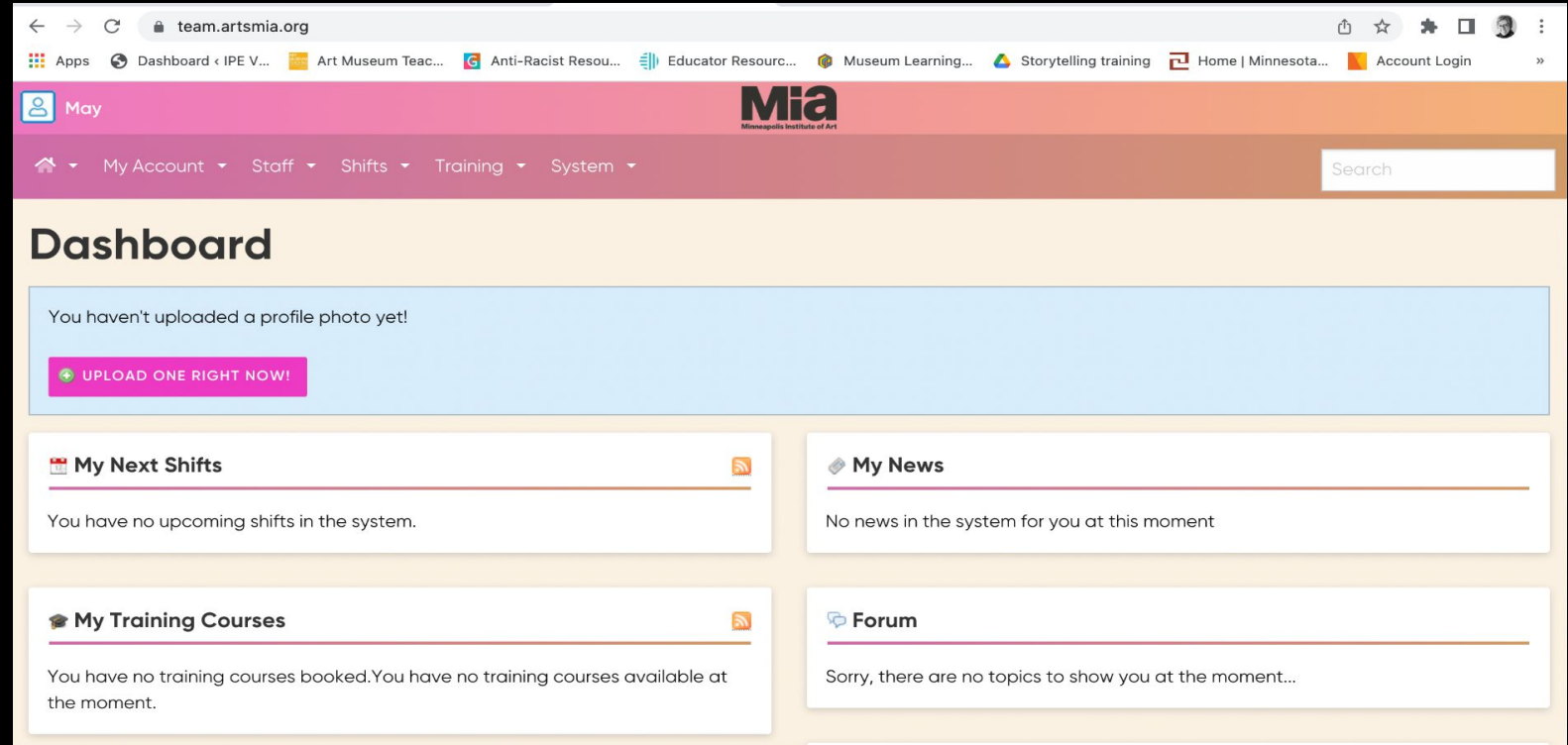


Introduction to StaffSavvy



Mia

What is our new tour scheduling system?

StaffSavvy is a Human Resources system that Paula uses to assign guides to tours, as well as maintain guide availability and guide records.

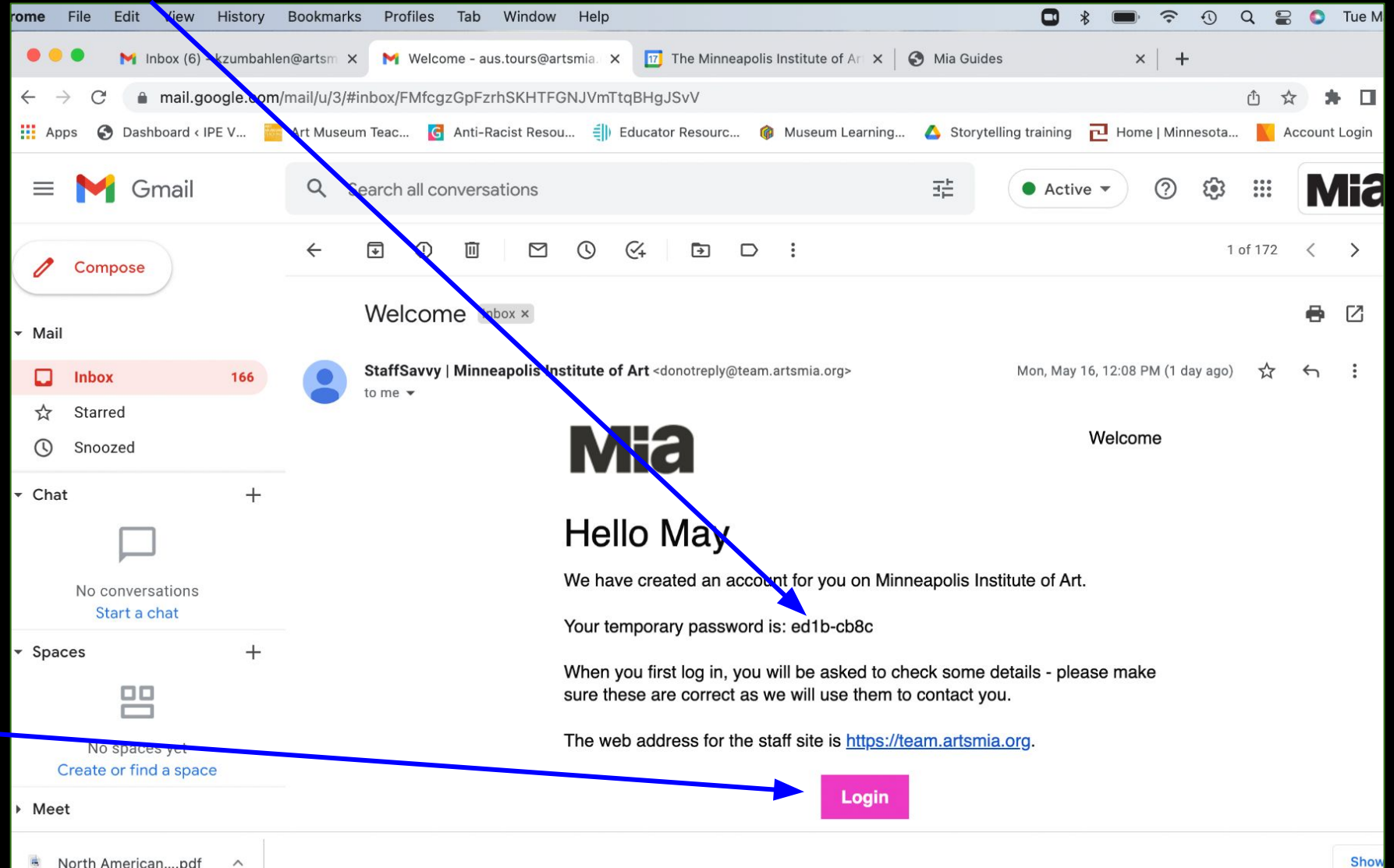
You will view tour assignments and checkout from tours in this system. This replaces MyMia.

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.

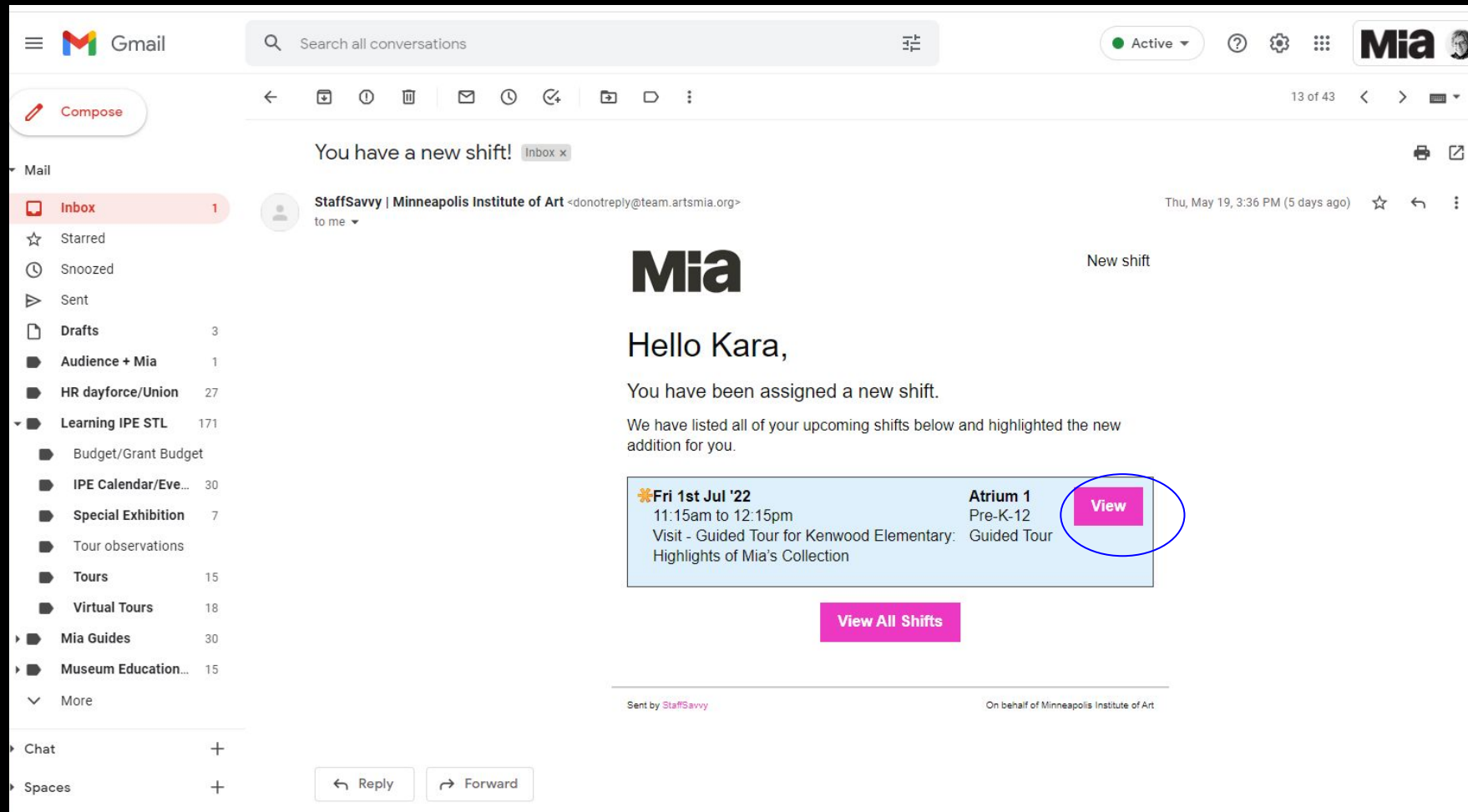
Minneapolis Institute of Art



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 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.



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.

Mia
Minnesota Institute of Art

Kara

My Account Staff Shifts Training Pay Reports System Search 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.

View Shift 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

Department/Room = the starting point for the tour

Atrium 1: Target Atrium, First Floor (school tours: opens October 11)

General Mills: General Mills Upper Lobby (by the Info Bar)

Museum Tour: Not a physical room, but used for on-offer assignments, such as Cross Currents or Stop and Chat

Purcell-Cutts House

Weekly Preferences: Tour Day(s)

Only Paula can change your tour day(s). If your day no longer works for your schedule, you need to email Paula the change. We are no longer surveying guides for your tour day.

(My Account/My Availability/Weekly Preferences)

For on-offer assignments, you can offer to volunteer any day you choose; however, you may also be assigned a tour on your preferred tour day.

Weekly Preferences: Tour Day(s) continued

For special exhibition assignments, Paula assigns you to additional days based on what you selected.

StaffSavvy will not reflect the special exhibition selected days; Paula references the guide list.

Shifts will be either a scheduled tour assignment or an “on offer” assignment.

On offer assignments

When we have multiple slots to fill for the same tour assignment (for example, Stop and Chat and public tour assignments), we will offer those as “on offer assignments.”

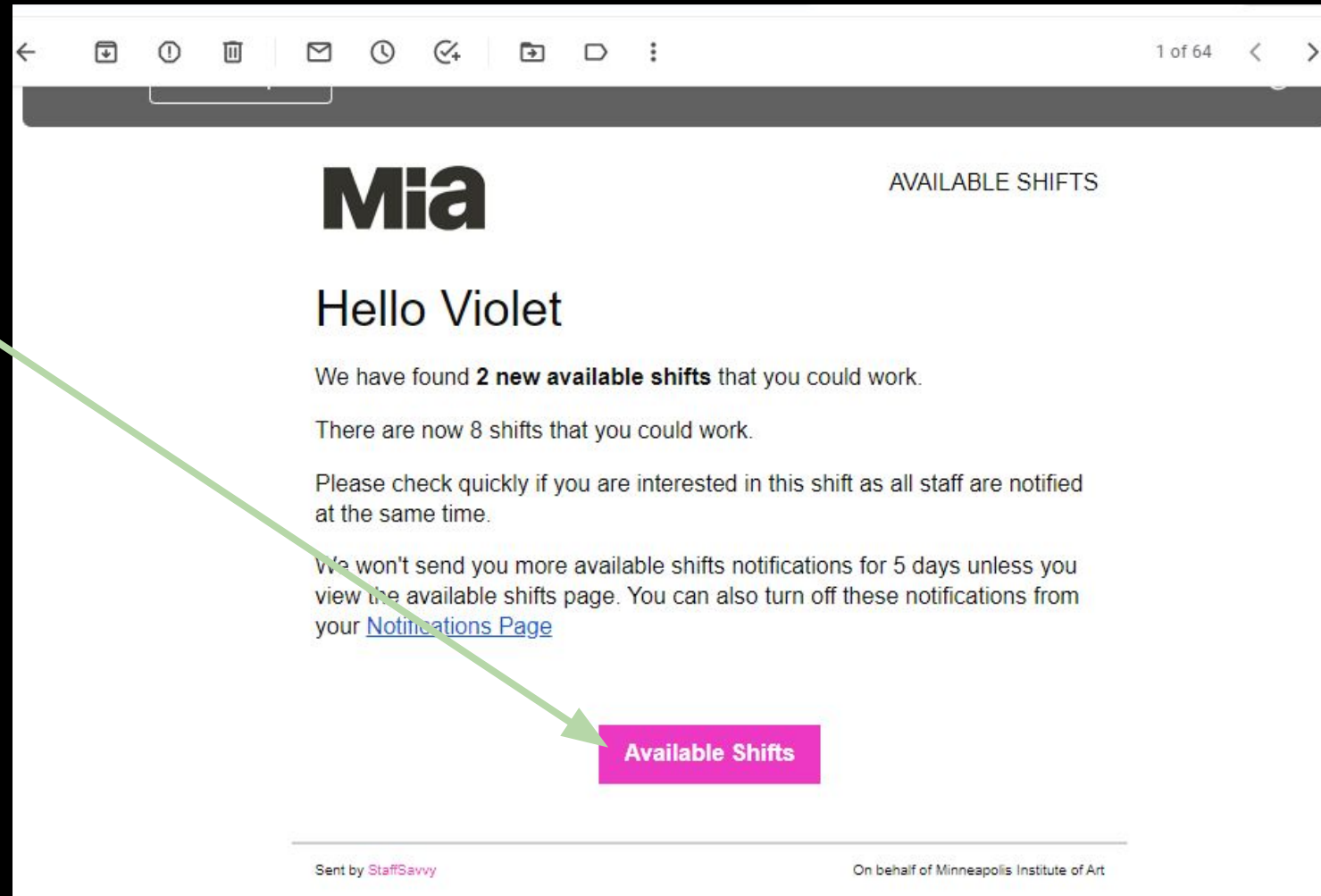
Paula Warn will send out an “on offer” assignment to all guides, noting available shifts. (This will take the place of the sign-up spreadsheet previously used.)

On offer assignments

If you are available (not checked out/on holiday), you can make an offer to work any volunteer shift.

Paula will review all the offers received and assign the shift.

Paula creates an “on offer” assignment in StaffSavvy. The system then sends out notification emails to guides. After receiving an email, click on Available Shifts and log into StaffSavvy to view the offered assignment.



When you log on to StaffSavvy, Go to Shifts, Available Shifts.

The screenshot shows the StaffSavvy interface for user Violet. The top navigation bar includes a home icon, 'My Account', 'Staff', 'Shifts', 'Training', and 'System'. The 'Shifts' dropdown menu is open, with 'Available Shifts' highlighted in pink and circled in green. Below the navigation, the dashboard features several widgets: 'My Next Shifts' with two shift entries, 'My Training Courses' with a message about no booked courses, 'My Shift Attendance' with zero counts for worked, covering, and covered shifts, 'My News' with no news, 'Forum' with no topics, and 'My Events' with no events.

Dashboard

My Next Shifts

Lead Guide/Tour shift **Friday 07/01/2022 at 11:15am** to 12:15pm at A1 for Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection

A/U/M GT SpEx2 shift **07/07/2022 at 1:00pm** to 3:00pm at MT for Stop and Chat

My Training Courses

You have no training courses booked. You have no training courses available at the moment.

My Shift Attendance

- 0 total shifts worked.
- 0 of your total shifts you were covering someone.
- 0 of your scheduled shifts have been covered by others.

My News

No news in the system for you at this moment

Forum

Sorry, there are no topics to show you at the moment...

My Events

Sorry, there are no events for you at the moment...

When you bring up Available Shifts, you will see all the shift options you can offer to work. If you click on INFO, it will give you more details about the shift.

Available Shifts

| Date | Times | Staff Member | Skill | Department | Further Details | |
|--------------|------------------|------------------|---|-------------|-------------------|---|
| 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 | INFO OFFER |

INFORMATION CHECKED AT 10:03:15AM & SAVED FOR 30 SECONDS

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In Shift Details, it notes that this shift is available to work, and the managers (Paula/Tour Office) will make the final decision.

Mia
Minneapolis Institute of Art

Violet

My Account Staff Shifts Training System Search

Shift Details

Details

Assigned: Unassigned (open to offers with managers making final decision)

Date: Tuesday 2nd of August 2022

Times: 1:00pm to 3:00pm

Department: MT

Event: Stop and Chat

Skill: Adult/University/Multigenerational Guided Tour Special Exhibition 2

👉 This shift is available for offers to work it. Managers will make the final decision.

Additional Event Details

| | |
|---------------------------------|--|
| Arrangement | Visit - Ask Me for Minneapolis Institute of Art |
| Event | Stop and Chat |
| Room | Museum Tour |
| Event Times | 1:00pm - 3:00pm |
| Visit Overview: Contact Details | Paula Warn pwarn@artsmia.org |
| Visit Overview: Tour Type | Adult |
| Visit Overview: Visit Notes | Public 'Stop and Chat' - Van Gogh and Dressed by Nature |
| Tour Information: Grades | Public |
| Tour Information: Notes | Use these events as a test model for 'offered' shifts with Beth in early June. |

Shift History

Email prepared for System at 9:53am 06/28/2022

Colleagues for this shift

If you can work the shift, click on “OFFER.”

The screenshot shows the Mia StaffSavvy interface. At the top, there is a navigation bar with a home icon, 'My Account', 'Staff', 'Shifts', 'Training', and 'System' dropdown menus, and a search bar. Below the navigation bar, there is a toggle switch for 'Turn on/off my shifts'. The main content area is titled 'Available Shifts' and contains a table with the following columns: Date, Times, Staff Member, Skill, Department, Further Details, and buttons for 'INFO' and 'OFFER'.

| Date | Times | Staff Member | Skill | Department | Further Details | INFO | OFFER |
|-----------------|---------------------|---------------------|--|----------------|-------------------|------|-------|
| 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 | INFO | OFFER |

At the bottom of the page, there is a status bar that reads 'INFORMATION CHECKED AT 10:03:15AM & SAVED FOR 30 SECONDS'. Below this, it says 'StaffSavvy™' and 'SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2022 SmartBlue Ltd'.

You will be asked to confirm that you are able to work the shift. When you confirm, Paula will be notified that you are available.

The screenshot shows a web application interface for the Minneapolis Institute of Art (Mia). The user is Violet. The navigation menu includes My Account, Staff, Shifts, Training, and System. A search bar is present. The main content area is titled 'Turn on/off my shifts'. A confirmation dialog box is open, asking 'Are you sure?' and providing details for a shift offer on August 2nd, 2022, from 1:00pm to 3:00pm in the MT department for the 'Stop and Chat' event. The dialog includes a warning that accepting the offer entails responsibility. Two buttons are visible: 'CANCEL' and 'YES, OFFER TO WORK', with the latter highlighted by a green oval.

Are you sure?

Are you sure you want to offer to work this shift? A manager will review all offers to work and make a final decision.

Date: 2nd Aug 2022

Times: 1:00pm to 3:00pm

Department: MT

Event: Stop and Chat

Skill: [Adult/University/Multigenerational Guided Tour Special Exhibition 2](#)

By offering to work this shift, you are accepting responsibility to work it if you are selected.

INFORMATION CHECKED AT 10:03:15AM & SAVED FOR 30 SECONDS

StaffSavvy™

Now when you check Available Shifts, you see your offer.

The screenshot shows the Mia (Minneapolis Institute of Art) staff interface. At the top, there is a navigation bar with a home icon, 'My Account', 'Staff', 'Shifts', 'Training', and 'System' dropdown menus, and a search bar. Below the navigation bar, there is a toggle for 'Turn on/off my shifts'. The main section is titled 'Available Shifts' and contains a table with the following columns: Date, Times, Staff Member, Skill, Department, Further Details, and action buttons.

| Date | Times | Staff Member | Skill | Department | Further Details | |
|--------------|------------------|------------------|---|-------------|-------------------|---|
| 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 10:03:45AM & SAVED FOR 30 SECONDS' and the 'StaffSavvy' logo.

If your offer is accepted, you will then receive an email confirmation and the shift moves from Available Shifts to your assigned shifts (“My Shifts”).

Hello Violet,

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 11:15am to 12:15pm Visit - Guided Tour for Kenwood Elementary: Highlights of Mia's Collection | Atrium 1 Lead Guide/Tour | View |
| Thu 7th Jul '22 1:00pm to 3:00pm Stop and Chat | MT Adult/University/ Multigenerational Guided Tour Special Exhibition 2 | View |
| *Tue 2nd Aug '22 1:00pm to 3:00pm Stop and Chat | MT Adult/University/ Multigenerational Guided Tour Special Exhibition 2 | View |

[View All Shifts](#)

Violet **Mia**
Minneapolis Institute of Art

[Home](#) [My Account](#) [Staff](#) [Shifts](#) [Training](#) [System](#)

[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 |
| Thu 7th Jul '22 | Stop and Chat | 1:00pm - 3:00pm | A/U/M GT SpEx2 | MT | VIEW DETAILS |
| Tue 2nd Aug '22 | Stop and Chat | 1:00pm - 3:00pm | A/U/M GT SpEx2 | MT | VIEW DETAILS |

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If you offered to work the shift and were not selected, the shift disappears from the Available Shifts list. The August 2 shift no longer appears for May Flowers because Violet Flowers got the assignment.

The screenshot displays the StaffSavvy interface for the Minneapolis Institute of Art. At the top, there is a navigation bar with a user profile icon for 'May', the Mia logo, and a menu with options: My Account, Staff, Shifts, Training, and System. A search bar is located on the right. Below the navigation bar, there is a toggle switch for 'Turn on/off my shifts'. The main section is titled 'Available Shifts' and contains a table with the following data:

| Date | Times | Staff Member | Skill | Department | Further Details | INFO | OFFER |
|--------------|------------------|------------------|---|-------------|-------------------|------|-------|
| 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 |

At the bottom of the page, there is a status bar that reads: 'INFORMATION CHECKED AT 15:54:42PM & SAVED FOR 30 SECONDS'. Below this, it says 'StaffSavvy™' and 'SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2022 SmartBlue Ltd'.

If you decide that you do not want to work a shift you offered to work--and it has NOT been assigned--you can cancel your offer.

The screenshot shows a user interface for the Minneapolis Institute of Art (Mia). At the top, there is a navigation bar with the user's name 'Kara' and the Mia logo. A confirmation dialog box is open, asking 'Do you want to cancel your offer to work this shift?'. The dialog has two buttons: 'CLOSE' and 'YES, I DO NOT WANT TO WORK THIS SHIFT'. Below the dialog, the 'Available Shifts' section is visible. It contains a table with columns for Date, Times, Staff Member, Skill, Department, and Further Details. Two shifts are listed, both for 'Thu 7th Jul'. Each shift has an 'OFFERED TO WORK' status and a 'CANCEL OFFER' button.

| Date | Times | Staff Member | Skill | Department | Further Details |
|-------------|------------------|------------------|---|-------------|-------------------|
| Thu 7th Jul | 1:00pm to 3:00pm | An Offered Shift | Adult/University/Multigenerational Guided Tour Special Exhibition 2 | Museum Tour | For Stop and Chat |
| 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 |

After a shift has been assigned to you, do not cancel your shift or request cover. If there is an issue, reach out to Paula directly or find a sub and let Paula know of the substitution so the shift can be reassigned.

Mia
Minneapolis Institute of Art

Kara

My Account Staff Shifts Training Pay Reports System

Search Home Department: Learning Team

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 | PreK-12 GT | Atrium 1 | OPTIONS VIEW DETAILS |
| Thu 7th Jul '22 | Stop and Chat | 1:00pm - 3:00pm | A/U/M GT SpEx2 | MT | OPTIONS VIEW DETAILS |

Request Cover

Cancel shift

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On offer assignments

Paula reviews multiple offers and then will select a guide or guides to fill the shift. She does her best to rotate assignments fairly amongst all guides.

We anticipate allowing one day for review and submitting your offer. Paula will assign the following day whenever possible, assuming she received enough offers (e.g., Paula sends out the “on offer” on Tuesday morning. She checks for offers on Wednesday morning, and assigns the shifts by noon.).

On offer assignments

Once Paula assigns the shift, you may see the update within StaffSavvy *before* you receive the confirmation email.

We are working on correcting this time lag.

Important things to remember

You will be able to select on offer volunteer shifts that work best for your own schedule.

School tours, private adult tours, and some select public tours will continue to be assigned individually.

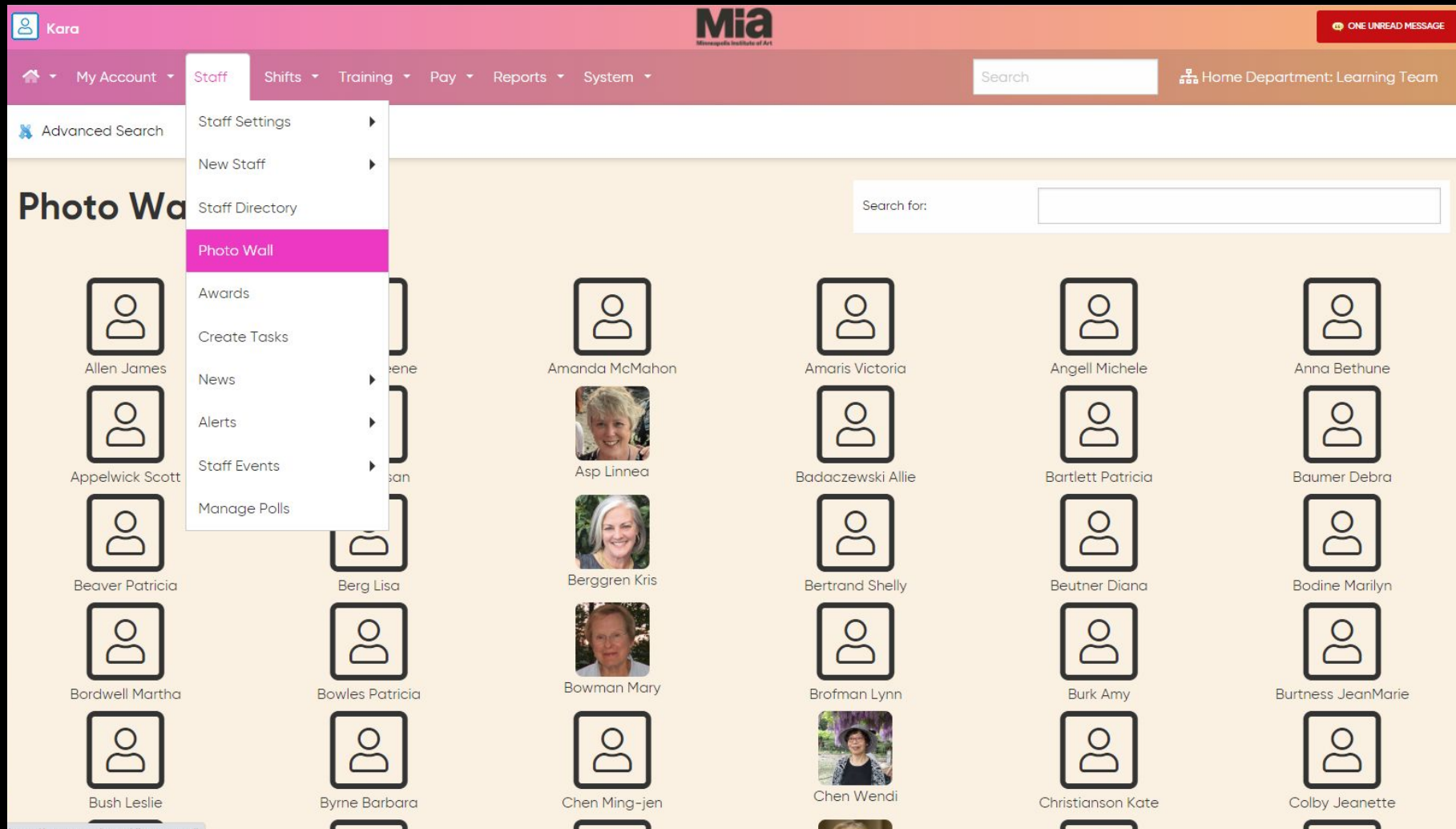
It is important to keep your checkouts up-to-date in StaffSavvy. Remember the end of your checkout is the first day you are again available to tour.

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!

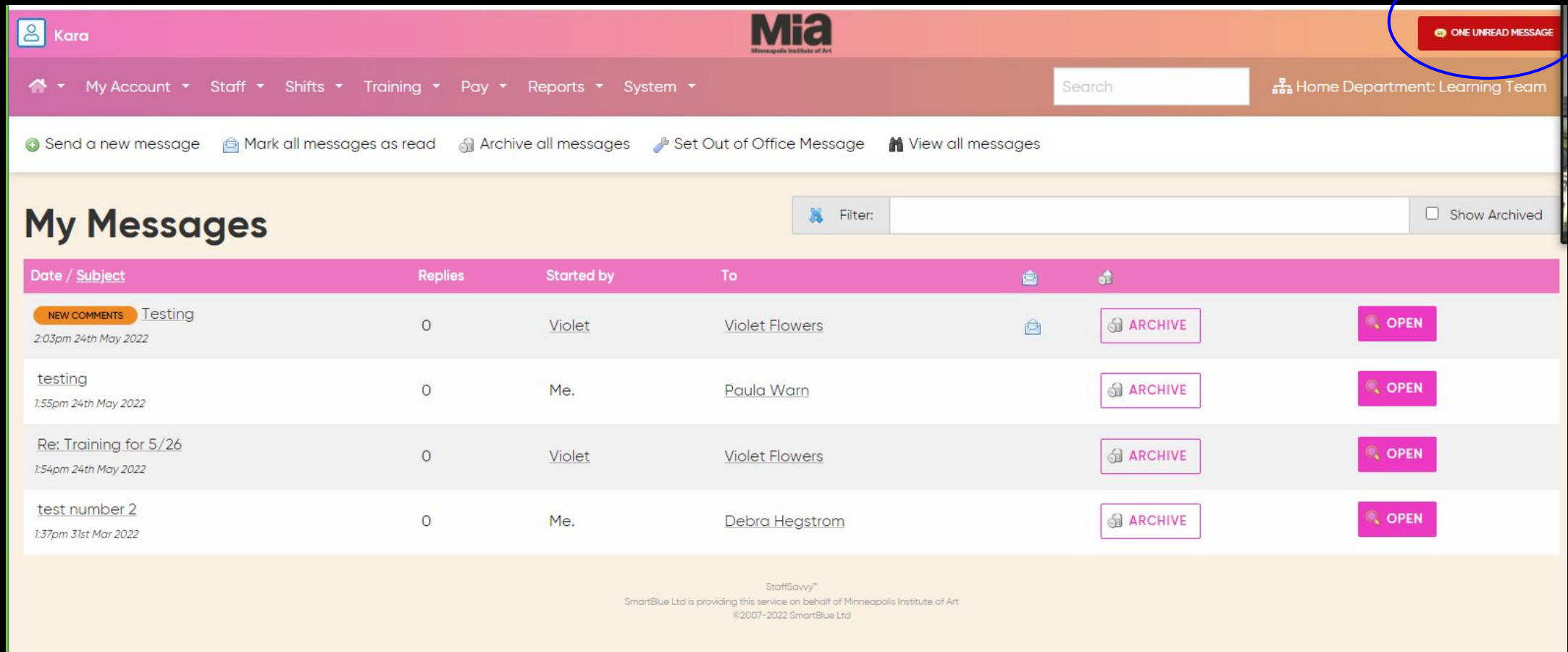


There is a Staff Directory, listing all guides, with a message function. Our staff will continue to reach out to you via your email, not through StaffSavvy messaging.

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'. The table lists ten staff members, each with a corresponding 'MESSAGE' button.

| 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 Mia (Minneapolis Institute of Art) messaging interface. 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 messages. The table has columns for Date / Subject, Replies, Started by, and To. Each message row includes an "ARCHIVE" button and an "OPEN" button. The footer of the page includes the text "StaffSavvy™" and "SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2022 SmartBlue Ltd".

| Date / Subject | Replies | Started by | To | Actions |
|---|---------|------------|----------------|--------------|
| NEW COMMENTS 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 |

Questions or concerns?

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