

# Quick Start Guide

## TELESTAFF



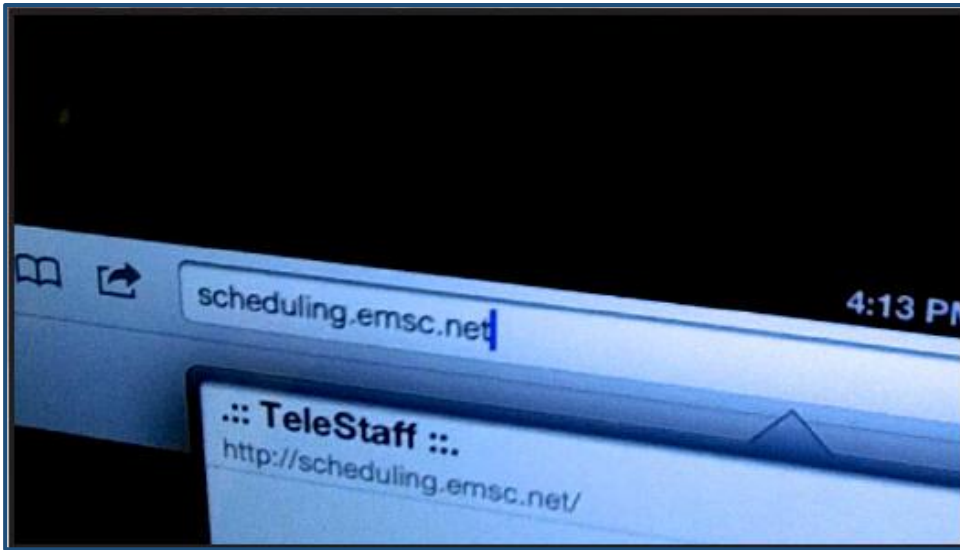
Enables electronic scheduling requests to be submitted for availability, time off, shift trades and shift give aways.

***Paperless Scheduling!***

*Learn more on the portal:  
<https://portal.emsc.net/home/AMR/Learn>*

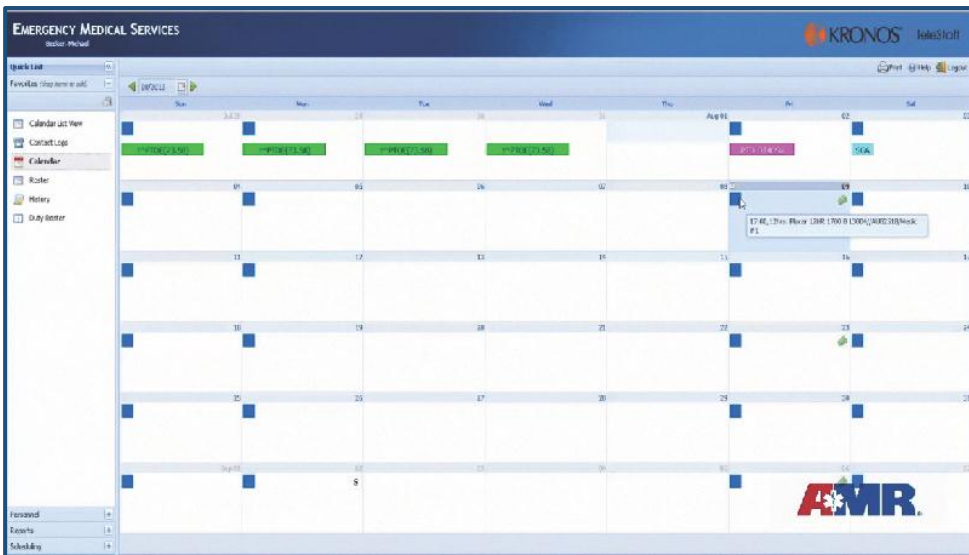


*This Quick Start Guide provides instructions to help you get started with the basics when using the TeleStaff scheduling system. Go <https://portal.emsc.net/home/AMR/Learn> to view videos and additional information regarding TeleStaff.*



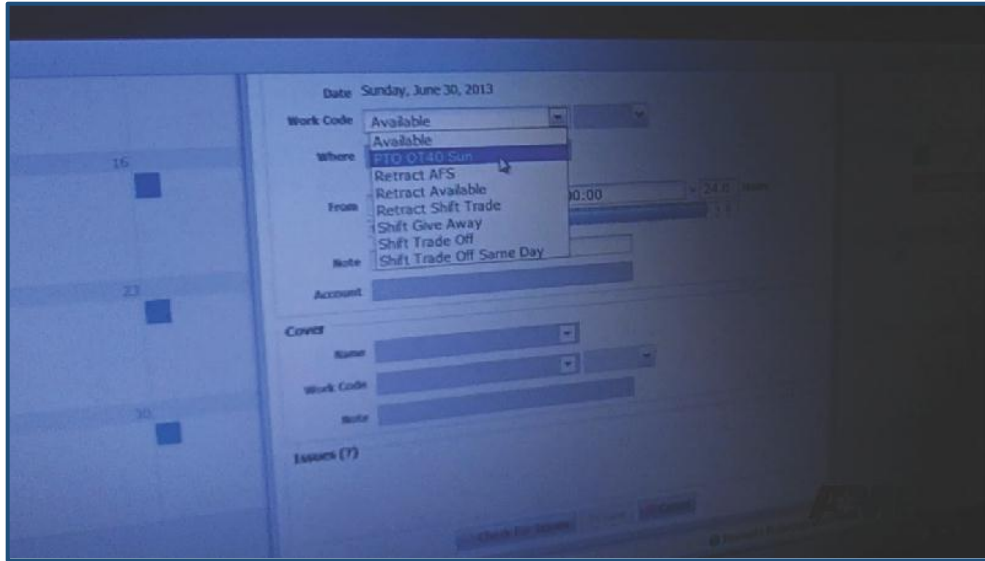
## Access TeleStaff: Inside or Outside AMR Network

- From an internet browser enter: <http://scheduling.emsc.net>.
- Enter your network Username, Password and 2888 for the Access Code.



## View Shift Details

- Working days are represented by blue boxes on the calendar.
- Hover your mouse pointer over a work schedule box to display start time, duration and location of any scheduled shift.



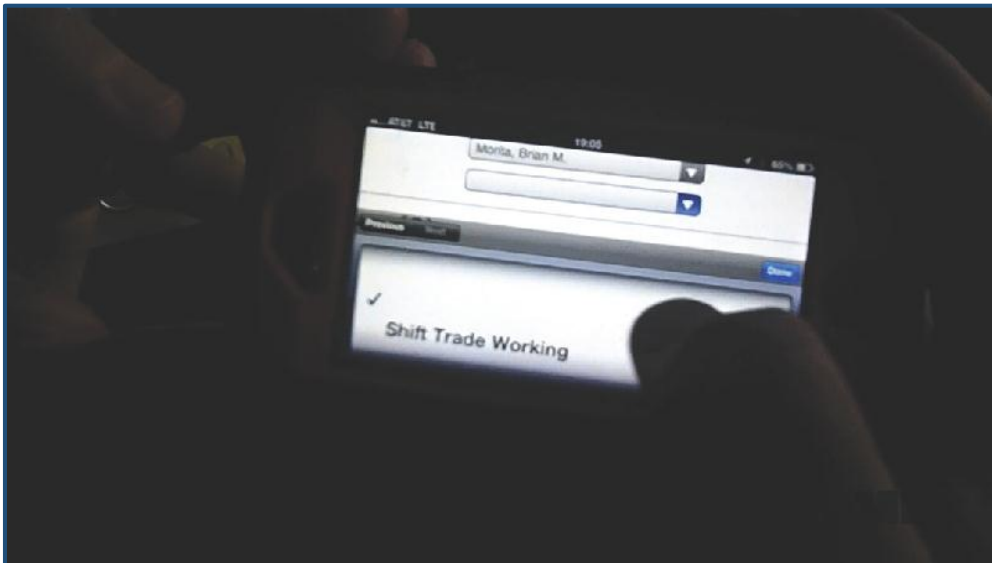
## ***Request Time Off***

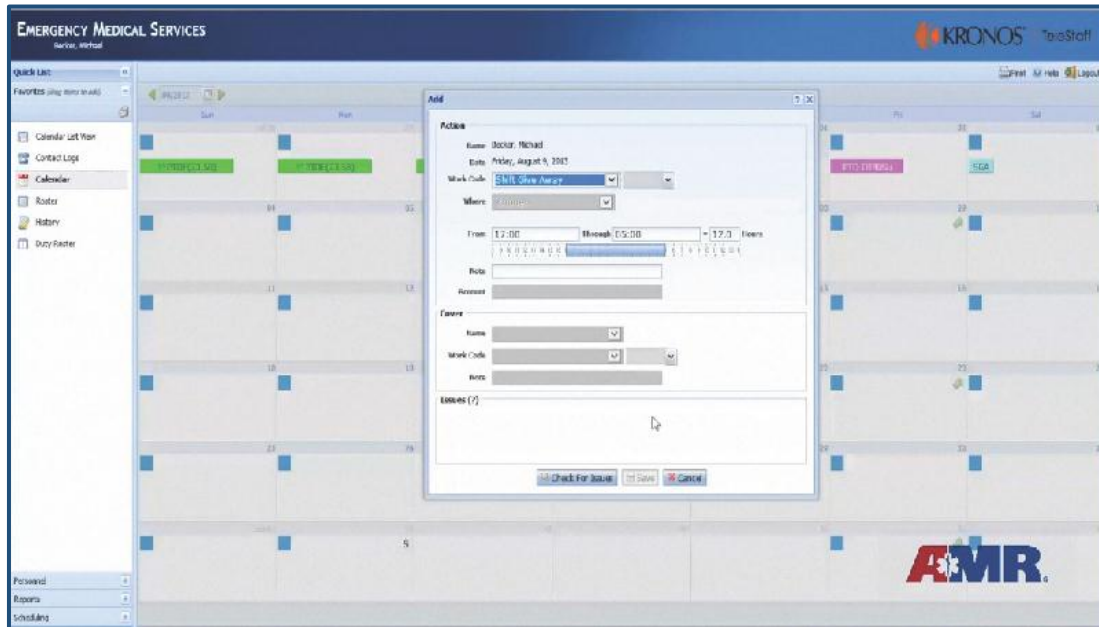
- Click on the gray bar on the day you are scheduled to work and click “Add.”
- Select the time off (PTO) work code and click “Check for Issues.”
- Resolve any issues and click “Save.”
- If you change your mind about your requested time off before it has been approved, simply right click on the calendar entry and select “Remove.”



## ***Add A Shift Trade***

- Click on the gray bar on the day you are scheduled to work and click “Add.”
- Select the “Shift Trade Off” work code and click “Check for Issues.”
- In the “Cover” section, select the name of the person with whom you are trading shifts.
- Now select “Shift Trade Working” in the work code box.
- Click “Check for Issues.”
- This code will need to be approved,” indicating that a staffer/scheduler must approve your request.
- Click “Save”.
- 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/scheduler has approved both requests.





## Add A Shift Give Away

- Click on the gray bar on the day you are scheduled to work and click “Add.”
- Select the “Shift Give Away” work code and click “Check for Issues.”
- In the “Cover” section, select the name of the person to whom you are giving your shift. Now select “Shift Give Away Taken” in the work code box.
- Click “Check for Issues.”
- You will see “This code will need to be approved,” indicating that a staffer/ scheduler must approve your request.
- Click “Save.”



<https://portal.emsc.net/home/AMR/Learn>

