

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Employees

FROM: Tanya Parker, Manager of Staffing & Scheduling

DATE: November 18, 2024

SUBJECT: **LGI Scheduling Mobile Application**

Important Update: SMS Shift Offers Disabled Starting November 18 at 11:00 PM

Effective 11:00 PM on November 18, SMS shift offers will no longer be available in S&A. Employees currently using SMS for Automated Callouts will automatically be switched to receive Automated Calls.

If you've already downloaded the Mobile App, ensure that your notification preferences are updated to "Mobile App" for system notifications.

Tips for Staying Updated:

Stay Logged In: To receive notifications and bid on available shifts, do not log out of the Mobile App. The app is designed to prompt you to log in after 15 minutes of inactivity, ensuring you remain informed without constant active use.

Resources and Support:

Quick Start Guides for the Mobile App are available on department huddle boards and can also be found in the HR portal under **Popular Documents/Resources** on the **Staffing and Scheduling Tab**.

If you have any questions, please reach out to Tanya Parker at Tanya.Parker@prh.ca or Andrea Russell-Pond at Andrea.Russell-Pond@prh.ca