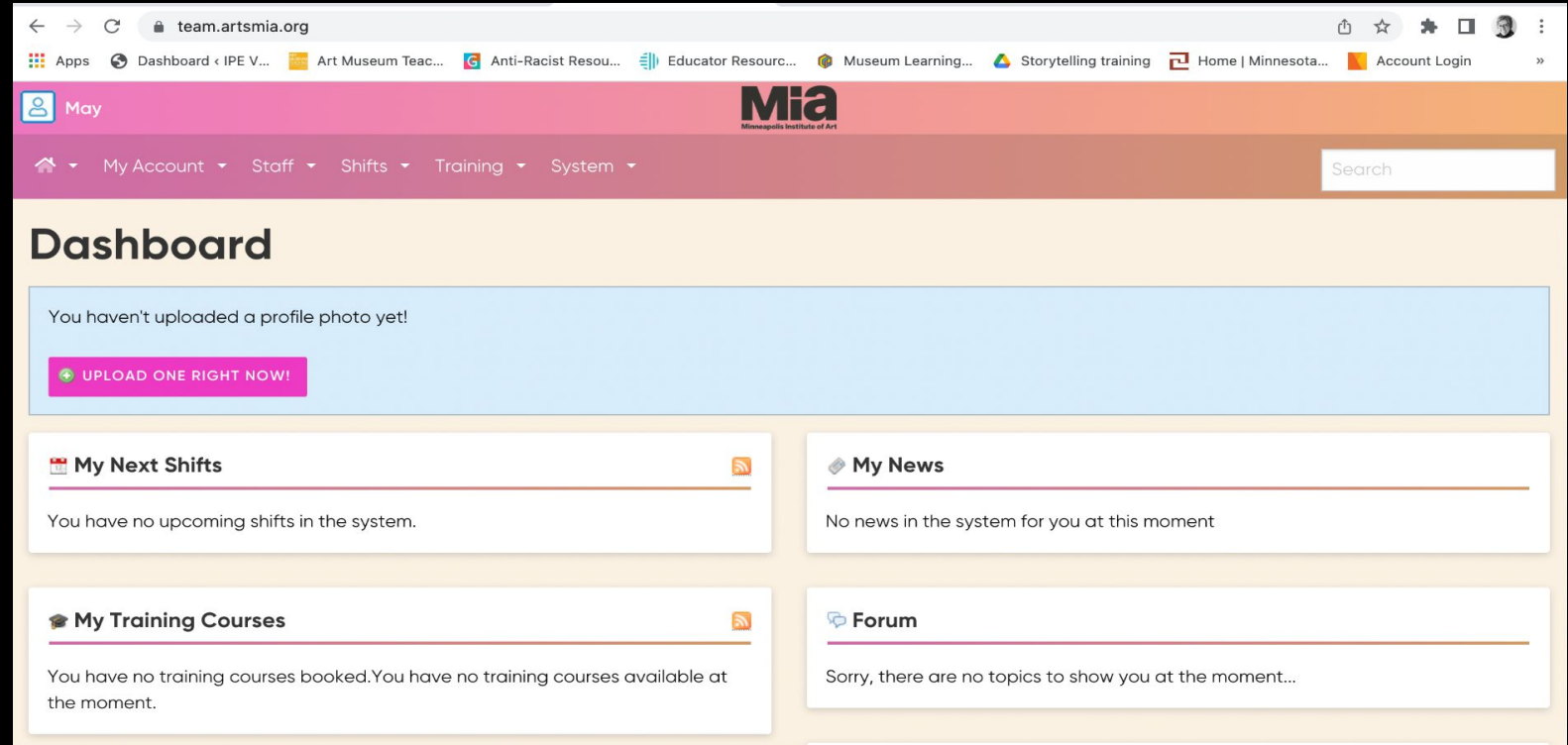


# Introduction to StaffSavvy



# Mia

# What is our new tour scheduling system?

Paula Warn (Tour Office) is using two new systems to schedule tours: Artifax and StaffSavvy.

Artifax is a scheduling system used museum-wide for all events. We draw the biweekly report from Artifax. As guides, you will not access this system.

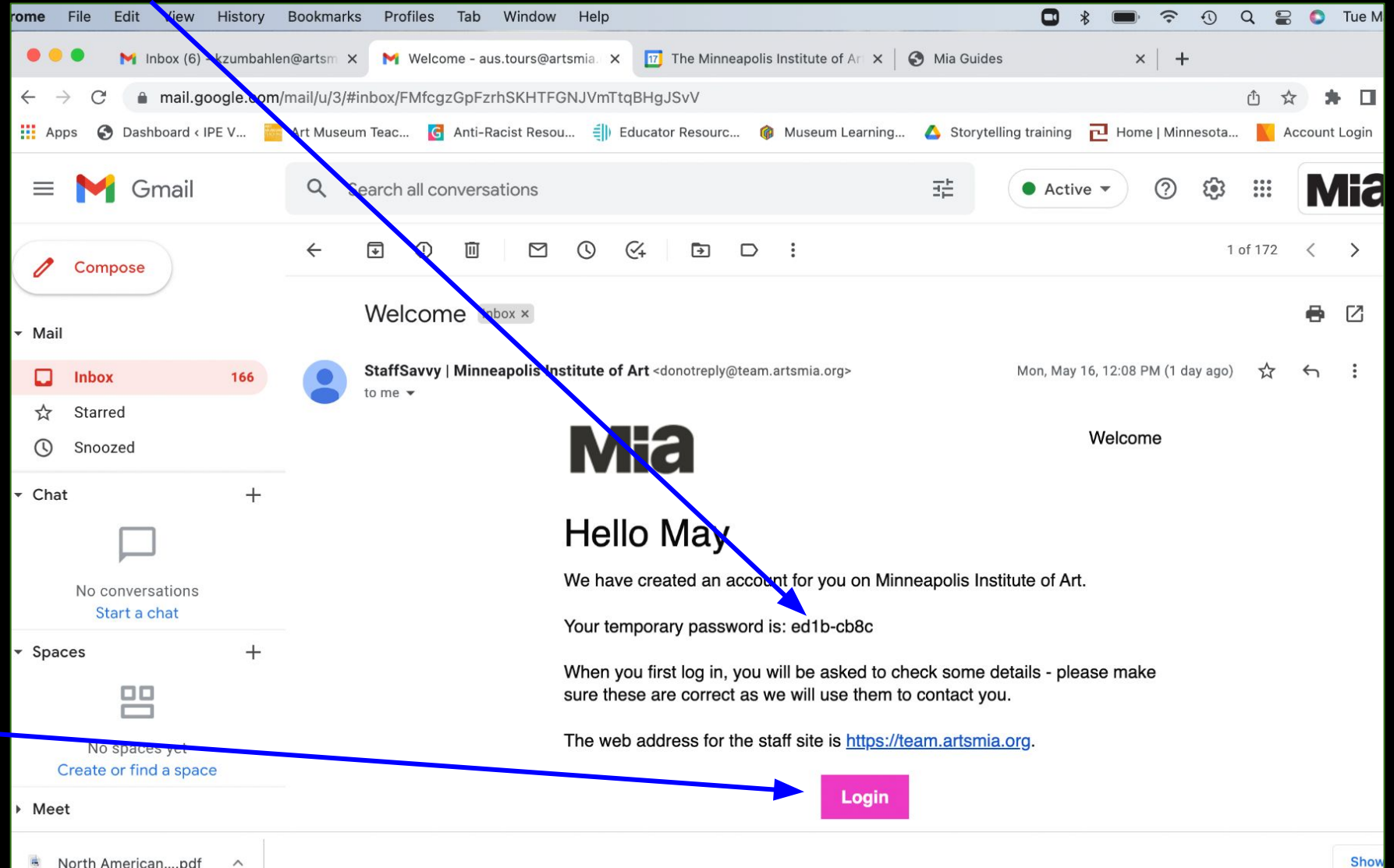
StaffSavvy is a Human Resources system that Paula uses to assign guides to tours, as well as maintain guide availability and guide records. You will view tour assignments and checkout from tours in this system. This replaces MyMia.

Active guides received an email invitation to log on to StaffSavvy, using a temporary password. This was sent to the email listed on the guide roster.

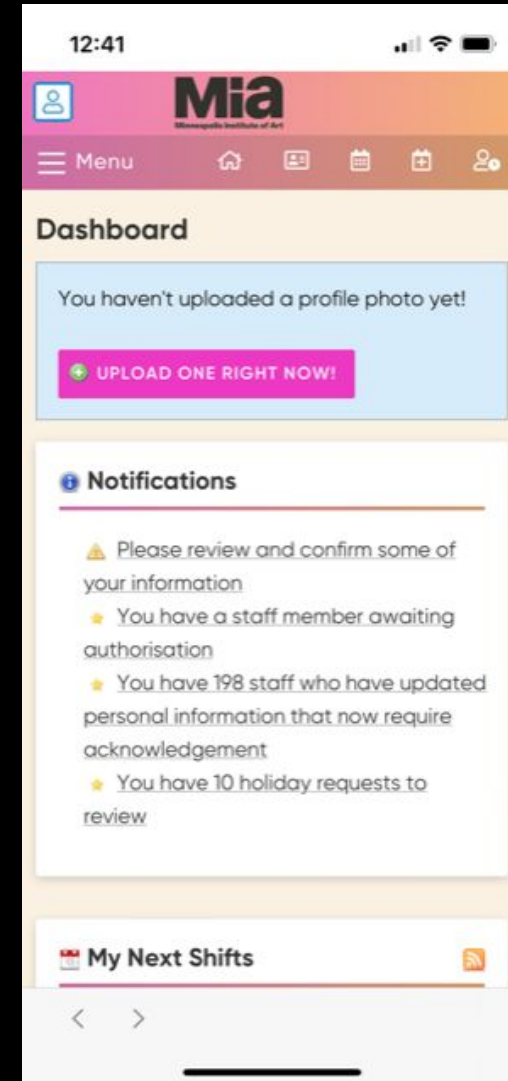
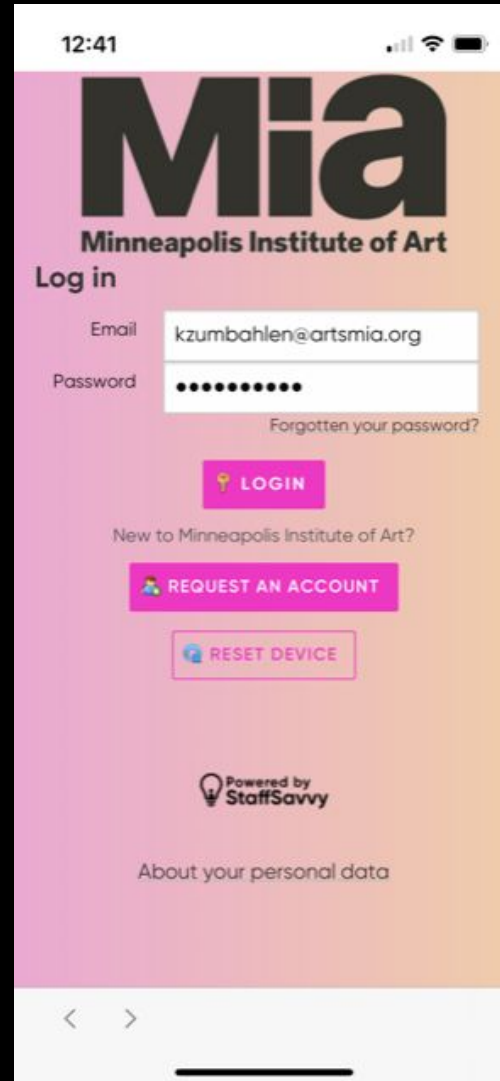
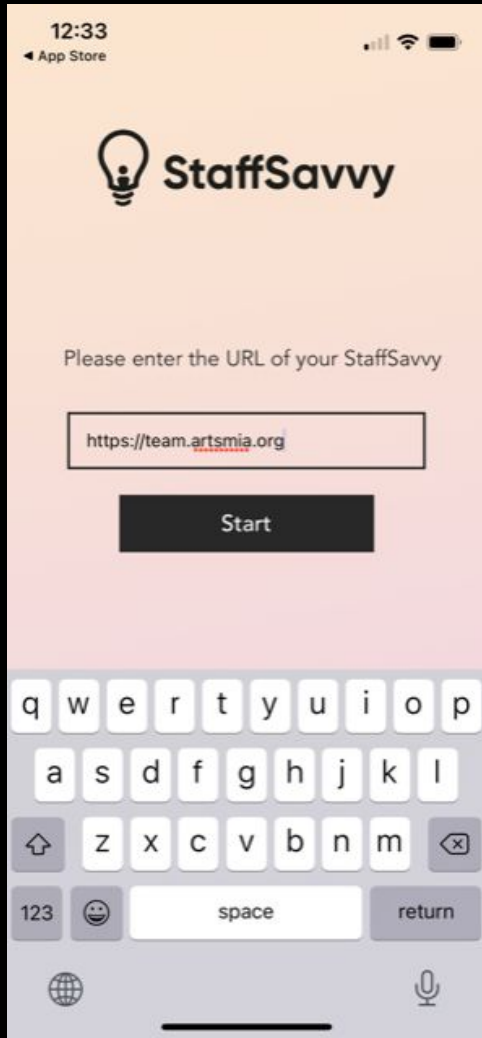
The StaffSavvy site is  
<https://team.artsmia.org>

Click on the  
“Login” button.

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StaffSavvy also is available as an app for smartphones. Download it from the App Store, then enter the URL for Mia's account to get started: <https://team.artsmia.org>



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One of the benefits to this system is receiving all assignment notifications in your email. These emails will always come from StaffSavvy (not Paula). Because of this, you should check your email every day or every other day, to be aware of assignments.

If your email changes, let us (Debbi, Kara, or Paula) know directly and we will update the system. Do not change in StaffSavvy as we have additional files to update with that information.

Assignments will be either a scheduled one-hour tour assignment or an “on offer” two-hour assignment. (“On offer” is being tested and will roll out later to all.)

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

The screenshot shows a Gmail interface with a sidebar on the left containing folders like 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'Audience + Mia', 'HR dayforce/Union', 'Learning IPE STL', 'Budget/Grant Budget', 'IPE Calendar/Eve...', 'Special Exhibition', 'Tour observations', 'Tours', 'Virtual Tours', 'Mia Guides', and 'Museum Education...'. The main content area displays an email from 'StaffSavvy | Minneapolis Institute of Art' with the subject 'You have a new shift!'. The email body features the 'Mia' logo, a greeting 'Hello Kara,', and a message: 'You have been assigned a new shift. We have listed all of your upcoming shifts below and highlighted the new addition for you.' A table-like structure shows a highlighted shift: 'Fri 1st Jul '22' from '11:15am to 12:15pm' at 'Atrium 1' (Pre-K-12) for a 'Guided Tour' titled 'Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection'. A pink 'View' button is circled in blue next to this shift. Below the table is a pink 'View All Shifts' button. The footer of the email indicates it was sent by StaffSavvy on behalf of the Minneapolis Institute of Art.

Assignment 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 links for My Account, Staff, Shifts, Training, Pay, Reports, and System, along with a search bar and the text 'Home Department: Learning Team'.

### 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.

Department/Room = the starting point for the tour

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

General Mills: General Mills Upper Lobby\*


Museum Tour: (not a physical room, but used for on-offer assignments)

\*Beginning June 4, all tours will depart from General Mills Lobby for the summer months.




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


Notes:

 **SAVE**

## 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

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

## 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

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.

<p><b>*Fri 1st Jul '22</b>          11:15am to 12:15pm          Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection</p>	<p><b>Atrium 1</b>          Pre-K-12          Guided Tour</p>	<p><b>View</b></p>
--	---	--------------------

**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.

Search

- 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	

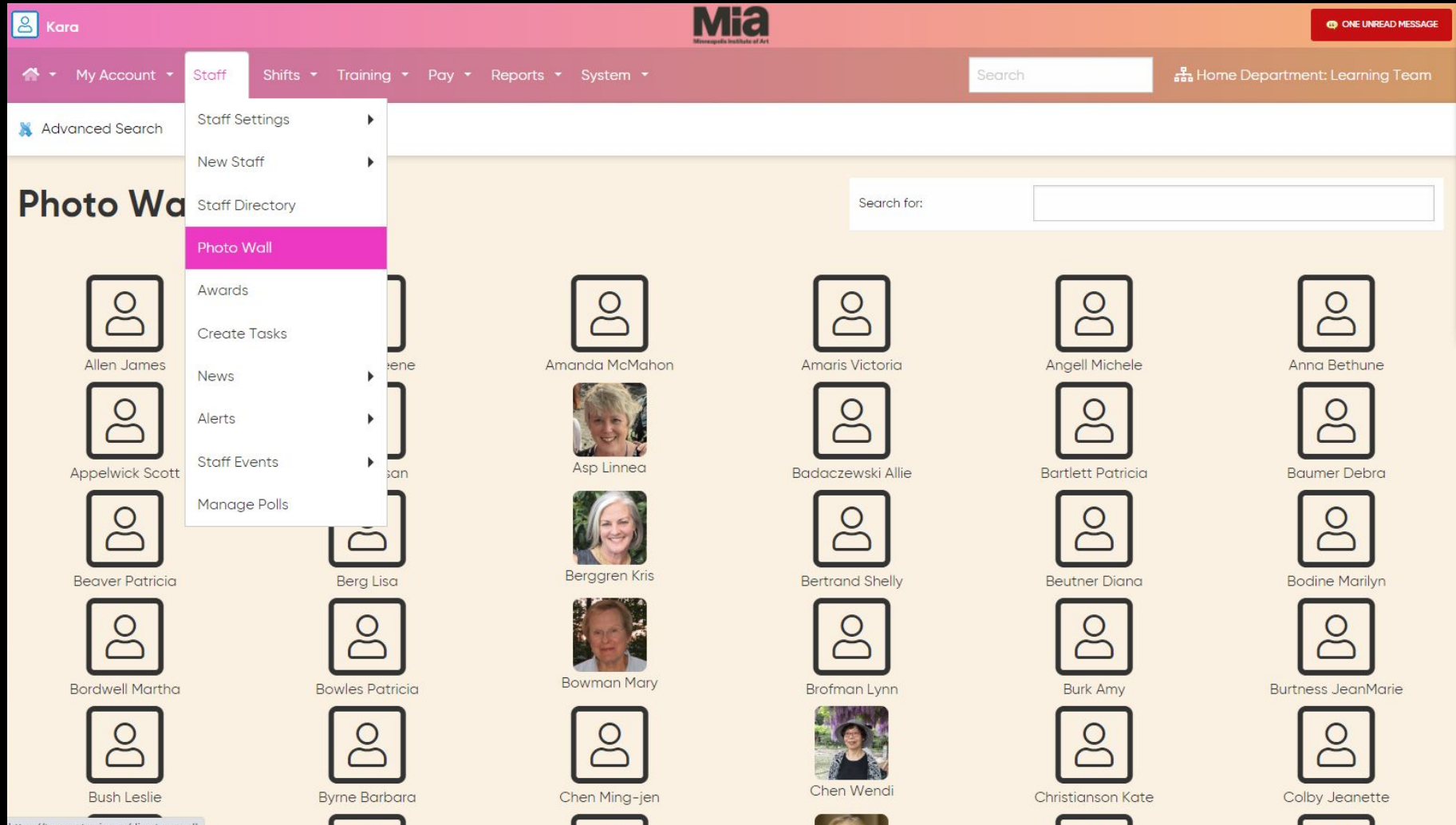
**VIEW DETAILS**

StaffSavvy is a live system and is always up to date.

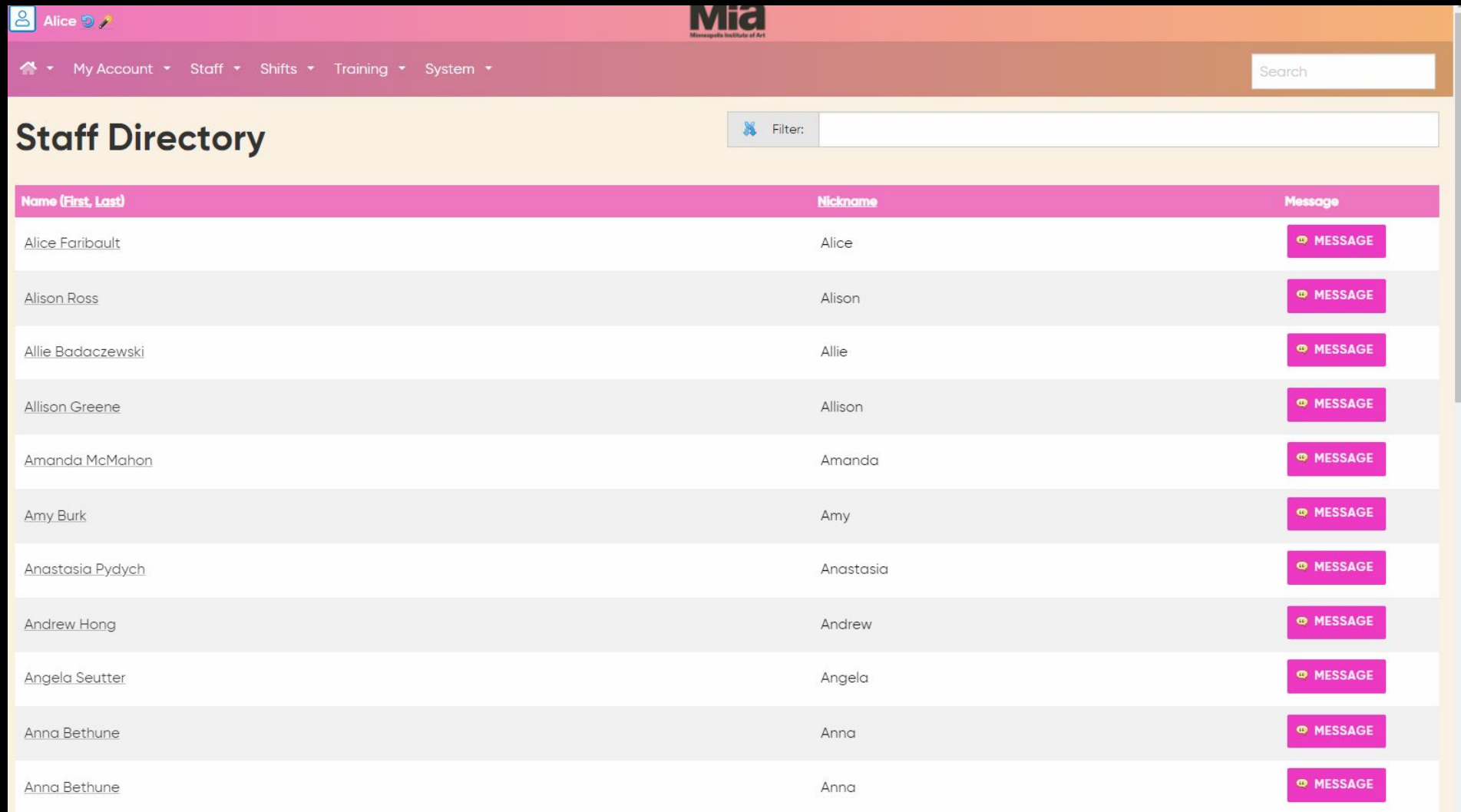
Please be mindful that any printed tour document or screenshot that you create is static.

It is important to log in to your StaffSavvy dashboard regularly.

Here are a couple more features you should know about. If everyone adds a photo, you can see all guides on the Photo Wall!



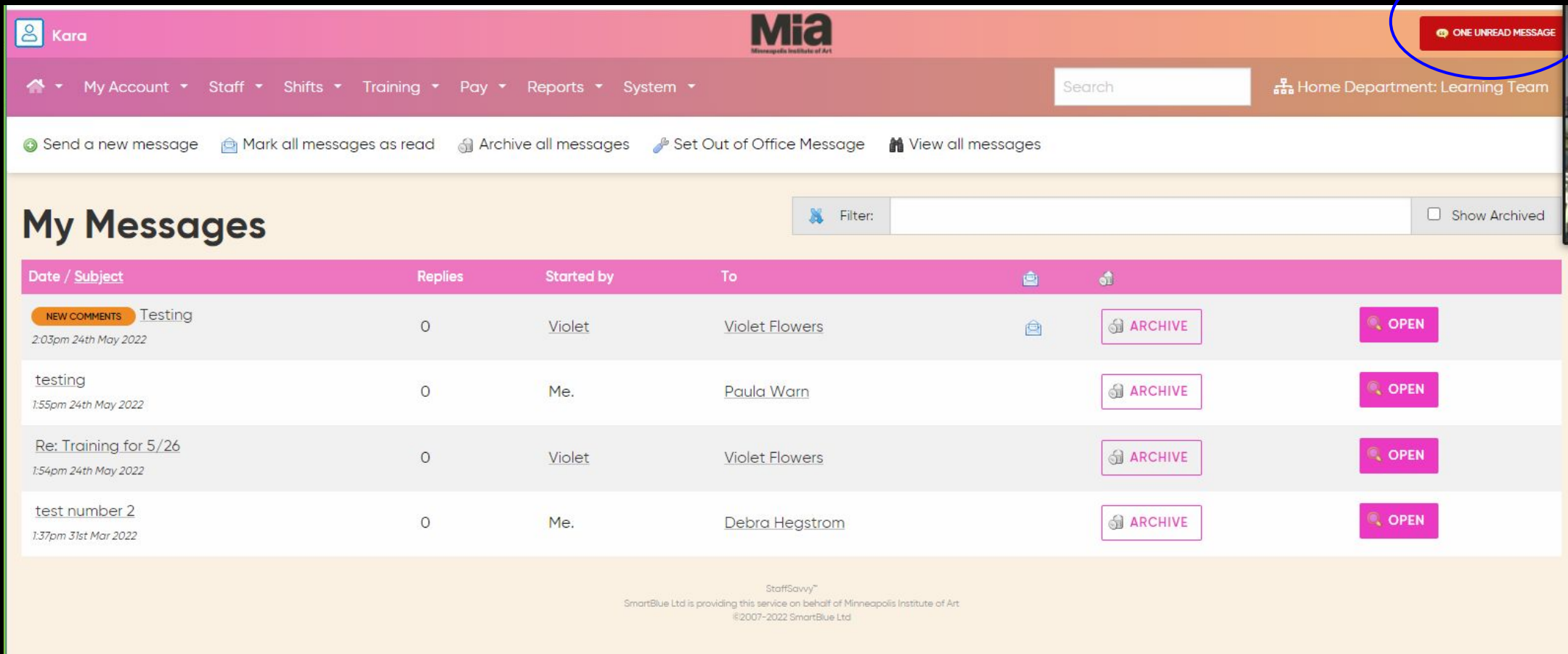
There is a Staff Directory, listing all guides, with a message function. Our staff will continue to reach out to you via your email, not through StaffSavvy messaging.



The screenshot displays the Staff Directory interface. At the top, there is a navigation bar with the Mia logo and a search bar. Below the navigation bar, the title 'Staff Directory' is prominently displayed. A filter input field is located to the right of the title. The main content area is a table with three columns: 'Name (First, Last)', 'Nickname', and 'Message'. Each row represents a staff member and includes a 'MESSAGE' button with a speech bubble icon.

Name (First, Last)	Nickname	Message
Alice Faribault	Alice	MESSAGE
Alison Ross	Alison	MESSAGE
Allie Badaczewski	Allie	MESSAGE
Allison Greene	Allison	MESSAGE
Amanda McMahon	Amanda	MESSAGE
Amy Burk	Amy	MESSAGE
Anastasia Pydych	Anastasia	MESSAGE
Andrew Hong	Andrew	MESSAGE
Angela Seutter	Angela	MESSAGE
Anna Bethune	Anna	MESSAGE
Anna Bethune	Anna	MESSAGE

If you use this messaging function to communicate with another guide, you will want to be sure whomever you message knows to check messages in the system. If you have a new message, you will see that noted in the upper right corner of your screen.



The screenshot shows the user interface of the Mia (Minneapolis Institute of Art) messaging system. At the top right, a red notification bubble indicates "ONE UNREAD MESSAGE". The main content area is titled "My Messages" and contains a table of message threads. Each thread includes the date, subject, number of replies, sender, recipient, and action buttons for "ARCHIVE" and "OPEN".

Date / Subject	Replies	Started by	To	Actions
<b>NEW COMMENTS</b> Testing 2:03pm 24th May 2022	0	Violet	Violet Flowers	ARCHIVE OPEN
testing 1:55pm 24th May 2022	0	Me.	Paula Warn	ARCHIVE OPEN
Re: Training for 5/26 1:54pm 24th May 2022	0	Violet	Violet Flowers	ARCHIVE OPEN
test number 2 1:37pm 31st Mar 2022	0	Me.	Debra Hegstrom	ARCHIVE OPEN

StaffSavvy™  
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# Questions or concerns?