

## DOWNTIME CHECKLIST for VandyWorks Workforce Management Assignment Sheets included

User help site can be accessed during downtime @ [www.vumc.org/wfm](http://www.vumc.org/wfm)

### Before Downtime – Log into the Schedule Admin - Print the following Documents:

CONTENTS	WHEN TO PRINT	WHERE TO OBTAIN INFORMATION
<input type="checkbox"/> Blank Assignment Sheets	Any time prior to downtime	<ul style="list-style-type: none"> <li>• Go to the VandyWorks Help Page</li> <li>• Click the Dropdown Arrow next to Schedule Admin Toolbox, then select Downtime Procedures</li> <li>• Click the link for Downtime Assignment Sheets</li> <li>• If you use the Area Assignment sheet – Click Downtime Area Assignment Sheet</li> </ul>
<input type="checkbox"/> Team Contact List	Day before downtime	<ul style="list-style-type: none"> <li>• Select Team Contact List under Reports on your home page</li> <li>• Select Team &amp; then Go</li> </ul>
<input type="checkbox"/> Employee Skills Report	Day before downtime	<ul style="list-style-type: none"> <li>• Go to My Reports, then Schedule and Staffing Reports</li> <li>• Select Employee Skills Report</li> <li>• Select Team</li> <li>• Change Output Format to PDF</li> <li>• Click Go</li> </ul>
<input type="checkbox"/> Draft Printed Schedule	Morning of downtime	<ul style="list-style-type: none"> <li>• Select Draft Printed Coverage Schedule under Reports on your homepage</li> <li>• Select Team, Date Range (recommended April 12-18)</li> <li>• Click Run Report</li> </ul>
<input type="checkbox"/> Assignment Sheets <ul style="list-style-type: none"> <li>○ Day Shift</li> <li>○ Night Shift</li> <li>○ Print for April 12<sup>th</sup>-19<sup>th</sup></li> </ul>	Day before downtime	<ul style="list-style-type: none"> <li>• Select Assignments</li> <li>• Select Assignment or Area Assignment Sheet</li> <li>• Select Date, Team, and Day Part</li> <li>• Click Submit</li> </ul>

### DOWNTIME PROCEDURES:

**Record everything on paper using the following reports for information:**

1. Use the DRAFT Printed Coverage Schedule to make your assignment on the Downtime Assignment Sheet or Downtime Area Assignment Sheet, as appropriate for your team
2. Use the Team Contact List to obtain staff telephone numbers. (Ex: For calling in On Call)
3. Employee Skills Report to verify they are qualified – note pink shading for expired jobs and skills
4. **When the system is back online, enter the information into Infor Workforce Management (WFM)**

**Use next page** if you want to record items separately to be entered after downtime or to make notes.

