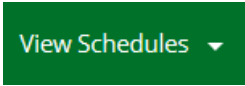
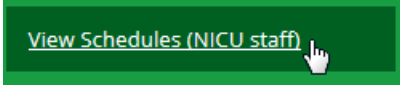


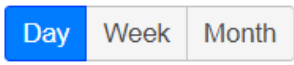



Cuddler Volunteer Schedule – VSys Live		Version: 2	Date: 7/13/18
#	Major Step	Diagram	

View Cuddler Schedule		
1	In the Green banner at the top of the screen, click on View Schedules .	
2	Select View Schedules (NICU Staff)	
3	By default, the date range is the current month. You can change if you want. Search	<p>View Schedules</p> <p>Start date: <input type="text" value="07/01/2018"/> End date: <input type="text" value="07/31/2018"/></p> <p>Search  Cancel </p>
4	Use the buttons to view by Day, Week or Month. Default view is Day.	
5	Use the arrows, to the left of the date, to toggle to the previous or next day, week or month.	 July 1, 2018
6	You can see the volunteers scheduled on each day.	<p>July 3, 2018</p> <p>Tuesday</p> <p>9a - 12p Cuddler Volunteer Need:0: Pat Byrne 12p - 3p Cuddler Volunteer Need:0: Les Tung 3p - 6p Cuddler Volunteer Need:0: Debbie McCurley 6p - 9p Cuddler Volunteer Need:0: Judy Clafin</p>
7	If a shift is not covered it will state Need:1 see 12p – 3p	<p>July 4, 2018</p> <p>Wednesday</p> <p>9a - 12p Cuddler Volunteer Need:0: Susanne Schipper 12p - 3p Cuddler Volunteer Need:1 3p - 6p Cuddler Volunteer Need:0: Carol Hilboldt 6p - 9p Cuddler Volunteer Need:0: Sally Coburn</p>

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