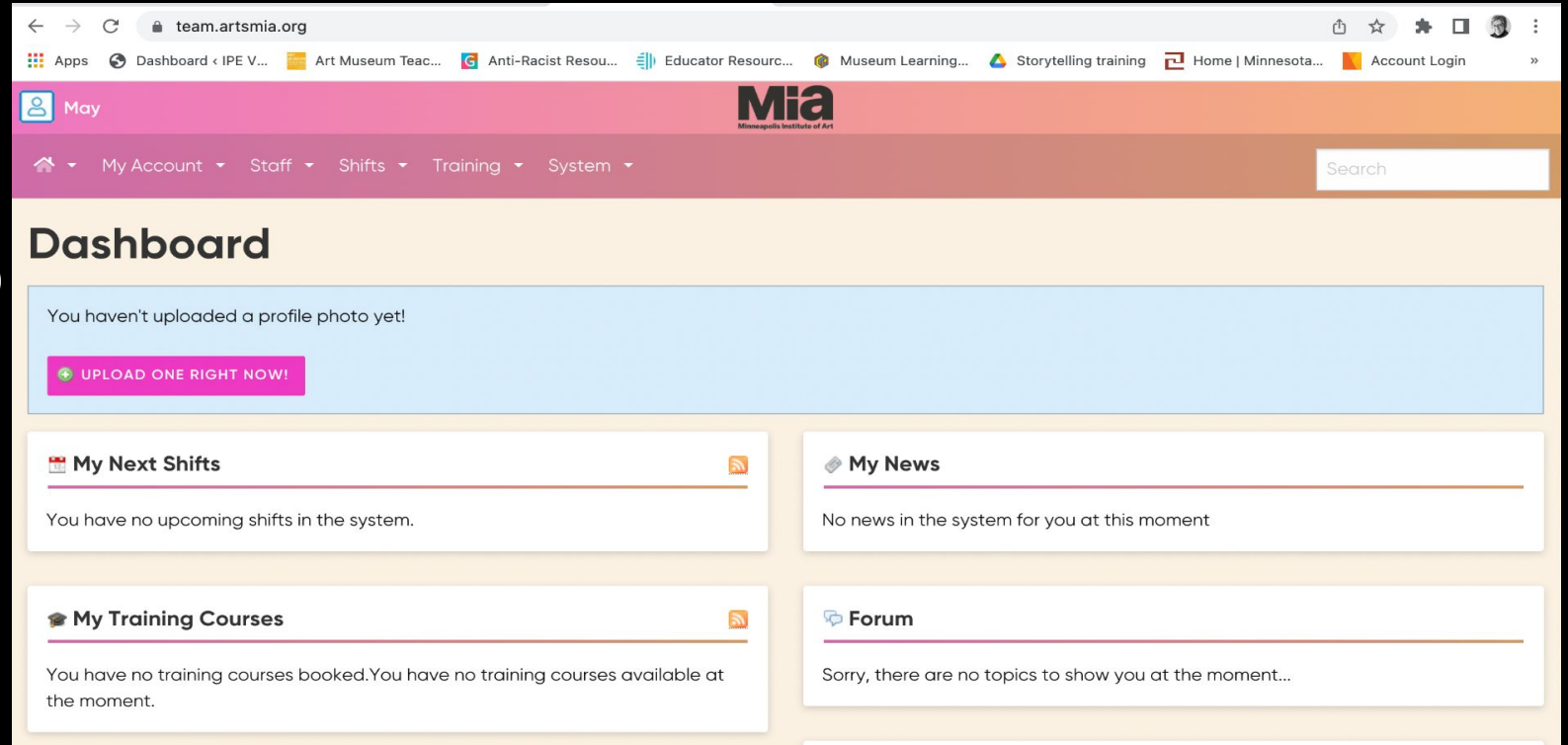


StaffSavvy: Review sessio



Mia

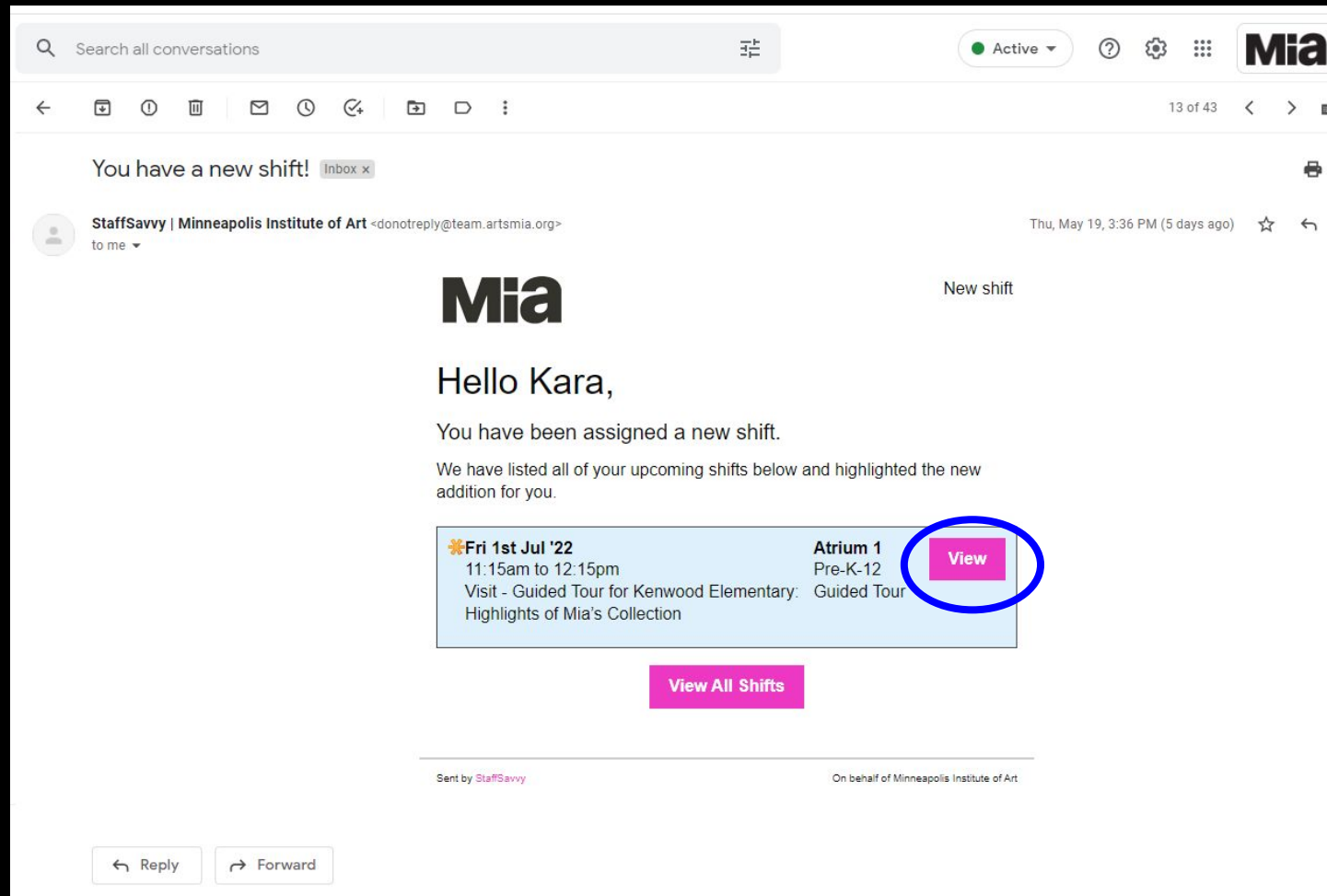
StaffSavvy: our scheduling system

StaffSavvy is used to assign you to tours, as well as maintain guide availability and guide records.

You will receive all assignment notifications in your email. These emails will come from StaffSavvy (not Ashley). Please check your email every day or every other day during the week, to be aware of assignments.

If your email changes, let us know directly. Do not change in StaffSavvy as we have additional databases to update with that information.

Scheduled Assignments: In this example email, you will see the basic details of the assignment (Date/Time, Audience, and Tour Title). You must click on **VIEW** to enter StaffSavvy and see ALL assignment details.



You can download the StaffSavvy app for your smartphone. If you are logging in from a computer, bookmark your dashboard so you can access easily.

If you are trying to log in without a bookmark, you will be asked for the url for our system.

The StaffSavvy url for Mia is <https://team.artsmia.org>.

Hello Kara,

You have been assigned a new shift.

We have listed all of your upcoming shifts below and highlighted the new addition for you.

★ **Fri 1st Jul '22** **Atrium 1**
 11:15am to 12:15pm Pre-K-12 [View](#)
 Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection Guided Tour

[View All Shifts](#)

If you click on "View All Shifts," you will be taken to the "My shifts" page. If you are lead, you will see it in the Skill line. Click View Details to see all information.

- My weekly preferences
- My holiday requests
- Calendar Feed (iCal)

My shifts

View: [Upcoming](#) [Previous](#) [Shift Calendar](#)

Date	Event	Times	Skill	Department	Info
Fri 1st Jul '22	Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection	11:15am - 12:15pm	Lead Guide/Tour	Atrium 1	VIEW DETAILS

View Shift details: If you are lead, you will see it in the Skill line. Scroll down the page to see more details.

The screenshot displays the Mia system interface. At the top, the user 'Kara' is logged in, and the Mia logo is visible. A navigation bar includes 'My Account', 'Staff', 'Shifts', 'Training', 'Pay', 'Reports', and 'System'. A search bar and 'Home Department: Learning Team' are also present.

Shift Details

Details

Assigned:	You.
Date:	Friday 1st of July 2022
Times:	11:15am to 12:15pm
Department:	Atrium 1
Event	Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection
Skill:	Pre-K-12 Guided Tour

Shift Options

Shift Attendance Note

Notes:

SAVE

Additional Event Details

Arrangement	Visit - Guided Tour for Kenwood Elementary
Event	Highlights of Mia's Collection
Status	STATUS: REQUEST
Room	Atrium 1
Event Times	11:15am - 12:15pm
Visit Overview: Contact Details	Stephanie Green 612-668-2760 stephanie.green@mpls.k12.mn.us
Visit Overview: Tour Type	School
Tour Information: # Chaperones	4
Tour Information: # Visitors	60
Tour Information: #Teachers	1
Tour Information: Grades	Four
Tour Information: Notes	Lead Guide: Please note one student uses a wheelchair and will be accompanied by their para. Route accordingly.

Lunch Information: We have limited lunchroom space. School groups need to reserve the lunch room at the time they request their tour. If they have reserved the lunch space it will look like this:

Additional Event Details

Arrangement	Visit - Guided Tour for Heritage Homeschool Academy - Permanent Collection
Event	Animals and Art
Status	STATUS: GUIDES BOOKED
Room	Atrium 1
Event Times	10:30am - 11:30am

Tour Request Information

Contact Details - Auto-populated - Do Not Enter	Emily Anderson 651-329-0022 EAAnderson2009@gmail.com
Group Type	Student/Youth
Tour Type	Permanent Collection Tour

Tour Information

# Chaperones	10
# of Touring Groups	2
# Visitors	25
Grade(s)	Preschool, Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th
Lunch	Yes

View Shift details: You will see other assigned guides under “Colleagues for this shift” and the lead guide listed.


Notes:

 SAVE


Tour Information: Four
Grades

Tour Information: Lead Guide: Please note one student uses a wheelchair and will be accompanied by their para. Route accordingly.
Notes

Shift History

 Email prepared for Kara Zumbahlen at 3:35pm 05/19/2022
Subject: You have a new shift!
Status: Failed (6:09pm 30th Nov -0001)

 The shift was made public. Changed at 3:35pm 05/19/2022 by Paula Warn

 Unassigned shift was given to at 3:32pm 05/19/2022 by Paula Warn

 Shift created & assigned by the schedule creator at 3:29pm 05/19/2022

Colleagues for this shift

Pre-K-12 Guided Tour



Debra
Hegstrom
11:15am -
12:15pm



May
Flowers
11:15am -
12:15pm

Lead Guide/Tour



Violet
Flowers
11:15am -
12:15pm

Department/Room = the starting point for the tour

Atrium 1: Target Atrium, First Floor (school tours only)

General Mills: General Mills Upper Lobby (by the Info Bar) Cross Currents will be listed under General Mills Lobby, but please go directly to your station in the galleries.

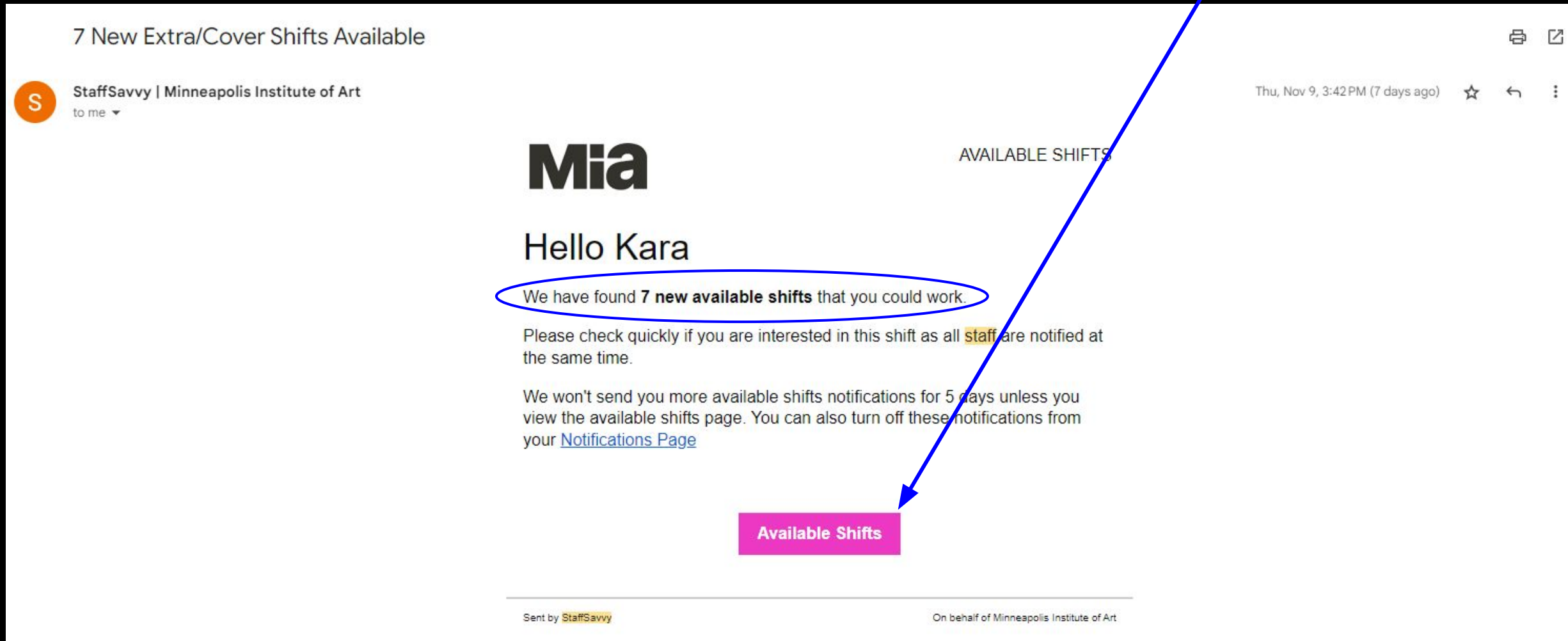
Museum Tour: Not a physical room, but used for on-offer assignments, like Stop and Chat

Purcell-Cutts House


Target Gallery

Virtual Spaces: Only for virtual exhibition tours







To fill tour assignments, Ashley may choose to use on-offer shifts or extra shifts. If she sends out a request, you will see an email from StaffSavvy that looks like this. Click on “Available Shifts” to learn more.



For either on-offer or extra shifts, you can click on Info to find out more about the tour, to help you determine whether to take it.

 Turn on/off my shifts

Available Shifts

Date	Times	Staff Member	Skill	Department	Further Details	
Wed 15th Nov	10:30am to 11:30am	An extra shift	Art Adventure Trainer	General Mills Lobby	 <i>You have asked not to work these times.</i>	 
Wed 15th Nov	12:00pm (noon) to 1:00pm	An extra shift	Art Adventure Trainer	General Mills Lobby	 <i>You have asked not to work these times.</i>	 

INFORMATION CHECKED AT 11:28:02AM & SAVED FOR 30 SECONDS

StaffSavvy™

SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art

©2007-2023 SmartBlue Ltd

When you click on “Available Shifts” and it is an “on-offer” shift, you will see a screen like this. An “on-offer” shift will have the word “offer” on the right:



The screenshot shows the staff portal interface for the Minneapolis Institute of Art. The header includes the user's name 'Kara', the Mia logo, and navigation menus for 'My Account', 'Staff', 'Shifts', 'Training', 'Pay', 'Reports', and 'System'. A search bar and 'Learning Team' link are also present. Below the header, there is a link to 'Turn on/off my shifts' and a section titled 'Available Shifts'. This section contains a table with columns for Date, Times, Staff Member, Skill, Department, and Further Details. Each row represents a shift, and the 'Further Details' column includes 'INFO' and 'OFFER' buttons. A blue arrow points to the 'OFFER' button in the first row.

Date	Times	Staff Member	Skill	Department	Further Details
Sat 9th Dec	10:00am to 10:45am	An Offered Shift	Purcell-Cutts House Guided Tour	Purcell Cutts House	For Visit - Public Tour for Minneapolis Institute of Art: Purcell Cutts House Tour INFO OFFER
Sat 9th Dec	11:00am to 11:45am	An Offered Shift	Purcell-Cutts House Guided Tour	Purcell Cutts House	For Visit - Public Tour for Minneapolis Institute of Art: Purcell Cutts House Tour INFO OFFER
Sat 9th Dec	12:00pm (noon) to 12:45pm	An Offered Shift	Purcell-Cutts House Guided Tour	Purcell Cutts House	For Visit - Public Tour for Minneapolis Institute of Art: Purcell Cutts House Tour INFO OFFER
Sat 9th Dec	1:00pm to 1:45pm	An Offered Shift	Purcell-Cutts House Guided Tour	Purcell Cutts House	For Visit - Public Tour for Minneapolis Institute of Art: Purcell Cutts House Tour INFO OFFER

If you click on “offer,” you will be asked to confirm your offer to work:

The screenshot shows a confirmation dialog box titled "Are you sure?". The main text asks, "Are you sure you want to offer to work this shift? A manager will review all offers to work and make a final decision." The phrase "A manager will review all offers to work and make a final decision." is circled in blue. Below the text, there is a table of shift details:

Date:	10th Dec 2023
Times:	2:00pm to 2:45pm
Department:	Purcell Cutts House
Event	Visit - Public Tour for Minneapolis Institute of Art: Purcell Cutts House Tour
Skill:	<u>Purcell-Cutts House Guided Tour</u>

Below the table, a light blue box contains the text: "By offering to work this shift, you are accepting responsibility to work it if you are selected." At the bottom, there are two buttons: a pink "CANCEL" button with a left arrow and a green "YES, OFFER TO WORK" button with a checkmark.

At the bottom of the dialog, there is a footer with the following information: "00pm to 2:45pm", "An Offered Shift", "Purcell-Cutts House Guided Tour", "Purcell Cutts House", and "For Visit - Public Tour for Minneapolis Institute of Art: Purcell Cutts House Tour".

Once you offer, Ashley reviews offers and works to distribute assignments equitably, typically within 48 hours of the offer going out.

If your offer was accepted, it will appear in your shifts. If it wasn't taken, then it will disappear from the "Available Shifts" page.

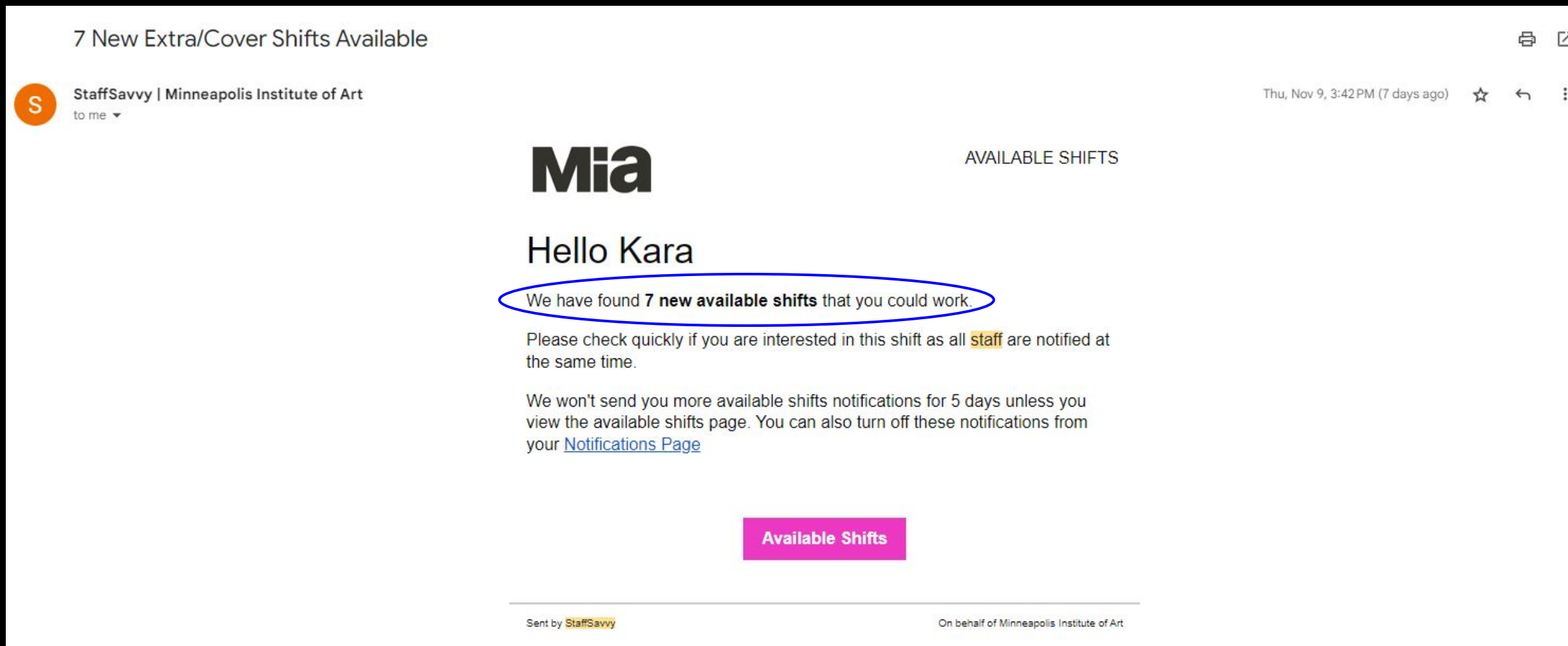
You can always check the "Available Shifts" page to see if those offered shifts have been assigned.

The screenshot displays the 'Available Shifts' page in the StaffSavvy system. The page header includes the user's name 'Violet' and the Mia logo. A navigation bar contains links for 'My Account', 'Staff', 'Shifts', 'Training', and 'System'. A search bar is located on the right. Below the navigation, there is a toggle for 'Turn on/off my shifts'. The main content area is titled 'Available Shifts' and contains a table with the following data:

Date	Times	Staff Member	Skill	Department	Further Details	Actions
Thu 7th Jul	6:00pm to 8:00pm	An Offered Shift	Adult/University/Multigenerational Guided Tour Special Exhibition 2	Museum Tour	For Stop and Chat	INFO OFFER
Sat 9th Jul	1:00pm to 3:00pm	An Offered Shift	Adult/University/Multigenerational Guided Tour Special Exhibition 2	Museum Tour	For Stop and Chat	INFO OFFER
Tue 12th Jul	1:00pm to 3:00pm	An Offered Shift	Adult/University/Multigenerational Guided Tour Special Exhibition 2	Museum Tour	For Stop and Chat	INFO OFFER
Tue 2nd Aug	1:00pm to 3:00pm	An Offered Shift	Adult/University/Multigenerational Guided Tour Special Exhibition 2	Museum Tour	For Stop and Chat	OFFERED TO WORK INFO CANCEL OFFER

At the bottom of the page, there is a status bar that reads 'INFORMATION CHECKED AT 10:03:46AM & SAVED FOR 30 SECONDS' and the StaffSavvy logo.

If Ashley sends out an “extra” shift, you will see the same type of email from StaffSavvy:





Minneapolis Institute of Art

For an “extra” shift, when you view “Available Shifts” you will see that instead of “offer” it asks you to “take” a shift.

 Turn on/off my shifts

Available Shifts

Date	Times	Staff Member	Skill	Department	Further Details	
Wed 15th Nov	10:30am to 11:30am	An extra shift	Art Adventure Trainer	General Mills Lobby	 <i>You have asked not to work these times.</i>	INFO TAKE
Wed 15th Nov	12:00pm (noon) to 1:00pm	An extra shift	Art Adventure Trainer	General Mills Lobby	 <i>You have asked not to work these times.</i>	INFO TAKE

INFORMATION CHECKED AT 11:28:02AM & SAVED FOR 30 SECONDS


StaffSavvy™

SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art



©2007-2023 SmartBlue Ltd

Once a shift is “taken”, it disappears from the “Available shifts” page and automatically transfers to your shifts. It becomes your assignment.

Because these shifts can be quickly taken, by the time you view Available Shifts, they may be gone.

 Turn on/off my shifts

Available Shifts

Date	Times	Staff Member	Skill	Department	Further Details	
Wed 15th Nov	10:30am to 11:30am	An extra shift	Art Adventure Trainer	General Mills Lobby	 You have asked not to work these times.	INFO TAKE
Wed 15th Nov	12:00pm (noon) to 1:00pm	An extra shift	Art Adventure Trainer	General Mills Lobby	 You have asked not to work these times.	INFO TAKE

INFORMATION CHECKED AT 11:28:02AM & SAVED FOR 30 SECONDS

StaffSavvy™
SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art
©2007-2023 SmartBlue Ltd

- For on-offer and extra shifts, you can offer to volunteer any day you choose; however, you may also be assigned a tour on your preferred tour day.
- If you try to take an extra or offered shift and are checked out, then you can not be assigned to the shift.
- Please continue to checkout from tours for all circumstances when you need to be away: appointments, travel, etc.
- Remember the date you put for the end of your checkout is the date you are once again available for assignments.

Edit “About Me” to include some information like tour strengths and preferences.

The screenshot shows a web application interface for a user profile. At the top, there is a navigation bar with a search box and a menu containing: My Account, Staff, Shifts, Training, Pay, Reports, and System. Below this is a secondary navigation bar with icons and labels for: Become Ashley, Documents, Edit Ashley's Details (circled in blue), Edit Assignments, Shift Management, Holiday & Absence, and My Training Progress. The main content area is titled "My Profile" and has several tabs: Basic Info (selected), Details, Additional Details, Training & Skills, Shifts, Availability & TOIL, and Awards. The "Basic Information" section includes: Home Department: Home Department: Learning Team; Permission Level: System Manager; Line Manager: Paula Warn; iTrent Employee Number; and Last logged on: ONLINE NOW. The "Contact Information" section includes: alinarte@artsmia.org and 6128703141. The "About Me" section is currently empty, showing only the title "Tour and Programs Coordinator".

Scroll down to the bottom of the page and add your About Me information. Click “Save Details” when complete!

A screenshot of a user profile editing form. The form is divided into several sections. On the left, there are fields for 'Primary Email Address' (required), 'Primary Mobile Number' (required), 'New Password', and 'Previous Password'. On the right, there are fields for 'State' (MN) and 'Zip Code' (55405). Below these are 'Time Format' and 'About Me' sections. The 'About Me' section is highlighted with a blue circle and contains a rich text editor with icons for bold, italic, underline, and link, and the text 'Tour and Programs Coordinator'. At the bottom center, a pink 'SAVE DETAILS' button is also highlighted with a blue circle. The footer contains the text: 'SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2023 SmartBlue Ltd'.

Ashley		State	MN
Primary Email Address required	This should be your main email address that you check often; ideally daily. We will send important updates via email including changes to your shifts.	Zip Code	55405
	alinarte@artsmia.org		
Primary Mobile Number required	This should be the main phone number we can contact you on.		
	6128703141		
New Password	Only provide a password if you want to replace your current password.		
Previous Password	Only provide your current password if you want to replace it. This is to ensure no one else is requesting this change.		
Time Format How do you want to see your time?	Default (2:57pm)		
About Me Shown to colleagues	Tour and Programs Coordinator		
SAVE DETAILS			

StaffSavvy Support

If you are running into issues accessing your account or have questions about a StaffSavvy feature please contact support@staffsavvy.com

It is always helpful to include screenshots in your email to support whenever possible

Please CC me (alinarte@artsmia.org) on your email to the support team so I can take note of any ongoing / recurring issues

Questions or concerns?

StaffSavvy resource page, [link here.](#)