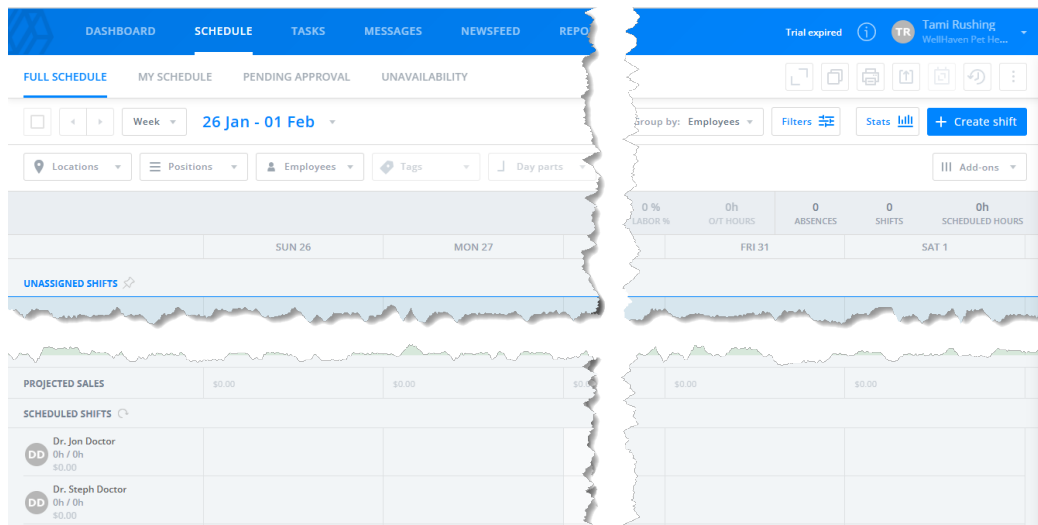


# SLING – SCHEDULE OVERVIEW & CREATING SHIFTS

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

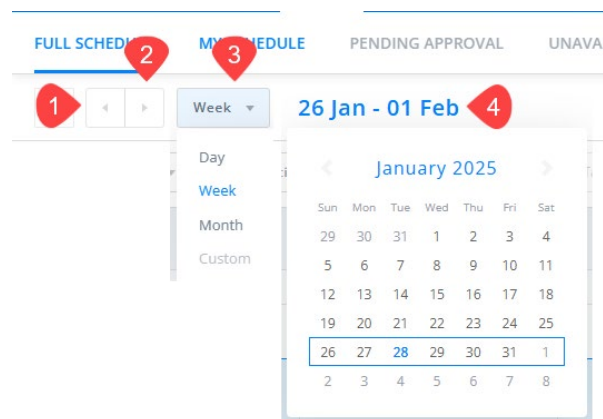
The schedule will be used for shift assignments and total hour calculations. You will need to work with your Operations Manager to determine total Para hours per DVM day.



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

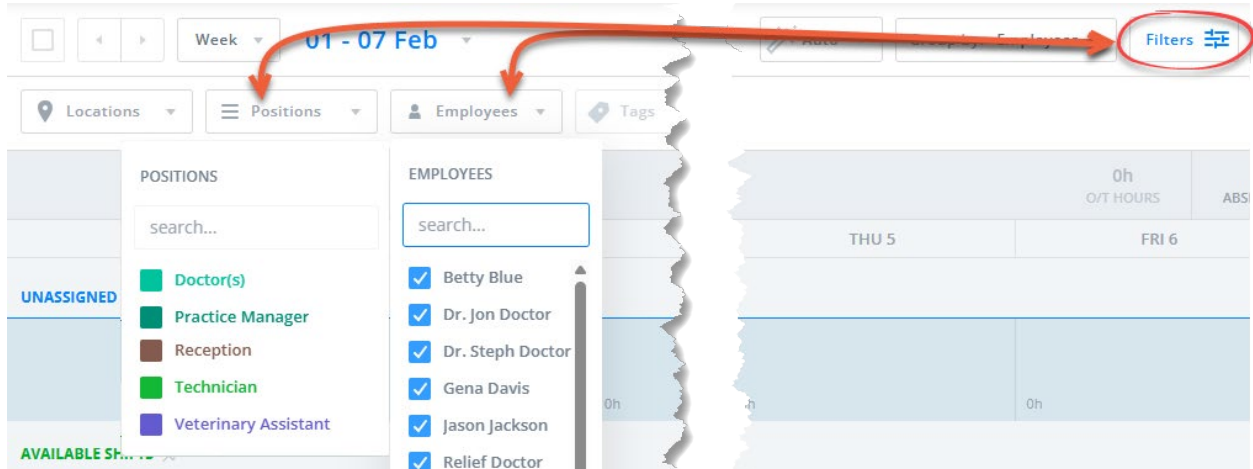
The screenshot shows the top navigation bar and the main scheduling interface. The top bar is blue and contains the text "Trial expired", a gift icon (1), an information icon (2), a user profile icon with "TR" (3), and the user name "Tami Rushing" with a dropdown arrow (4). Below the top bar is a row of icons: a square with a corner cut (5), a copy icon (6), a print icon (7), an export icon (8), a calendar icon (9), a refresh icon (10), and a menu icon (11). Below this row is a row of buttons: "Auto" (12), "Group by: Employees" (13), "Filters" (14), "Stats" (15), a refresh icon (16), and a blue "+ Create shift" button (17). Below the buttons is a row of tabs: "THU 14", "FRI 15", and "SAT 16". Below the tabs is a row of statistics: "0h O/T HOURS", "0 ABSENCES", "8 SHIFTS", and "80h SCHEDULED HOURS".



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

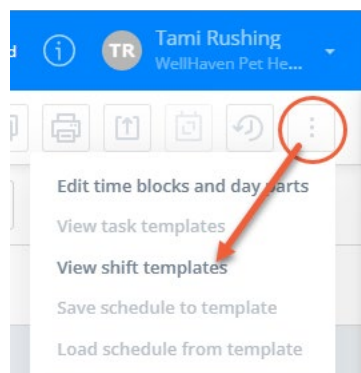


## Creating Shift Templates

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

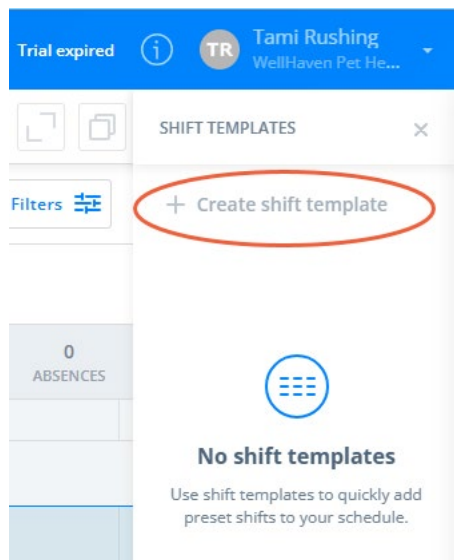
5

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



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
  - ALL Para shifts, including Practice Manager, MUST include a break time
3. Position

When complete click Save to save the template



## Scheduling a Shift

8

Click on the day and person you want to schedule

The screenshot shows the Sling Scheduling interface. At the top, there's a navigation bar with tabs: DASHBOARD, SCHEDULE, TASKS, MESSAGES, NEWSFEED, REPORTS, and TIME CLOCK. Below this, there's a date selector showing 'Week' and '02 - 08 Feb'. A filter bar includes 'Locations', 'Positions', 'Employees', 'Tags', 'Day parts', and 'Events'. The main area displays a calendar grid for 'SUN 2', 'MON 3', and 'TUE 4'. Under the 'SCHEDULED SHIFTS' section, there are rows for 'Dr. Jon Doctor' and 'Dr. Steph Doctor'. A red circle highlights a '+' button in the 'MON 3' column for 'Dr. Jon Doctor'.

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!**

The screenshot shows the 'New shift' window. At the top, there's a title bar with 'New shift' and icons for refresh, undo, redo, and close. Below the title bar, there are three tabs: 'CUSTOM', 'TEMPLATES' (which is selected and circled in red), and 'TIME OFF'. The form contains the following fields: 'DATE' (03 February), 'TIME' (Start: 8:30 AM, End: 6:30 PM, Break: 60min), 'REPEAT' (Never), 'LOCATION' (WellHaven Pet Health), 'POSITION' (Add position), 'EMPLOYEE' (Dr. Jon Doctor), 'NOTES' (Add a note), and a 'PUBLISH' checkbox. At the bottom, there are 'Cancel' and 'Save' buttons.



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

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 X

POSITION Rooms Doctor X

EMPLOYEE Relief Doctor X

Add employee(s)

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 displays the SLING scheduling interface. At the top, there are buttons for 'Filters', 'Stats', a refresh icon, a plus icon, and a 'Publish' button. Below these, there are tabs for '0h O/T HOURS', '0 ABSENCES', '48 SHIFTS', and '366h 30min SCHEDULED HOURS'. The main area shows a calendar view with shifts for various employees. A dropdown menu for '5 positions' is open, showing a search bar and a list of roles: Practice Manager, Reception, Technician, Veterinary Assistant, and Doctor(s). The 'Doctor(s)' role is currently selected. The background shows a calendar view with shifts for various employees, including 'NB B 40h', 'HC C 36h', and 'NE E 11h'.

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 displays the SLING scheduling interface. At the top, there are buttons for 'Filters', 'Stats', a refresh icon, a plus icon, and a 'Publish' button. Below these, there are tabs for '0h O/T HOURS', '0 ABSENCES', '30 SHIFTS', and '276h 30min SCHEDULED HOURS'. The main area shows a calendar view with shifts for various employees. A red arrow points to the 'Publish' button. The background shows a calendar view with shifts for various employees, including 'Dr. Jon Doctor', 'Dr. Steph Doctor', 'Relief Doctor', 'Jason Jackson', and 'Sally Smith'.





16

Another window will open. Click Publish again.

**Publish shifts**
✕

February 02, 2025 – February 08, 2025

SHIFTS 30

HOURS 276h 30min

Cancel

Publish

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
<b>DD</b> 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	
<b>RD</b> Relief Doctor 10h / 10h \$0.00				8:00 AM - 6:00 PM • 10h Rooms Doctor • WellHaven Pet Health			
<b>JJ</b> Jason Jackson 44h / 44h \$0.00		9:30 AM - 6:30 PM • 8h Reception • WellHaven Pet Health	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHave...	9:30 AM - 6:30 PM • 8h Float • WellHaven Pet Health	9:30 AM - 6:30 PM • 8h Reception • WellHaven Pet Health	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHave...	
<b>SS</b> Sally Smith 40h / 40h \$0.00		6:30 AM - 3:30 PM • 8h Reception • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Reception • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Reception • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Reception • WellHaven Pet Health	6:30 AM - 3:30 PM • 8h Reception • WellHaven Pet Health	
<b>SJ</b> Steve Jones 38h 30min / 38h 30min \$0.00		7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHave...	6:45 AM - 5:15 PM • 10h Surgery Technician/Assistant • WellHaven ...	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHave...	7:45 AM - 6:15 PM • 9h 30min Rooms Technician/Assistant • WellHave...		
<b>SS</b> Suzie Swenson 38h / 38h \$0.00		6:45 AM - 5:15 PM • 10h Surgery Technician/Assistant • WellHaven ...	8:30 AM - 6:30 PM • 9h Float • WellHaven Pet Health		6:45 AM - 5:15 PM • 10h Surgery Technician/Assistant • WellHaven ...	8:30 AM - 6:30 PM • 9h Float • WellHaven Pet Health	
<b>TR</b> Tami Rushing 26h / 26h \$0.00		8:30 AM - 6:30 PM • 9h Float • WellHaven Pet Health	8:30 AM - 6:30 PM • 9h Reception • WellHaven Pet Health		8:30 AM - 6:30 PM • 9h Float • WellHaven Pet Health		

