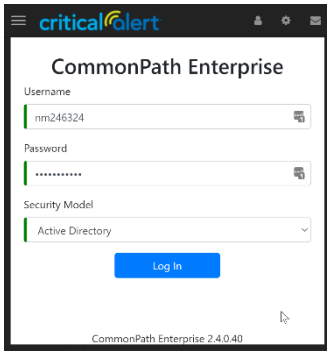
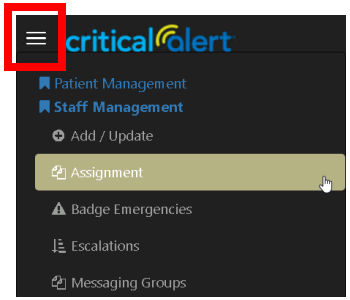
Nurse Call: Staff Assignment Tip Sheet



Login

Enter NM Username
Enter NM Password
Select **Active Directory**
https://integonursecallkh-nmhealth.msappproxy.net/commonpath

https://integonursecallvwh-

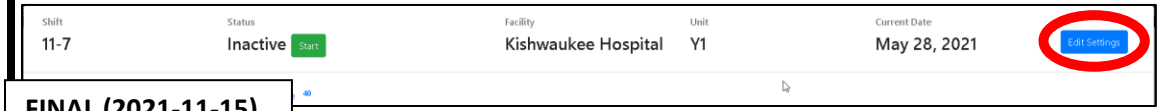


Navigation

Click stacked lines
Click "**Staff Management**"
Click "**Assignment**"

Select Shift

Select "**Facility**"
Select "**Unit**"
Select "**Shift**"



Update Shift's Staff List

Click "**Edit Settings**"

FINAL (2021-11-15)

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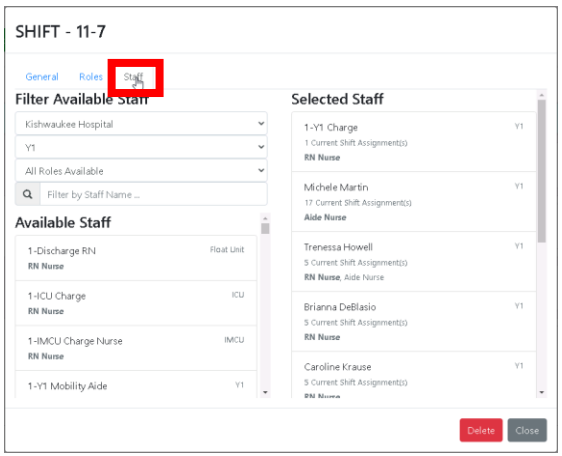
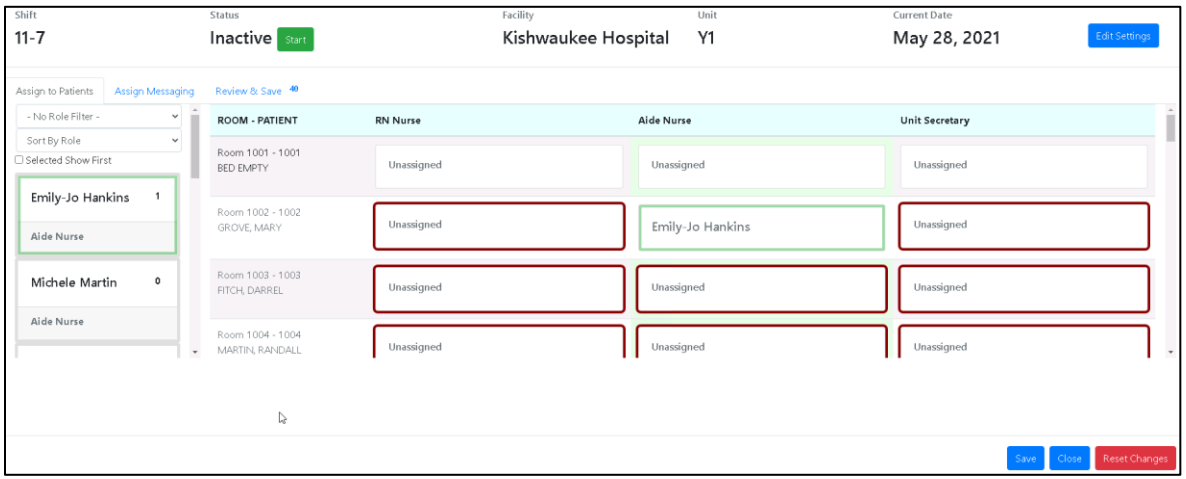


Select Staff

Click "**Staff**" tab
Update filters
Click "**Available Staff**" name
Click "**Save**"

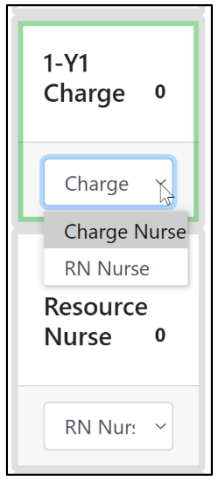


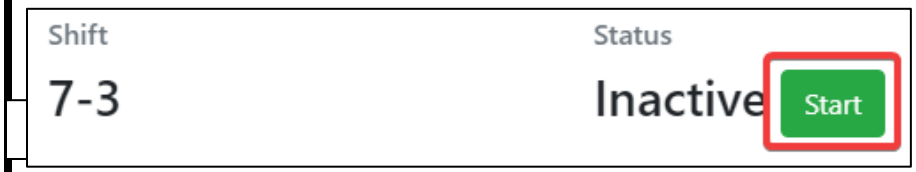
Assign Staff

Click staff name
Click room

Assign Charge as RN to Room

Click drop-down
Select role
Click room





Stop/Start Shift

Active shift status = "**Running**"
Click "**Stop**" to deactivate shift

Inactive shift status = "**Inactive**"
Click "**Start**" to activate shift

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