

# How Do I?

TELESTAFF	
<b>Log in when I'm at work or home</b>	<ul style="list-style-type: none"> <li>• From an internet browser enter: <a href="https://scheduling.emsc.net">https://scheduling.emsc.net</a></li> <li>• Enter your network Username, Password and 2888 for the Access Code</li> </ul>
<b>View Shift Details</b>	<ul style="list-style-type: none"> <li>• Working days are represented by blue boxes on the calendar</li> <li>• Hover your mouse pointer over work schedule box to display start time, duration and location</li> </ul>
<b>Request Time Off</b>	<ul style="list-style-type: none"> <li>• Click on the gray bar along the top of the calendar day and select "Add"</li> <li>• Select the time off work code (PTO) and click "Check for Issues"</li> <li>• Resolve any issues and click "Save"</li> </ul>
<b>Add a Shift Trade Request</b>	<ul style="list-style-type: none"> <li>• Click on the gray bar on the day you are scheduled to work and select "Add"</li> <li>• Select the "Shift Trade Off" work code and click "Check for Issues"</li> <li>• In the "Cover" section, select the name of the person with whom you are trading shifts</li> <li>• Now select "Shift Trade Working" in the work code box. Click "Check for Issues"</li> <li>• You will see "This code will need to be approved," indicating that a staffer must first approve your request</li> <li>• Click "Save"</li> <li>• The cover person will need to complete the same steps for the trade to be approved. A shift trade is not valid until the staffer has approved both requests</li> </ul>
<b>Add a Shift Give Away</b>	<ul style="list-style-type: none"> <li>• Click on the gray bar on the day you are scheduled to work and click "Add"</li> <li>• Select the "Shift Give Away" work code and click "Check for Issues"</li> <li>• In the "Cover" section, select the name of the person to whom you are giving your shift</li> <li>• Now select "Shift Give Away Taken" in the work code box. Click "Check for Issues"</li> <li>• You will see "This code will need to be approved," indicating that a staffer must first approve your request</li> <li>• Click "Save"</li> </ul>
<b>Add Availability via Calendar for ANY Open Shift</b>	<ul style="list-style-type: none"> <li>• Click on the gray bar along the top of the calendar day and select "Add"</li> <li>• From the work code box, select the "Available" code and update the start and end times</li> <li>• Click "Check for Issues"</li> <li>• Resolve any issues and click "Save"</li> </ul>

To learn more, visit [www.AMR.net/Learn](http://www.AMR.net/Learn)

