

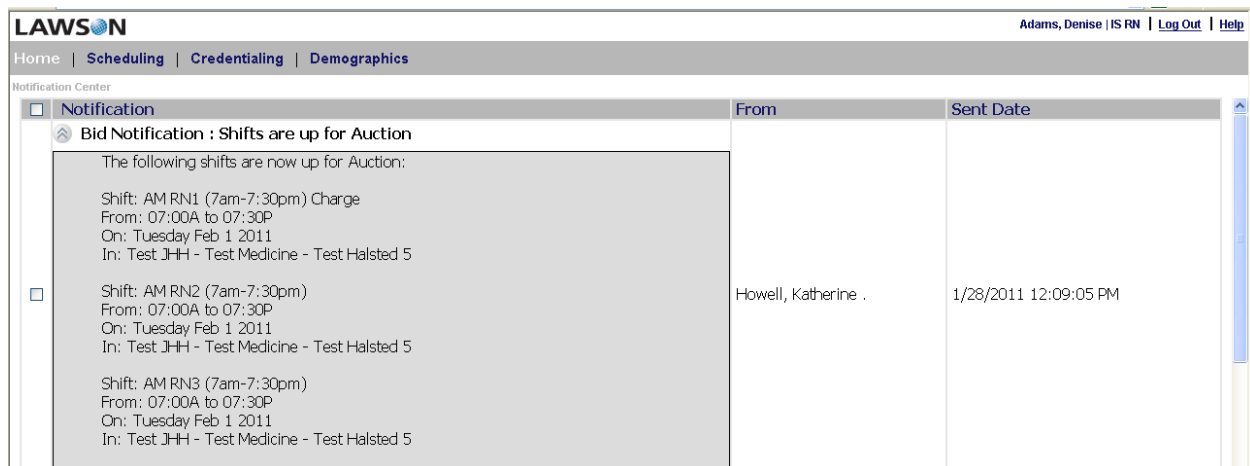
## Employee Self Service – Bidding

Units will be posting requests to Self Service (Intragale) for you to review/select. See the instructions below on how to view and pick up shifts.

1. Open a web browser and go to <https://intragale.jhmi.edu> .
2. Log into Self Service (Intragale).

### Notification Center

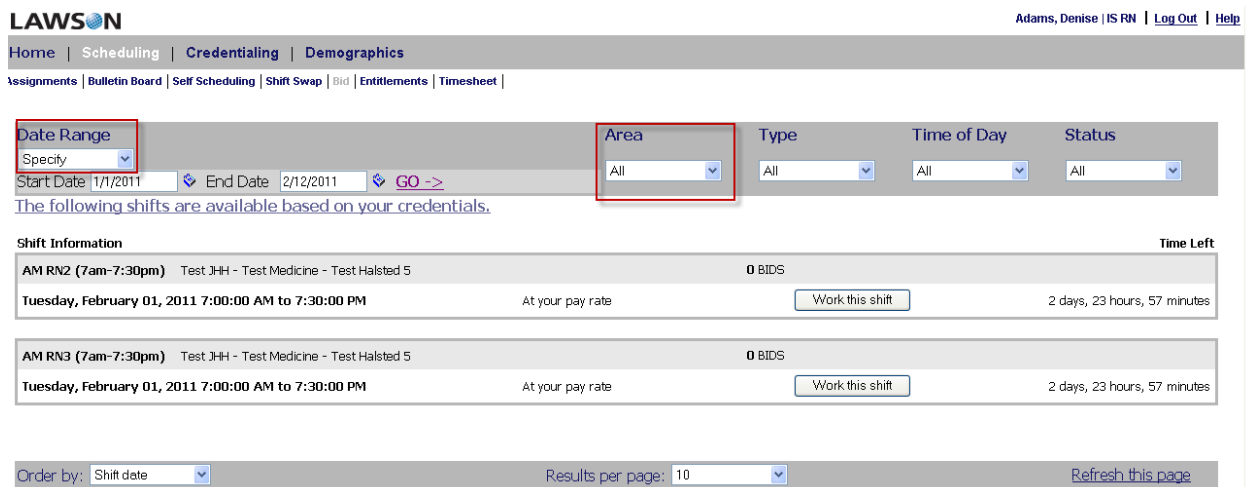
A notification will appear with all of the shifts that have been sent out to bid.



The screenshot shows the Lawson Notification Center interface. At the top, it says "LAWSON" and "Adams, Denise | IS RN | Log Out | Help". Below the navigation bar, there's a "Notification Center" section. A notification titled "Bid Notification : Shifts are up for Auction" is displayed. The notification text reads: "The following shifts are now up for Auction: Shift: AM RN1 (7am-7:30pm) Charge From: 07:00A to 07:30P On: Tuesday Feb 1 2011 In: Test JHH - Test Medicine - Test Halsted 5". Below this, there are two more shift entries for AM RN2 and AM RN3, both with the same details. To the right of the notification, the "From" field shows "Howell, Katherine ." and the "Sent Date" is "1/28/2011 12:09:05 PM".

### Viewing Open Shifts

1. Select the Scheduling tab.
2. Select the Bid tab.
3. In the Date Range filter – select Specify.
4. Enter a date range.
5. In the Area filter – select All.
6. Shifts will load based on the filter criteria.



The screenshot shows the Lawson Scheduling interface. At the top, it says "LAWSON" and "Adams, Denise | IS RN | Log Out | Help". Below the navigation bar, there's a "Scheduling" tab selected. The "Date Range" filter is set to "Specify" with a start date of "1/1/2011" and an end date of "2/12/2011". The "Area" filter is set to "All". The "Type" filter is set to "All", the "Time of Day" filter is set to "All", and the "Status" filter is set to "All". Below the filters, there's a section titled "Shift Information" with a "Time Left" column. Two shifts are listed: "AM RN2 (7am-7:30pm) Test JHH - Test Medicine - Test Halsted 5" and "AM RN3 (7am-7:30pm) Test JHH - Test Medicine - Test Halsted 5". Both shifts have "0 BIDS" and a "Time Left" of "2 days, 23 hours, 57 minutes". At the bottom, there's a "Order by" dropdown set to "Shift date", a "Results per page" dropdown set to "10", and a "Refresh this page" link.

Note: If the button says 'Work this shift' the shift was posted using 'First Come First Serve'. If the button reads 'Request this shift' the shift was posted using 'Bid Manager.' Selecting 'Work this shift' will automatically add the shift to your calendar. Selecting 'Request this shift' will send your request to the Bid Manager for approval.

### Selecting a shift

1. Review the shift details.
2. Select 'Work this shift.'

**LAWSON** Adams, Denise | IS RN | [Log Out](#) | [Help](#)

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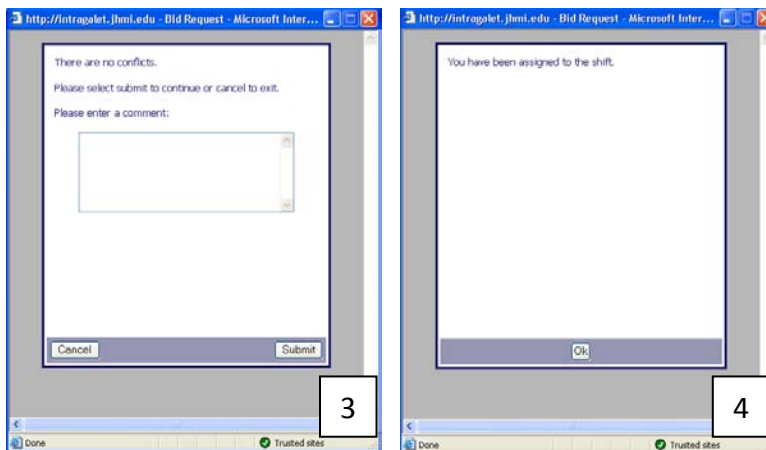
Date Range	Area	Type	Time of Day	Status
Specify Start Date: 1/1/2011 End Date: 2/12/2011 <a href="#">GO -&gt;</a>	All	All	All	All

The following shifts are available based on your credentials.

Shift Information	Time Left
<b>AM RN2 (7am-7:30pm)</b> Test JHH - Test Medicine - Test Halsted 5 Tuesday, February 01, 2011 7:00:00 AM to 7:30:00 PM At your pay rate	0 BIDS <input type="button" value="Work this shift"/> 2 days, 23 hours, 57 minutes
<b>AM RN3 (7am-7:30pm)</b> Test JHH - Test Medicine - Test Halsted 5 Tuesday, February 01, 2011 7:00:00 AM to 7:30:00 PM At your pay rate	0 BIDS <input type="button" value="Work this shift"/> 2 days, 23 hours, 57 minutes

Order by: Shift date Results per page: 10 [Refresh this page](#)

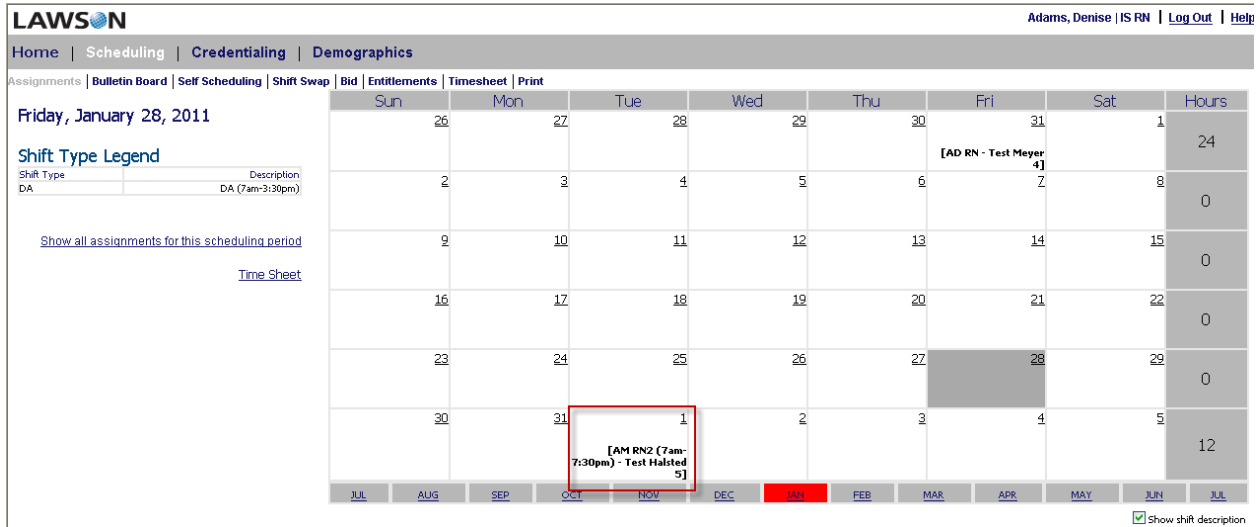
3. Review the conflicts screen and select 'Submit.'
4. A confirmation screen will load, click 'Ok.'



5. Other shifts that were available on the date that you selected will be removed from the view.
6. A notification will be sent to the notification center with a confirmation.

<b>Bid Notification : shift AM RN2 (7am-7:30pm) on Tuesday Feb 1 2011</b>		
<input type="checkbox"/>	Congratulations, You have been assigned to the following: Shift: AM RN2 (7am-7:30pm) From: 07:00A to 07:30P On: Tuesday Feb 1 2011 In: Test JHH - Test Medicine - Test Halsted 5  Please see schedule coordinator for more details.	Administrator 1/28/2011 12:18:57 PM

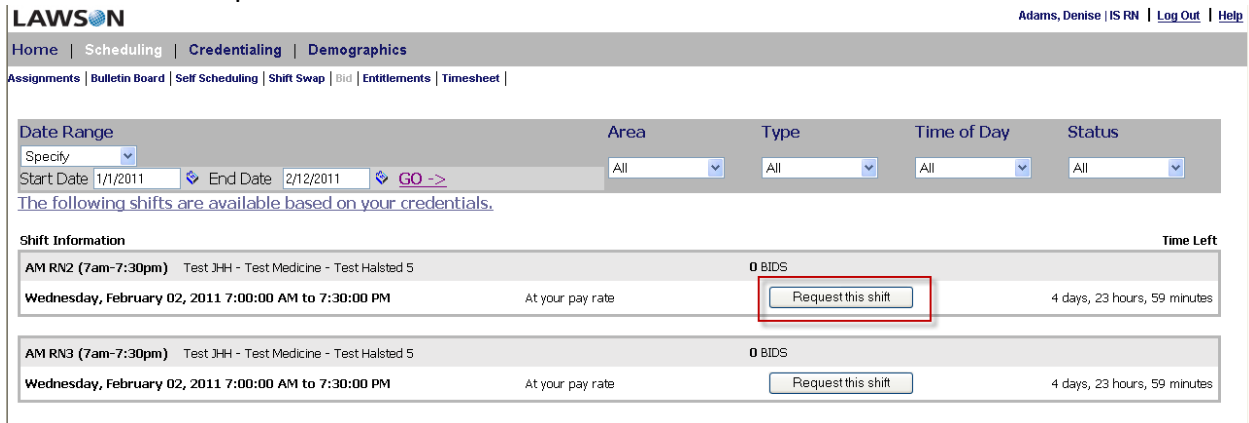
7. The shift will be displayed on the Assignments calendar.



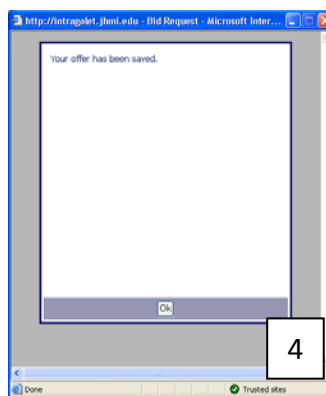
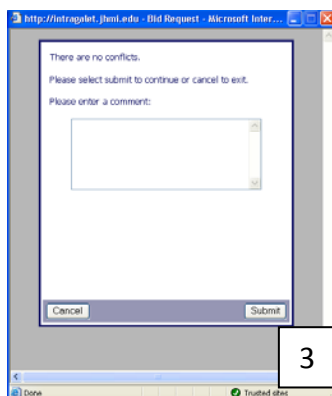
The shift will appear on the ShiftMaker schedule for the appropriate unit and no longer be available for other employees to select.

**Requesting a shift**

1. Review the shift details.
2. Select 'Request this shift.'



3. Review the conflicts and select 'Submit.'
4. A confirmation screen will load reading 'Your offer has been saved.' Click 'Ok.'



- The shift information will update as shown below (bid count will update and the button will be disabled).

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Date Range	Area	Type	Time of Day	Status
Specify <input type="text"/>	All <input type="text"/>	All <input type="text"/>	All <input type="text"/>	All <input type="text"/>
Start Date: 1/1/2011 <input type="text"/> End Date: 2/12/2011 <input type="text"/> <a href="#">GO -&gt;</a>				

[The following shifts are available based on your credentials.](#)

Shift Information	Time Left
<b>AM RN2 (7am-7:30pm)</b> Test JHH - Test Medicine - Test Halsted 5 <b>Wednesday, February 02, 2011 7:00:00 AM to 7:30:00 PM</b> At your pay rate	<b>1 BID</b> <input type="button" value="You have requested this shift"/>
<b>AM RN3 (7am-7:30pm)</b> Test JHH - Test Medicine - Test Halsted 5 <b>Wednesday, February 02, 2011 7:00:00 AM to 7:30:00 PM</b> At your pay rate	<b>0 BIDS</b> <input type="button" value="Request this shift"/>

The employee will receive a notification once their request has been approved or declined.