the “doctor positions” from the list so you can verify the scheduled Para hours. You are also able to see the hours forecasted by employee and by day of the week.



The screenshot shows the Sling software interface for scheduling. At the top, there are buttons for 'Filters' (with a red circle around it), 'Stats', 'Publish' (in a green box), and 'Add-ons'. Below these are dropdowns for 'Locations' and 'Employees'. A red circle highlights the '5 positions' dropdown, which is open to show a list of roles: Practice Manager, Reception, Technician, Veterinary Assistant, and Doctor(s). To the right, a summary box shows '0h O/T HOURS', '0 ABSENCES', '48 SHIFTS', and '366h 30min SCHEDULED HOURS'. Below this, a grid shows shifts for Saturday (SAT 7) and Sunday (SUN 8). The grid includes columns for start and end times, roles, and break information. At the bottom, a summary table shows 'SCHEDULED HOURS' (76h 45min for 9 people) and 'EMPLOYEES' (25h for 0 people).

15

Once all the shifts are scheduled and you are under your “target para hours” you can publish the shifts so employees can see their schedule.

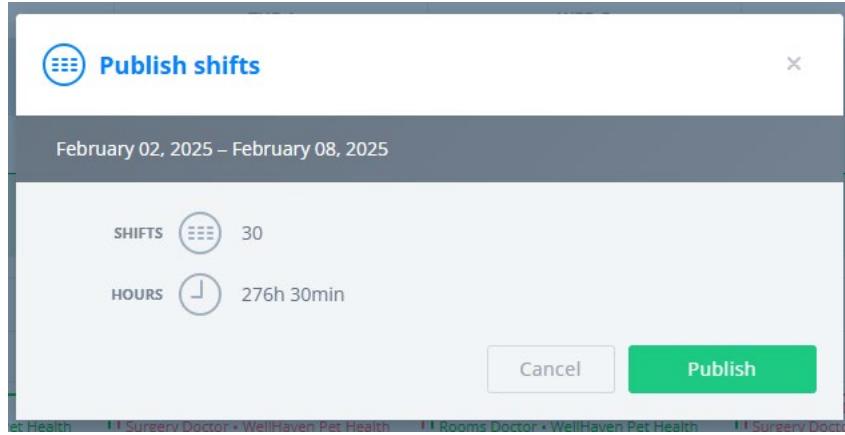


The screenshot shows the Sling software interface for publishing a schedule. At the top, there are buttons for 'Week' (set to '02 - 08 Feb'), 'Today', and 'Filters' (with a red circle around it). Below these are dropdowns for 'Locations', 'Positions', 'Employees', 'Tags', and 'Day parts'. A red arrow points to the 'Publish' button, which is highlighted in a green box. The main area shows a grid of 'SCHEDULED SHIFTS' for Sunday (SUN 2) and Monday (MON 3). Each shift is represented by a colored box (green, red, blue, orange) indicating the role and department. The right side of the screen shows a summary box with '0h O/T HOURS', '0 ABSENCES', '30 SHIFTS', and '276h 30min SCHEDULED HOURS'. Below this, a grid shows shifts for Friday (FRI 7) and Saturday (SAT 8), with specific shift details like start and end times and roles.



16

Another window will open. Click Publish again.



17

Once all the shifts are published, they will now be fully colored instead of outlined in color. All employees will receive an email with all of their shifts that were assigned to them during the time that you just published.

	SUN 2	MON 3	TUE 4	WED 5	THU 6	FRI 7	SAT 8
DD Dr. Steph Doctor 40h / 40h \$0.00		7:00 AM - 5:00 PM • 10h Surgery Doctor • WellHaven Pet Health	8:00 AM - 6:00 PM • 10h Rooms Doctor • WellHaven Pet Health		8:00 AM - 6:00 PM • 10h Rooms Doctor • WellHaven Pet Health	8:00 AM - 6:00 PM • 10h Rooms Doctor • WellHaven Pet Health	
RD Relief Doctor 10h / 10h \$0.00				8:00 AM - 6:00 PM • 10h Rooms Doctor • WellHaven Pet Health			
JJ Jason Jackson 44h / 44h \$0.00		9:30 AM - 6:30 PM • 8h Receptionist • WellHaven Pet Health	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHaven...	8:30 AM - 6:30 PM • 10h Rooms Doctor • WellHaven Pet Health	9:30 AM - 6:30 PM • 8h Receptionist • WellHaven Pet Health	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHaven...	
SS Sally Smith 40h / 40h \$0.00		6:30 AM - 3:30 PM • 8h Receptionist • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Receptionist • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Receptionist • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Receptionist • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Receptionist • WellHaven Pet Health	
SJ Steve Jones 38h 30min / 38h 30min \$0.00		7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHaven...	8:45 AM - 5:15 PM • 8h Surgery Technician/Assistant • WellHaven...	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHaven...	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHaven...		
SS Suzie Swenson 38h / 38h \$0.00		6:45 AM - 5:15 PM • 8h Surgery Technician/Assistant • WellHaven...	6:30 AM - 6:30 PM • 8h Float • WellHaven Pet Health		6:45 AM - 5:15 PM • 8h Surgery Technician/Assistant • WellHaven...	6:30 AM - 6:30 PM • 8h Float • WellHaven Pet Health	
TR Tamie Rushing 26h / 26h \$0.00		6:30 AM - 6:30 PM • 8h Float • WellHaven Pet Health	6:30 AM - 6:30 PM • 8h Receptionist • WellHaven Pet Health		6:30 AM - 6:30 PM • 8h Float • WellHaven Pet Health		

