POLICY:

The H.M. Composite dietitians and employees will schedule their work days using the HMC online calendar. Schedules should be completed by the last working day of the month for the following month. When schedule changes are made during the month, staff should enter a revised schedule within two days.

PURPOSE:

H.M. Composite management will use the online calendars to locate dietitians regarding facility business needs, note available days for additional assignments and ensure coverage is available if needed for vacations days.

PROCEDURE:

1.   All employees will use the following website to access their HMC calendar and complete the calendar by the last working day of the month:

      http://www.hmcomposite.com/staffportal

2.   To set up calendar for the first time:

      a.   Go to http://hmcomposite.com/staff/WebCalendar/login.php

      b.   Create desktop short cut by right clicking on the screen, selecting create shortcut and click on yes.

      c.   Click on the HMC Web Calendar shortcut on your desktop.

      d.   Using all lower case letters, enter your first name in the user field and your last name in the password field, check the 'save login' checkbox (if you wish to save your info).

3.   To access calendar:

      a.   There are now 2 ways to access your calendar.

            1.   You may click on the HMC Web Calendar shortcut on your desktop.

            2.   Or, you may go to our staff website. Log into the staff website and click on the calendar button.

      b.   Start to enter your first name in user field and the rest should prefill, click login.

4. To change Date view:

    a. Month: The current month we are in will automatically be what you view. Under 'Month' at the bottom of the screen, click on the drop down list to change to a different month.

    b. Week: Under 'Week', click on drop down list to change to different week.

    c. Year: Under 'Year', click on drop down list to change to different year.

5. To change Week View from default (Sunday through Saturday):

    a. Click on 'Admin' at bottom of screen.

    b. Click on 'Preferences' box, screen appears.

    c. Scroll down in the 'Settings' box until 'Week Starts On:' field and click on Monday. This will change the weekly view to Monday through Sunday.

    d. Click 'Save Preferences' at very bottom of screen.

6. To add events to calendar:

    a. Access calendar.

    b. Click on plus sign in upper right hand corner of the specific day—an 'add entry page' will appear.

        1) Facility hours: enter facility name and hours in the 'brief description' field, click save. For example: "Crestwood 9-1 PM".

        2) Vacation days: enter Vacation in the' brief description' field, click save.

        3) Available days: enter "Avail" in the 'brief description' field, click save.

        4) Partial available days: enter "Avail" in the 'brief description' field, select timed event from the drop down list under the date, enter the hours available, click save.

        5) Additional employer days: enter "Work-other" in the 'brief description' field, click save.

        6) Private appointments: Change 'Access' from 'Public' (default) to 'Confidential' using the drop down list. No one but you can view the appointment.

7. To repeat events:

    a. Follow procedure for adding events but don't click save.

    b. Click on 'repeat', use drop down list to choose daily, weekly, monthly (by day), monthly ((by day (from end)), monthly (by date), yearly.

        1) If click on any of above options, screen will appear.

        2) For 'repeat end date': can check 'end date' box and change date to whatever end date you want or

        3) Leave blank and in 'frequency' box, enter number of times you want event to repeat.

        4) For weekly option only: a 'repeat day' field will be additional field on screen; click on appropriate day to repeat. (Monday, Tuesday, etc.)

    c. Click save.

    d. Alternative procedure for repeating a single event entry:

        1) After entering and saving the event, click on event name on calendar view and screen will appear

        2) Highlight the event in the 'Description' field, right click, click on copy

        3) Click on the plus sign (+) on another date in which you want the same event to appear, click in the 'Brief Description' field, right click, click paste, then click Save.

8. To delete events:

    a. Click on event to be deleted.

    b. At bottom of screen, choose 'delete event', click OK.

9. To print calendar:

    a. Click on [Printer Friendly] in the bottom left hand corner for a printer friendly view.

    b. Click on file, then print.

10. To change password:

    a. Click on 'Admin' at bottom of screen.

    b. Click on 'Account' box; screen appears.

    c.   Type in new password (something you will remember), type new password again, click 'set password', click OK.

    d.   Next time you log in you will need to enter and save this new password.