BookJane

Administrator User Guide

March 2020

BookJane connects Facilities with Healthcare Professionals

1   Register and start booking shifts on
https://enterprise.bookjane.com

2   **Create shifts on the go** through your web or mobile browser

3   Get updates in real-time on the **Dashboard**

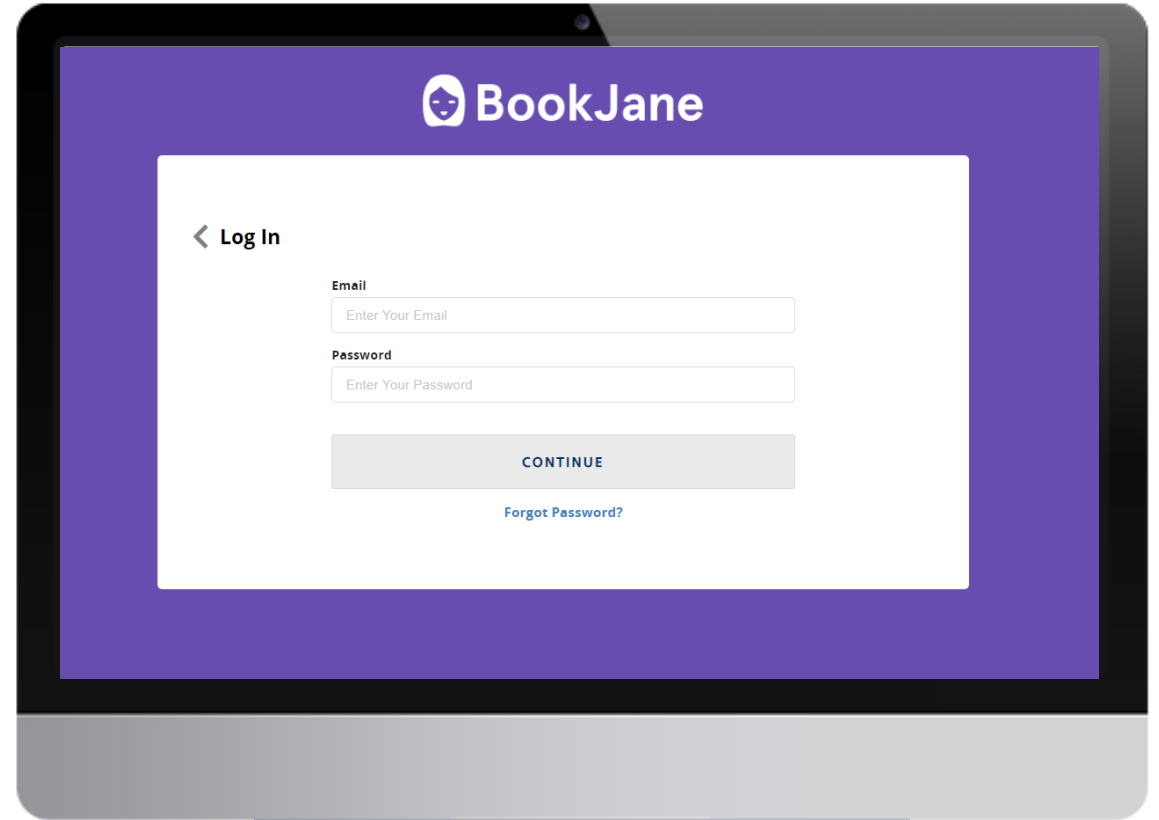# Getting Started

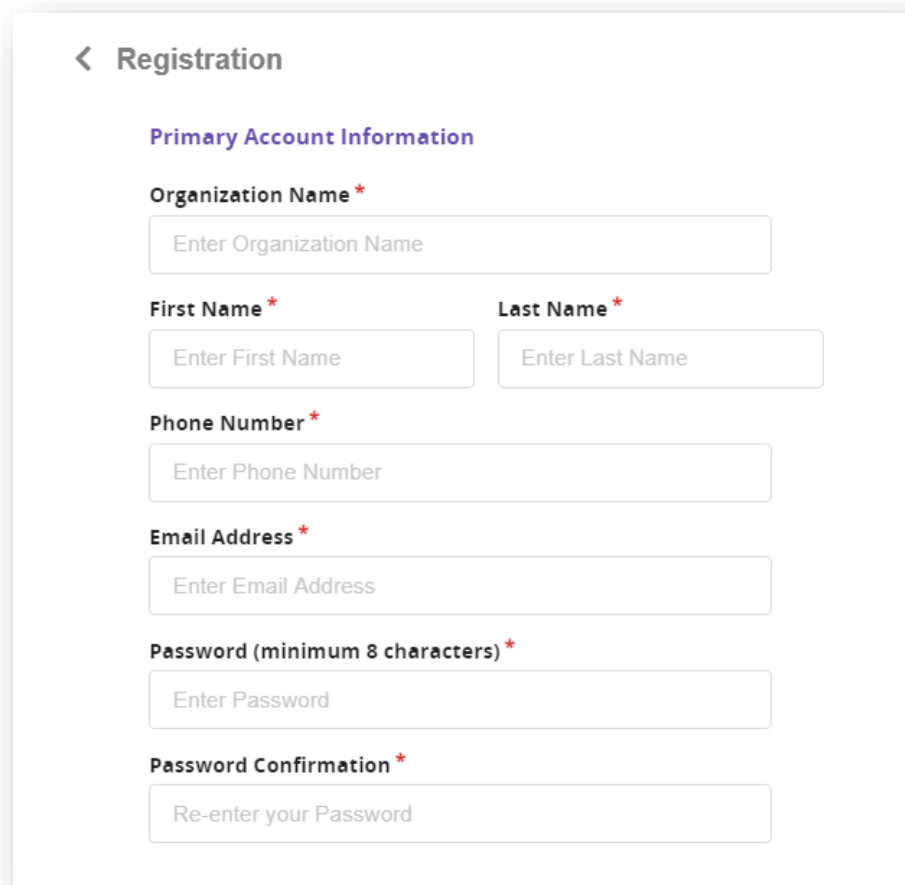Enter https://enterprise.bookjane.com/login into the address bar of your browser window. You will be taken to this page to Log in

3

Setting up the Primary Administrator

< Registration

Primary Account Information

Organization Name *

[Enter Organization Name]

First Name *   Last Name *

[Enter First Name]   [Enter Last Name]

Phone Number *

[Enter Phone Number]

Email Address *

[Enter Email Address]

Password (minimum 8 characters) *

[Enter Password]

Password Confirmation *

[Re-enter your Password]

1 **Primary Account Information**

Organization Name – Enter the facility name (ie. Toronto General Hospital)

First and Last Name – Enter your name as the primary administrator at your facility

This assumes that you will be the Primary Administrator and you will be able to invite Secondary Users (ie. department leaders)

Contact Information – Enter your company Email Address and Phone Number

Password – Create a secure password (min. 8 characters)

Setting up the Location

Location Information

Enter your first location information. You can setup other locations and Contact Information in Settings after registration.

Location Name *

Enter Location Name

Enter Location Address *

Enter Location Name

Billing Information

☐ Use Primary Contact as Billing Contact for this location

First Name

Enter First Name

Last Name

Enter Last Name

Email Address

Enter Phone Number

2 Location Information

Create your first location with a Location Name and Location Address. This will be displayed to the Healthcare Professional on their mobile app

3 Billing Information

Check off the box if you would like to use the Primary Account Information as the Billing Contact. Otherwise, you can enter in different contact details.

Making it easy to find people

BookJane J360 is an all-encompassing solution that allows you to reach out to thousands of healthcare professionals (HCPs) in real-time.

BookJane

Jane Smith

Dashboard

2 **Create Shift** - Send out open shifts or requests to HCPs

Create Shift

🗓 **CREATE SHIFT**

You can also click on this button on the top-right of the page to start creating shifts.

Shifts

History

5 **Communications** - Message and call HCPs who have accepted any of your shifts

Communications

Settings

7 **Logout** - Click here to log out of BookJane J360

Logout

1 **Dashboard** - View Upcoming Shifts and Recent Activity

3 **Shifts** - View upcoming shifts

4 **History** - View shifts in the past

6 **Settings** - Manage your Account, Locations and Secondary Users

Invite Secondary Users

Under Settings:

① Invite Secondary User

② Account Information

Add their first and last name, phone number and email and click **Invite User**. They will be sent an email inviting them to create a login and password for themselves.

Dashboard

Status Filter (1)

Turn these on to see only Accepted Pending or Cancelled shifts

Upcoming Shifts (2)

View shifts in chronological order

Edit EDIT (3)

Click on the Edit button to edit a pending shift

Location Filter (4)

Select 1 or more locations (ie. departments) from a dropdown to see only shifts from those locations

Recent Activity (5)

Click on the Edit button to edit a pending shift

Dashboard

CREATE SHIFT

35 ACCEPTED   8 PENDING   2 CANCELLED   LOCATION: All

Upcoming Shifts   1 of 200

Monday May 25, 2019

John T. Pending

Emergency Medicine
Terra Mississauga • Shift #13598
May 25 **8:00 AM** to May 25 **5:00 PM**
EDIT

Lucille S. Accepted

Critical Care Medicine
Terra Oakville • Shift #13599
May 25 **7:00 AM** to May 25 **3:00 PM**

Anne J. Pending

Emergency Medicine
Terra Toronto • Shift #13600
May 25 **8:00 AM** to May 25 **5:00 PM**
EDIT

Tuesday May 26, 2019

John T. Pending

Chronic Pain
Amica at Erin Mills • Shift #13598
May 25 **8:00 AM** to May 25 **5:00 PM**
EDIT

Recent Activity

Monday, May 1, 2019

Lucille S. requested Shift #12098
Emergency Medicine
Terra Mississauga • May 01, 2018 at 9:08 AM

Augusta S. accepted Shift #13469
Registered Practical Nurse
Terra Oakville • May 01, 2018 at 9:08 AM

Lucille S. requested Shift #13450
Chronic Pain
Terra Mississauga • May 01, 2018 at 9:08 AM

Sunday, April 31, 2019

Maryam G. accepted Shift #12345
General Surgery
Terra Toronto • Apr 31, 2019 at 9:08 AM

Lucille S. cancelled Shift #13628
Emergency Medicine
Terra Mississauga • Apr 31, 2019 at 9:08 AM

Isabelle P. accepted Shift #13455
Registered Nurse
Terra Oakville • Apr 31, 2019 at 9:08 AM

Saturday, April 30, 2019

Create Shift

Click on this button on the main navigation or on the top-right of any page to create a shift:
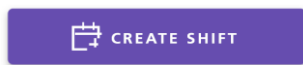
CREATE SHIFT

Create one or more shifts to send out to nearby healthcare professionals. You can also request a specific person. Simply fill out this form and click Submit Order.

Select a Position

Select

- Hospital Medicine
- **Infectious Diseases**
- Laboratory Medicine
- Long Term Care/ Care of the Elderly
- Nephrology
- Neurology

Create Shift   ✕

Location   Select Location

Date / Time   **SET DATES**

Position Type   Select Position Type

Request   SEARCH JANES
(optional)
                   If a Jane is not selected, this request will go out to all available Janes for faster fulfillment.

Order Notes   Notes
(optional)

                   SUBMIT ORDER

1 Select a Location

Click on the dropdown and select a location for the shift(s) you will be sending out

Select Location

- Emergency Unit
- **Intensive Care Unit**
- Maternity Ward
- Trauma Centre
- Urgent Care
- Infection Control

3 Request

If you would like to request a specific healthcare professional, you can search through our pool of qualified professionals. The Requested professional will have 4 hours to accept before it goes out to the general pool.

4 Order Notes

As an optional step, you can add order notes that will be attached to each of the shifts you've created informing shift-specific information.

2

ORGANIZE YOUR BOOKINGS

Shift Calendar

View all open shifts quickly in a calendar view with location, position and scheduler filters.

1 Location Filter

Select 1 or more locations from this dropdown to see only shifts from those locations

2 Position Filter

Select 1 or more positions from this dropdown to see only shifts from those locations

3 Scheduled By Filter

Select a Secondary User from the dropdown to show only shifts made by that person
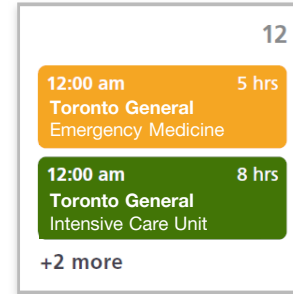

4 Status Filters

Turn these on to see only Accepted, Pending or Cancelled shifts

5 Month

Use the right arrow to toggle through the months to see even more future shifts

ADDITIONAL DETAILS

Calendar Dates

1 Calendar Date

If a shift exists, it will show up inside a calendar's date as a box outlining the start time, duration, location and position. It's colour represents whether it is Accepted (green), Pending (yellow), or Cancelled (red). Click on a shift to open up shift details, otherwise clicking on the white space of a date will open up a side panel with more shifts.
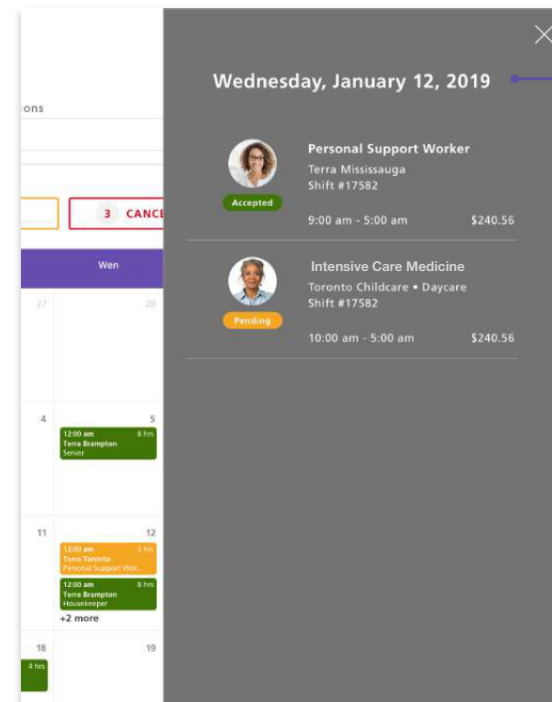
2 Date Panel

This side panel lists out all the shifts for the date selected. It will outline the position type, shift status, location, shift #, time and user avatar.

Click on a shift to see more details or click on the "x" or outside the panel to close it.

Thank You