

# ANSOS2Go User Guide

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**\*Android Devices\***

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***NOTICE: Data usage fees may apply when not using Wi-Fi services to access this application.***

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## Introduction

With ANSOS2Go, you can enjoy the convenience of viewing work calendars and assignments from an Android smartphone or tablet. With ANSOS2Go, you can view your calendar to quickly see days containing work assignments and tap a day to view the start and end time, workshift, and area of any assignment. Or, you can view all assignments in a list format.

Plus, managers - and employees with security access - can view Area Schedules, and can call or send any employee in the schedule an Email or text message, just by tapping the employee name.

And, with security access, employees at hospitals that use ANSOS One-Staff and Web Scheduler can also submit Work, Time Off, and Available Shift requests.

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**Important:** ANSOS2Go Version 1.0 is supported on the Android operating system API Levels 10 and higher.

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## Installing ANSOS2Go

ANSOS2Go is installed via the Google Play Store app. To install it, access the Play Store from your mobile device, and search for ANSOS2Go.



Play Store

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Follow the directions to download this App as you would any other App for your device.

If you have trouble downloading the App to your device:

- If this is a personal device contact your devices service provider for assistance.
- If this is a RWHS device contact the Help Desk at 308 630-1188 for assistance.

**Tip:** After installation, you can add the ANSOS2Go app and widget to the home screen of your mobile device.

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## Logging In

Before you can log into ANSOS2Go, you will need the following information from your ANSOS One-Staff administrator or technical staff:

**Note:** If you have access to ANSOS One-Staff's Web Scheduler, you will use the same User ID and Password for ANSOS2Go as you do for Web Scheduler.

- A User ID (*same as you use for Webscheduler*)
- A Password (*same as you use for Webscheduler*)
- A server URL: <https://rwwebscheduler.rwhs.org>

1. Tap the **ANSOS2Go** icon.



**ANSOS2Go**

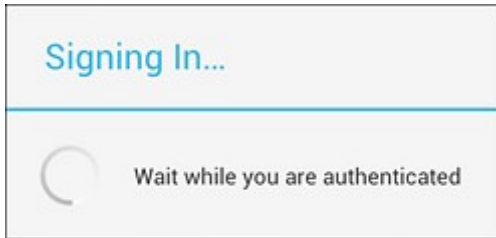
2. The **Log In** screen will display. Enter your User ID and Password.

A screenshot of the ANSOS2Go login screen. At the top is the "MCKESSON" logo in blue. Below it are three input fields: "User ID", "Password", and "Server" with the URL "https://rwwebscheduler.rwhs.org" pre-filled. A "Log In" button is at the bottom.

The first time you log into ANSOS2Go, you also will be required to enter the server URL provided to you by your ANSOS One-Staff administrator or technical staff. For logins after that, the User ID and server URL from the previous login will display, and you will only have to enter your password.

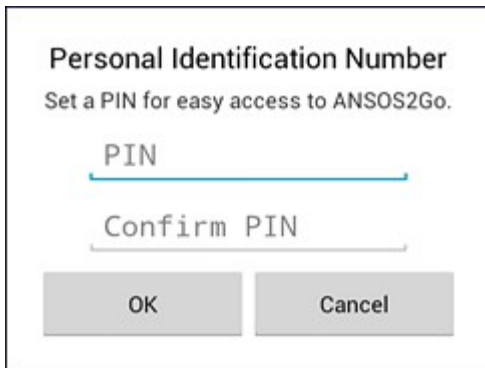
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3. Tap **Log In**. A message will display while your credentials are authenticated.



**Note:** You will be locked out after three unsuccessful login attempts.

4. (Optional) You will be prompted to set a PIN. To set a PIN, tap the **PIN** field and enter a code. Then tap **Confirm PIN** and re-enter the code. Click **OK** to continue.

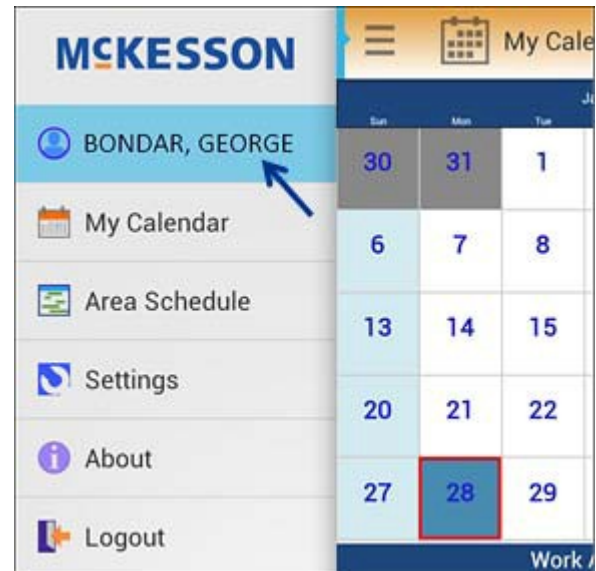


**Note:** To skip setting a PIN, tap **Cancel**. Setting a PIN is optional, but a PIN is useful to have to quickly unlock ANSOS2Go after a security lock. If you do not set a PIN, you will need to enter your password to unlock ANSOS2Go after a security lock. (See "Security Locks" )

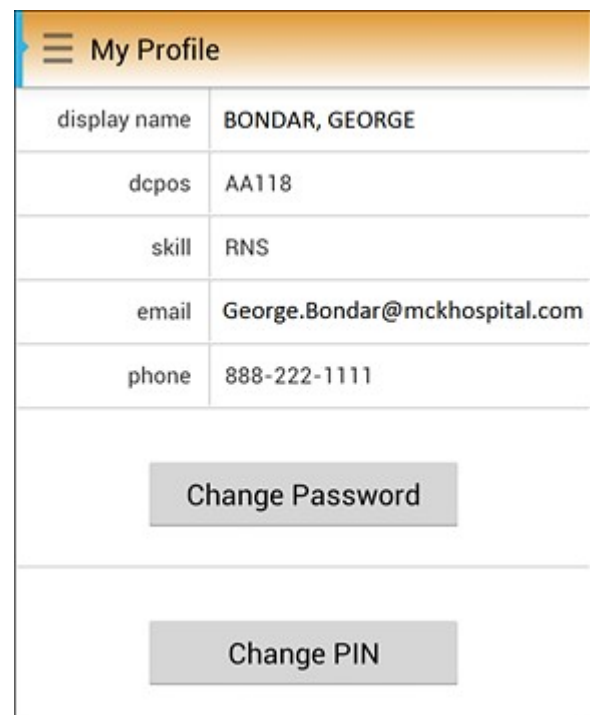
**Tip:** You can change your password and PIN on the **My Profile** screen by tapping your User ID in the slide out menu. (See "My Profile")

## My Profile

To view your profile information or to change your password or PIN, tap your User ID in the slide out menu.



The **My Profile** screen will display.



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## Change Password

1. On the **My Profile** screen, tap **Change Password**.
2. Enter your old password, new password, and re-enter your new password. Tap **OK**.

**Important:** If you also use Web Scheduler, you can change your password in ANSOS2Go or Web Scheduler. However, after changing your password, you will need to start logging into both applications with the new password, regardless of where it was changed.

## Change PIN

1. On the **My Profile** screen, tap **Change PIN**.
2. Enter your password, new PIN, and re-enter your new PIN. Tap **OK**.

## Security Locks

To protect against unwarranted access to personal information, ANSOS2Go will sometimes prompt you to enter your PIN or password to re-verify your identity.

**Note:** To enter your password instead of your PIN, tap **switch to password**. After three unsuccessful entries, your session will end and the **Log In** screen will display. (See “Logging In” on page 6.)

When this screen is displayed, it means that the app is locked. ANSOS2Go typically locks itself after you have been away from it for a period of time. It wants to establish that the person attempting to use the app is the same person that originally logged in.

**Note:**

The ability to view your personal work calendar is not protected by this security feature. The ANSOS2Go calendar is similar to other mobile calendars in that it does not lock you out.

If you want to prevent others from viewing your ANSOS2Go calendar when you are away from your device, you can either log out of ANSOS2Go, or configure your Android device to lock itself when you are away.

**\*\* If you have trouble logging in or navigating the application contact the Help Desk for assistance.**

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## My Calendar

### My Calendar Screen

If you have security access to it, the **My Calendar** view will display when you log into ANSOS2Go. The current day will display with a red box around it.



The title bar contains places to tap to show the slide out menu, show the drop down menu, and refresh ANSOS2Go.



### Work Assignments in My Calendar

The color of the number in a day cell indicates the period status.

- Days in the calendar with blue numbers are part of a period that has been published.

- Days with grey numbers are part of a period that has been recalled.
- Days with orange numbers are part of a period that has not been published.

A blue dot on a day in **My Calendar** indicates a work assignment for that day. In Portrait mode, tap the day in the calendar to view the start and end time of the work assignment.



In Landscape mode, the start and end times of work assignments display in the calendar.

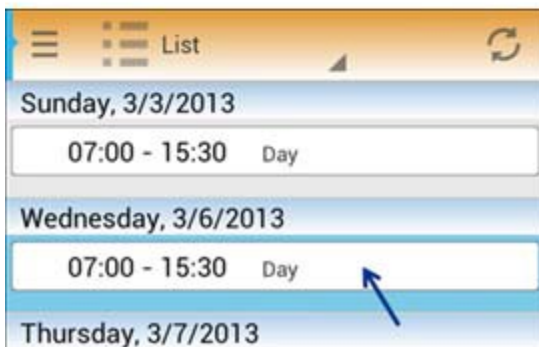


**Note:** If a workshift spans from the previous day, an asterisk (\*) will display to the left of the start time. If it spans to the following day, an asterisk will display to the right of the end time.

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## Assignment Detail

To view more information about a work assignment, including the workshift and area, tap the assignment in the **Work Assignments** section of a calendar view or in **List** view.



**Note:** If a workshift spans from the previous day, an asterisk (\*) will display to the left of the start time. If it spans to the following day, an asterisk will display to the right of the end time.

The **Assignment Detail** screen will display.

Assignment Detail	
period status	published
work	Wednesday, 3/6/2013
start	07:00, 3/6/2013
end	15:30, 3/6/2013
workshift	8hrDay
area	MED CTR:6/W

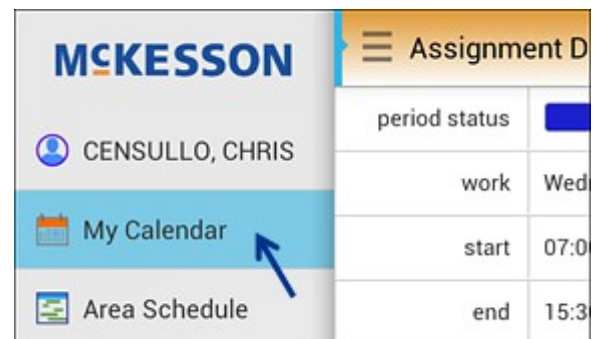
### Period Status

On the **Assignment** screen, the **Period Status** can be either **Published** or **Fixed Scheduling Patterns**.

**Fixed Scheduling Patterns** indicates that the period in which the request was made has not been published by the Scheduling Administrator.

**Tip:** **Returning to My Calendar from Assignment Detail**

- Tap the Back button to return to the previous screen or tap **My Calendar** in the slide out menu.



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## Viewing Other Months in My Calendar

Swipe the calendar from right to left to view the next month, and swipe from left to right to view the previous month.

**Note:** The number of months available to view is configured by the Scheduling Administrator.

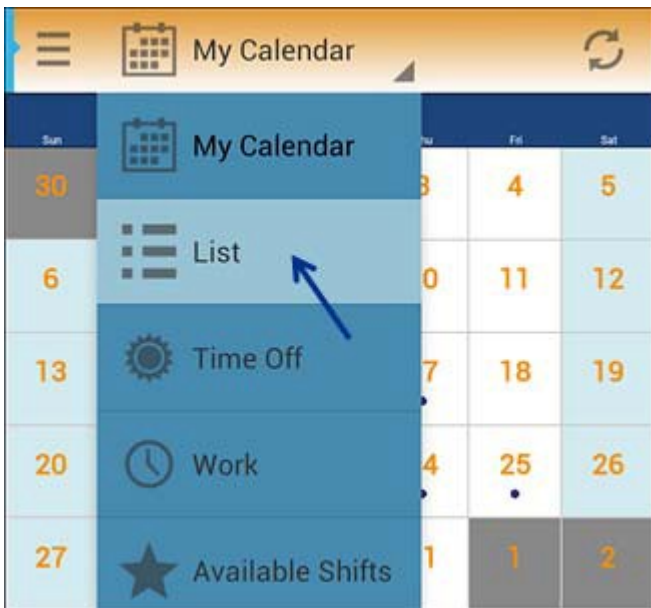
## Viewing a List of My Work Assignments

Use the **List** feature to display a list of all work assignments for the days on display in My Calendar.

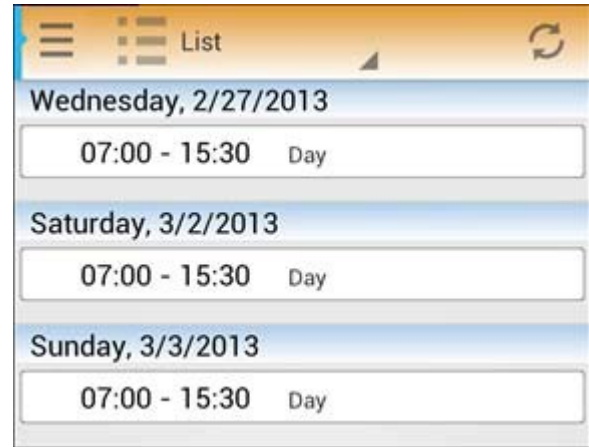
1. Tap the title bar name to show the drop down menu.



2. Tap **List**.



The **List** screen will display. It includes work assignments for the months you can view in **My Calendar**.



- Swipe the list up and down to view all assignments in the list.
- Tap an individual assignment to view more information on the **Assignment Detail** screen.

**Tip:** To return to **My Calendar**, tap **List** in the title bar to show the drop down menu, then tap **My Calendar**.

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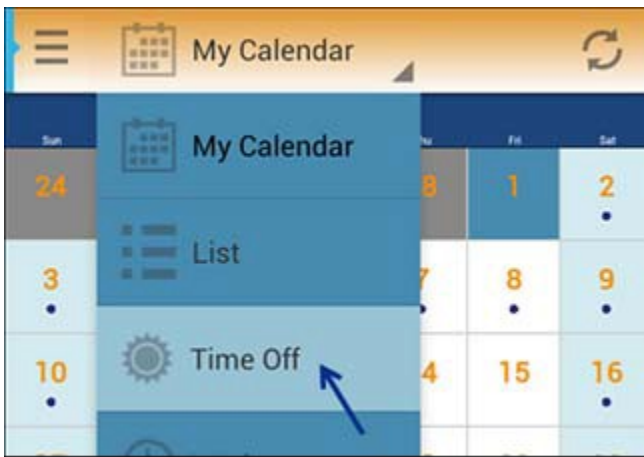
## Requesting Time Off

**Note:** This feature is only available when using ANSOS2Go and Web Scheduler.

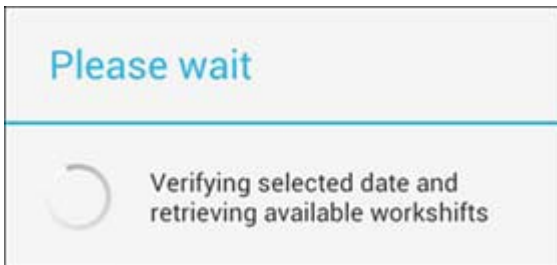
1. Tap the title bar name to show the drop down menu.



2. Tap **Time Off**.



A message will display while the date you selected is verified and available workshifts are retrieved for you to choose from.



3. The **Time Off** calendar will display. Days available to you to request time off display a sun symbol. Tap the day for which you want time off.



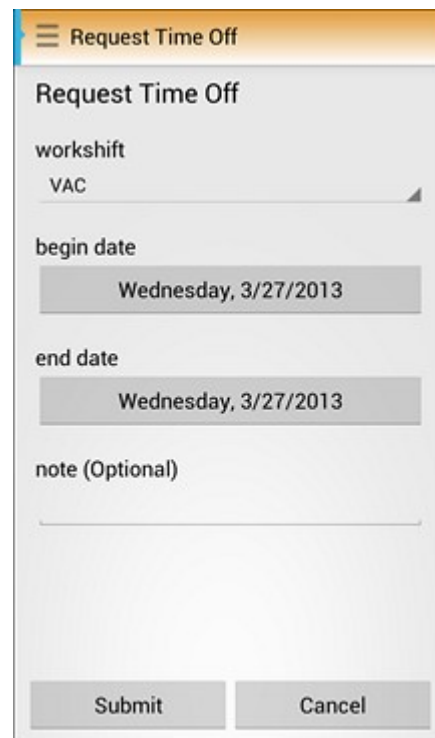
4. Tap **Request Time Off**.



5. **Select Workshift** will display. Tap a workshift.



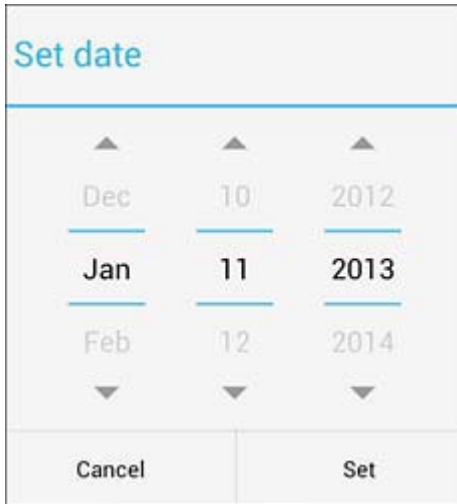
A summary of your request will display.



**NOTICE: Data usage fees may apply when not using Wi-Fi services to access this application.**

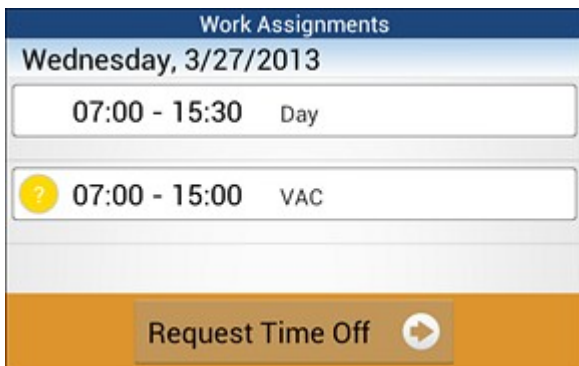
**Tip: Changing the Date**

You can change the begin or end date from the summary screen. Tap button of the date you want to change. **Set Date** will display.



Tap the arrows or swipe up and down to change the month, day, and year as desired. After setting the date, click **Set**.

6. (Optional) To include a note with your request, tap the **note (Optional)** line.
7. Tap **Submit**. The request will display in the **Work Assignments** list below the calendar.



**Tip:** You can tap the request in **Work Assignments** to view the **Assignment Detail** for it.

**Note: Approved Requests**

Until a request is approved, the request will display in the **Work Assignments** list with a question mark symbol. A dot will display on the day in the calendar after a request is submitted for that day.

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## Requesting Work

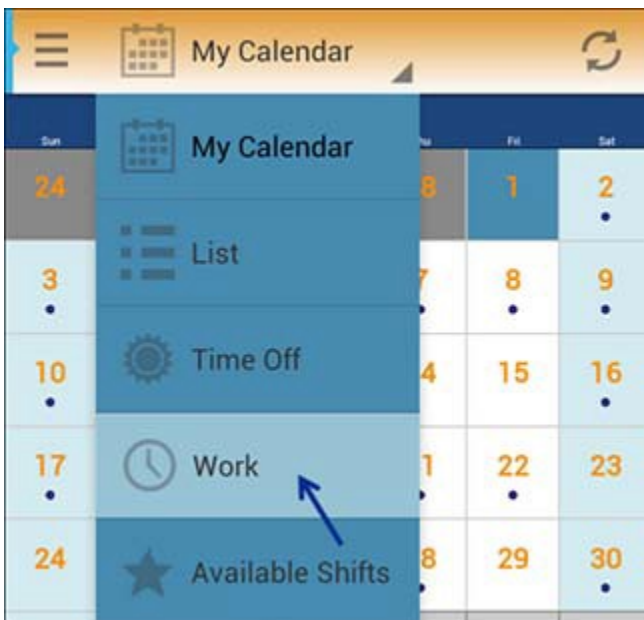
**Note:** This feature is NOT available.

*\*\*\*\*All requests to work in ANSOS2Go should be done through the "Available Shifts"*

1. Tap the title bar name to show the drop down menu.



2. Tap **Work**.



3. The **Work** calendar will display with the current day selected. Days available to you to request work display a clock symbol. Tap the day for which you want to submit a work request.



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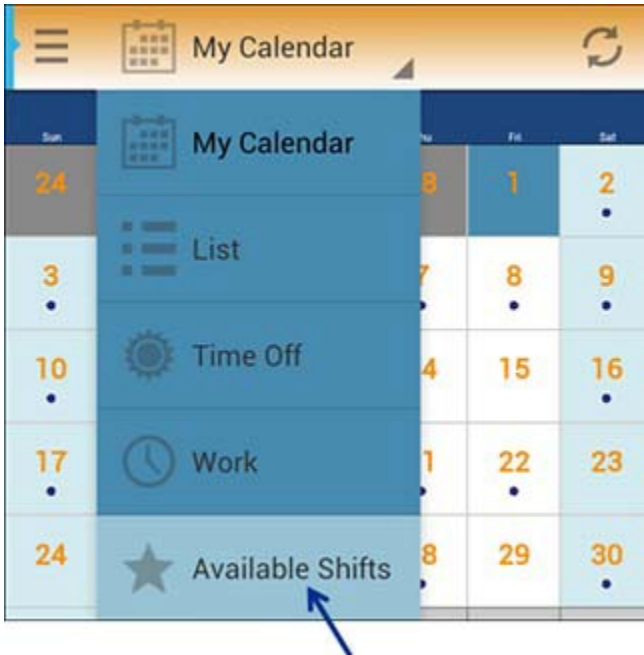
## Requesting Available Shifts

**Note:** This feature is only available when using ANSOS2Go and Web Scheduler.

1. Tap the title bar name to show the drop down menu.



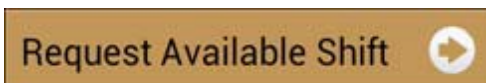
2. Tap **Available Shifts**.



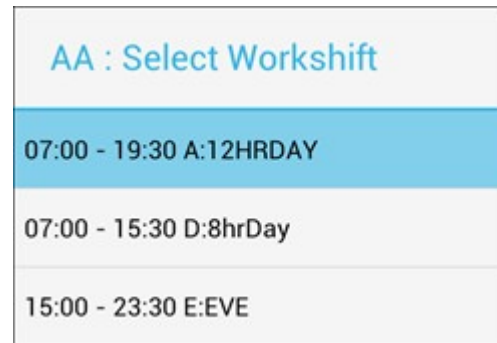
3. The **Available Shifts** calendar will display. Days available to you to request work display a star symbol. Tap the day for which you want to submit a request.



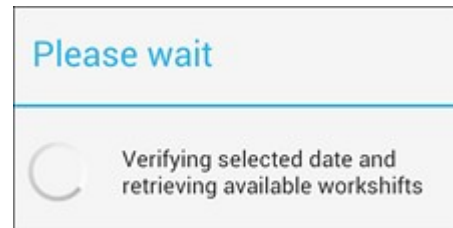
4. Tap **Request Available Shift**.



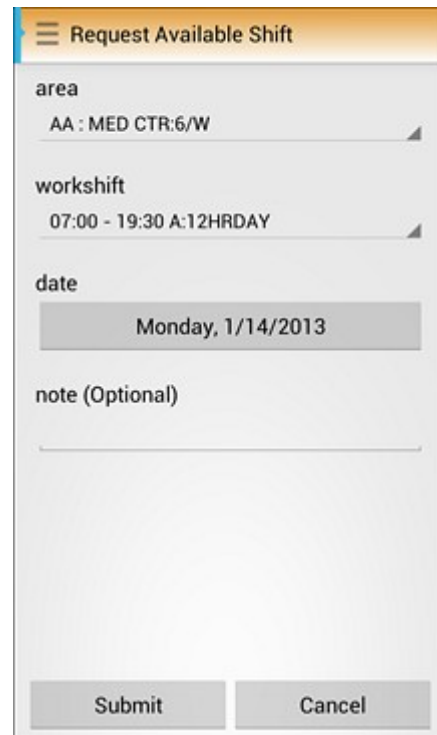
5. The **Select Workshift** will display. Tap the workshift you want.



A message will display while your request is verified.



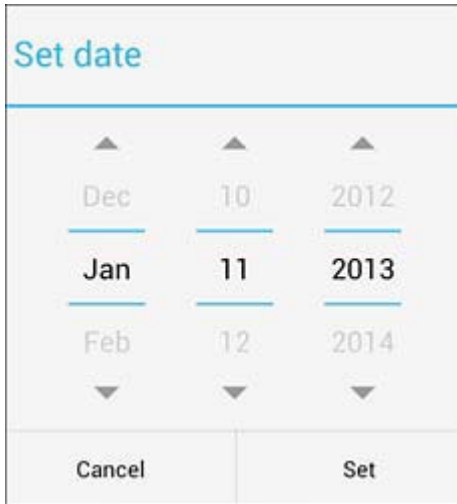
A summary of your request will display.



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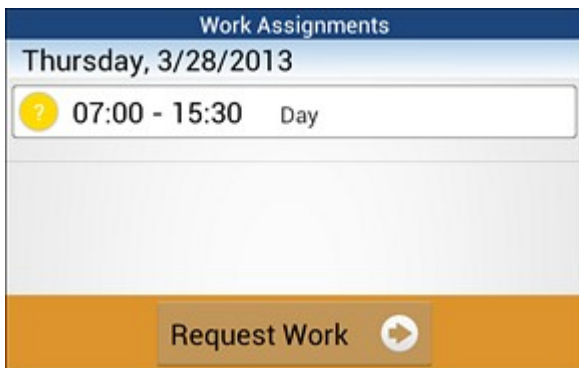
**Tip: Changing the Date**

You can change the begin or end date from the summary screen. Tap button of the date you want to change. **Set Date** will display.



Tap the arrows or swipe up and down to change the month, day, and year as desired. After setting the date, click **Set**.

6. (Optional) To include a note with your request, tap the **note (Optional)** line.
7. Tap **Submit**. The request will display in the **Work Assignments** list below the calendar.



**Tip:** You can tap the request in **Work Assignments** to view the **Assignment Detail** for it.

**Note: Approved Requests**

Until a request is approved, the request will display in the **Work Assignments** list with a question mark symbol. A dot will display on the day in the calendar after a request is submitted for that day.

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# Area Schedule

## Accessing the Area Schedule

1. Tap the slide out icon in the title bar to show the slide out menu.

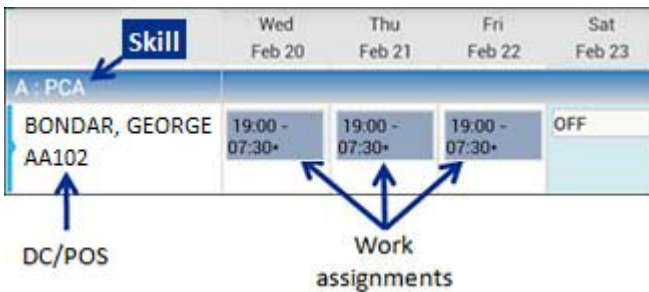


2. Tap Area Schedule.



## Area Schedule Screen

The **Area Schedule** screen displays a list of employees that belong to or are assigned to the selected area, grouped by skill. Each employee row displays the employee name, DC/ POS, and work assignments with start and end times.



**Note:** If a workshift spans from the previous day, an asterisk (\*) will display to the left of the start time. If it spans to the following day, an asterisk will display to the right of the end time.

The last two rows in each skill group display the group Employee Count and Actual Hours for each day.

AREA	PERIOD	Wed Feb 20	Thu Feb 21	Fri Feb 22	Sat Feb 23
A : PCA					
BONDAR, GEORGE AA102		19:00 - 07:30*	19:00 - 07:30*	19:00 - 07:30*	OFF
BLACK, BRIDGET AA172			07:00 - 15:30	07:00 - 15:30	07:00 - 15:30
PETERS, FRAN AA270		19:00 - 07:30*	19:00 - 07:30*		OFF
Employee Count		2	3	2	2
Actual Hours		24.0	32.0	20.0	8.0

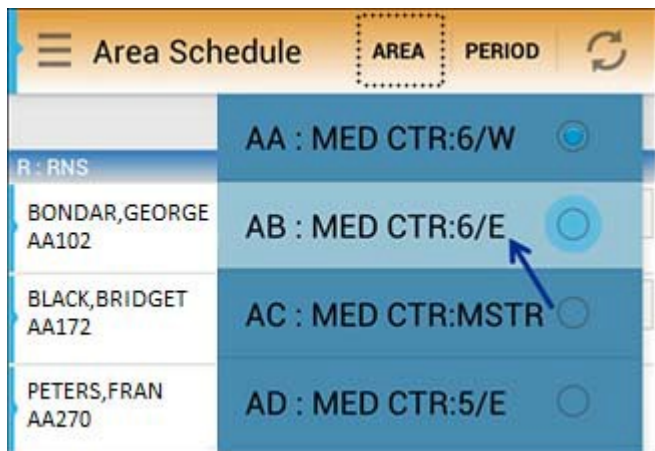
**Tip:** Swipe the calendar left and right to view all days in the selected period.

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## Viewing a Schedule for a Different Area or Period

- To view a different area, tap **Area** in the title bar to display the drop down menu, then tap the area that you want to view.



- To view a different period, tap **Period** in the title bar, then tap the period that you want to view.



## Contacting a Resource

You can contact an employee from the **Area Schedule** screen by sending an Email or text message, or calling. To contact an employee, tap the employee name.



The employee's contact information will display with buttons to send an Email message, call, or text.



**Note:** A button to send an Email message will only display if an Email address has been entered in the employee's in ANSOS One-Staff Controller record. Buttons to call and text will only display if there is a phone number in the employee's record.

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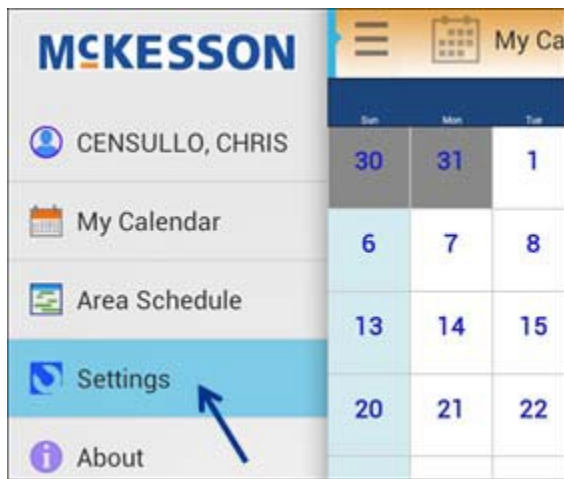
## Settings

### Accessing Settings

1. Tap the slide out icon in the title bar to show the slide out menu



2. Tap **Settings**.

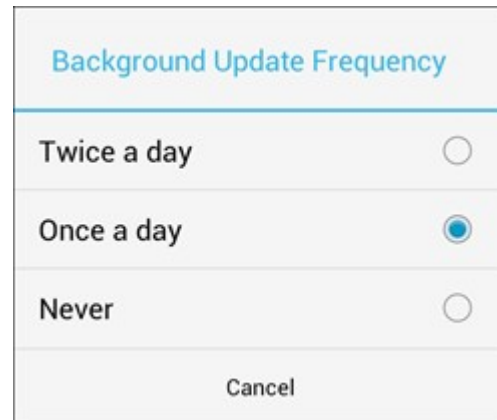


### Settings Menu



### Background Update Frequency

Tap **Background Update Frequency** on the **Settings** menu to edit the frequency with which ANSOS2Go downloads notifications, and calendar and scheduling updates. You can choose **Twice a day**, **Once a day**, or **Never**.



**Note:** The default setting is **Once a day**.

**Tip:** **Refresh**

You can also update information by tapping the refresh icon in **My Calendar**, **List**, **Work**, **Time Off**, **Available Shifts**, and **Area Schedules**.



### Restrict Background Connectivity

This option allows you to manage ANSOS2Go's usage of network resources. Select this option to limit ANSOS2Go's ability to connect to the Internet in order to run background tasks to only when a WiFi network is available. Disable this option to remove the restriction.

**Note:** The default setting is **WiFi Only**. Disabling this option may result in the use of metered mobile data to perform background tasks.

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## Time Display Format

Tap **Time Display Format** on the **Settings** menu to edit the format in which time is displayed in ANSOS2Go. You can choose **12 Hour Clock** or **24 Hour Clock**.



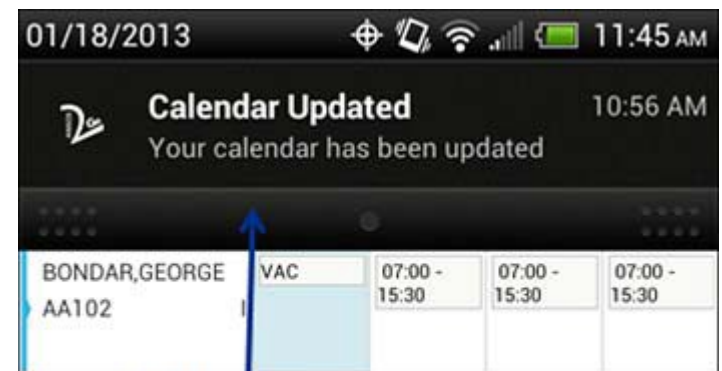
**Note:** The default setting is **24 Hour Clock**.

## ANSOS2Go Notifications

The ANSOS2Go logo will display in the notification bar if a change to your calendar has been detected since the last update.



Pull down the notification bar to view the message.



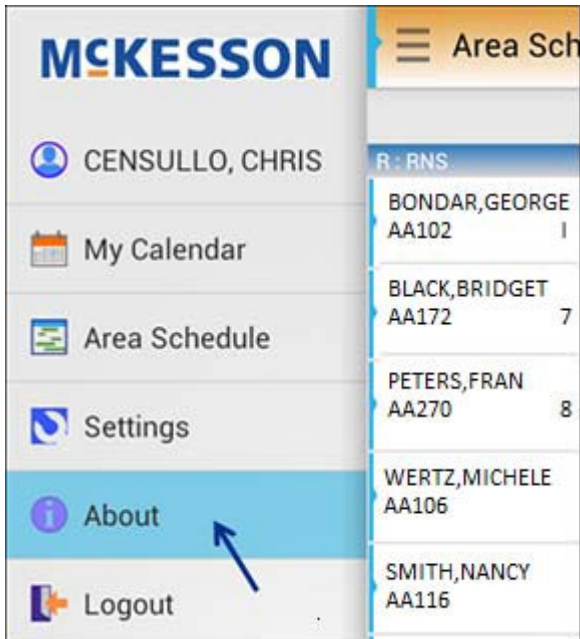
Pull down to view  
ANSOS2Go  
notification

**Note:** You will not see notification alerts of this kind while working on the **My Calendar** screen. Whenever you access **My Calendar**, a refresh will occur that will not result in a notification.

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## About

Tap **About** on the slide out menu to view information about the ANSOS2Go app including the license agreement and privacy policy.



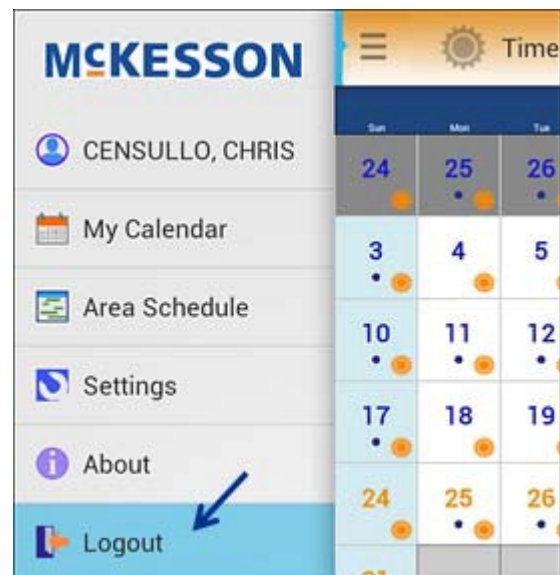
## Logging Out

Once you have logged into ANSOS2Go, it is not normally necessary for you to log out. The app can remain open and logged in indefinitely to give you quick and easy access to ANSOS2Go features. However, if you want to log out, you may do so as follows:

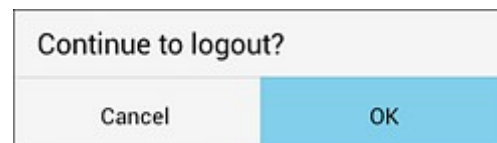
1. Tap the slide out icon in the title bar to show the slide out menu.



2. Tap **Logout**.



3. A prompt will display. Tap **OK**.

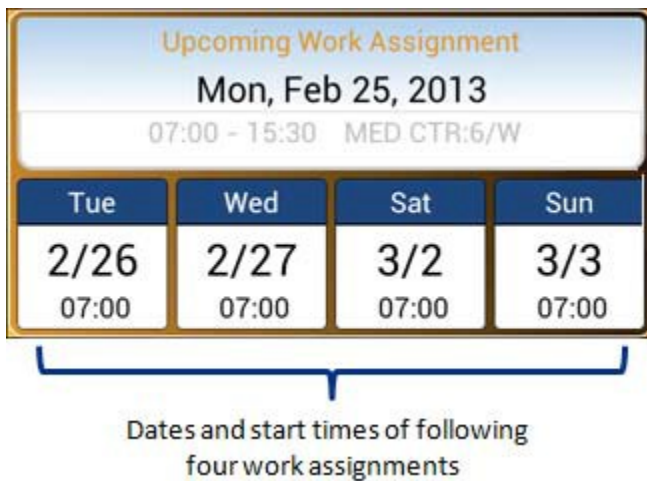


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## ANSOS2Go Widget

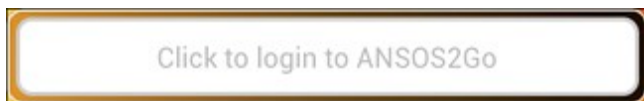
After installing ANSOS2Go, you can add the ANSOS2Go widget to the home screen of your phone. The widget displays your next upcoming work assignment along with the next four dates that contain work assignments.



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### Tips:

- Tap the widget to open ANSOS2Go to **My Calendar**. (If you are not currently logged in to ANSOS2Go, you will be prompted to log in first.)
- If you are logged out of ANSOS2Go, you can tap the widget to access the ANSOS2Go log in screen.



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