Scheduling Labor Pool in QGenda for COVID-19

Use the Admin (new) tab in QGenda to schedule staff for the COVID-19 Labor Pool tasks that your department is responsible for.

⚠️ You will see tasks that your department is responsible for filling beginning on April 27, however your department may not be responsible for filling every position shown related to that task. To verify what assignments and how many roles your department is responsible for please refer to the allocations distributed by Labor Pool leadership.

The full published schedule can be viewed in the Schedule tab.

Logging In

1. Click here to access the QGenda web portal or go to https://app.qgenda.com.
   - If you are using a personal computer, it is recommended to save this link as a favorite.

   **QGenda is best viewed in Google Chrome, Firefox, Edge or Safari. Internet Explorer is not supported.**

2. Use your HealthCareID and password to Sign In through Single Sign-On.

Admin (new) tab

- Customizations made to the display will automatically save and display when you return to this tab.
  A. **Date range selection** – Select a specific Start Date and a range of time to display
  B. **Display** – Change the layout of the scheduling grid and enable/disable Drag & Drop
  C. **Filters** – Display only the items chosen on the schedule (for tasks, you can filter by job type, location, or shift times)
  D. **Staff or Task List** – Search for staff or task, highlight items within the schedule by clicking on the lightbulb
  E. **Bulk** – Make changes to multiple assignments simultaneously
**Assignment Statuses**

A. **Draft**

B. **Saved**

Functionally, there is no difference between the Draft and Saved statuses. Assignments in either status are not visible on the published schedule.

C. **Published** – There will be no icon for published assignments. Assignments in published status are visible to end users.

⚠️ Change the assignment status to Published once you have finalized the assignments for your department.

**Add Assignments: Individual Cells**

1. Click in an Open cell to open a pop-up window with assignment details. Depending on your scheduling grid display option, you will see tasks or staff already assigned or that can be assigned.

⚠️ Staff may display in the Ineligible category in this pop-up. For the purposes of the COVID-19 Labor Pool, consider all staff from your department to be eligible to fill the assignments your department is responsible for.

2. Choose the **staff or task to assign**, then click the **status** you want to create the assignment in (draft, saved, or published).

3. Use the **Apply To**: drop down to add the assignment to a range of time (recurring assignment) or to specific dates.

4. Click **Submit** to add the assignment to the scheduling grid.

**Add Assignments: Drag & Drop**

1. Ensure that the Drag & Drop toggle is turned on.

   A. Click on the staff or task from the list and drag it to the desired cell to add it to the schedule.

   B. Click on an existing assignment in the scheduling grid and drag it to move it to a different cell.
**Add Assignments: Fill Mode**

Use Fill Mode to copy and paste an existing assignment, including the assignment status and any notes or modifications, into desired cells.

1. **Hover** over the assignment to copy and click the 3-dot option menu.
2. Choose **Copy**.

3. **Click to paste** the assignment into desired cells.
4. Exit Fill Mode by pressing **Esc** on your keyboard or clicking the **X** in the Fill Mode banner.

*Keyboard shortcuts for copy (Ctrl+C) and paste (Ctrl+P) will also work to activate and use Fill Mode.*

**Bulk Publishing Assignments**

1. Click on the **Bulk** drop down to open options.
2. Select **Publish**.

3. Choose the **range of time** to publish.
4. Select the **staff or tasks** to publish.
5. Click **Publish** to make the selected options visible to end users.
Delete Mode

1. Click on the Bulk drop down menu.
2. Select Delete Mode.
3. Click anywhere in a cell containing the ❌ symbol to delete the assignment in that cell.
4. Exit Delete Mode by pressing Esc on your keyboard or clicking the X in the Delete Mode banner.

Delete Mode can also be activated by pressing the D key on your keyboard.

Bulk Delete

1. Click on the Bulk drop down menu.
2. Select Delete Mode.
3. Use the Bulk: Delete pop-up window to select the assignments to be deleted.
   A. Change the start and end date of tasks to delete.
   B. Deselect any days of the week that you do not want to delete within your chosen date range.
   C. Select specific staff or tasks to delete.
   D. Choose which type of assignment statuses should be deleted.
   E. Confirm that the number of entries to be deleted is correct by checking the box next to the attestation statement.
   F. Press Delete.
Applying Filters

In order to see your department’s published schedule, you can create a custom filter in the Admin (new) tab, then apply it to the Schedule tab.

1. Select the specific staff or tasks using the Filters drop down in the Admin (new) tab. You can apply multiple items from the same category (Staff or Tasks) to a filter.
2. Click the + next to the filter category to customize your filter.
3. Create a name for the filter.
4. Add missing items if needed.
5. Click Save.
6. Apply the custom filter to the Schedule tab or Admin (new) tab by selecting it in the drop down of the filter category it belongs to.
7. Click on the filter’s tag to make changes as needed.

Questions? If you need assistance, please contact the Health Care Information Systems Help Desk at 6-0001.
Feedback? To provide feedback or suggestions, send an email to COVID-HCHRLaborPool@uiowa.edu.