

Pembroke Regional Hospital

MEMO

To: All Employees
From: Tanya Parker, Manager, Staffing and Scheduling
Date: October 8, 2024
Subject: LGI Scheduling Mobile Application

We are excited to introduce the new Scheduling and Analytics (S&A) LGI Scheduling mobile app! We believe this innovative tool offers a more efficient way for you to manage your work schedule, providing shift notifications, access to your calendar, and the ability to respond to shift offers directly from your phone.

For those who prefer voice notifications for shift offers, you can enable the Auto Call option in your S&A preferences.

The app is now available for download on both iOS and Android devices. Simply visit the App Store or Google Play Store and search for the LGI Scheduling app. To help you get started, a quick-start will be posted on your department's huddle board, and a detailed User Guide can be found on the [HR Website](#).



To celebrate the launch, all employees who download the app will automatically be entered into a draw for a chance to win one of 10 \$20.00 PRH Catch The Ace tickets for the November 20th draw. Winners will be announced the week of November 11th.

Getting Started:

- Mobile App Client ID: pembroke
- Username: p account
- Password: p account password
- Enable Push Notifications: By allowing push notifications, you can receive important real-time updates about our schedule.
- Staying Logged in: The app will log you off after 15 minutes of inactivity, but you will still receive push notifications.

Key Features:

- 24/7 Access: View your schedule and available shifts anytime, anywhere.
- User-Friendly Experience: The app is designed for easy navigation.
- Real-Time Notifications: Stay informed by enabling push notifications. In addition to hospital-initiated shift offers, you'll receive notifications for shift swaps and shift giveaways. Please note that to accept shift swap and giveaway offers, you must log into S&A to confirm through your work calendar.
- Simplified Shift Management: Easily view open shift details and manage shift bids with just a few clicks.
- Personalization: Tailor your notifications by updating your S&A preferences.

Next Steps:

- Download the app.
- Update your S&A Preferences.
- Review your calendar and manage available shifts.

The Staffing Team is here to support you during this transition. If you have any questions regarding the app, please call extension 6155 or email hr.staffing@prh.email. Additionally, we are offering drop-in support sessions where you can receive training on the app.

Date	Time	Location
October 10, 17, 24 & 31, 2024	0700-0800 1130-1230 1500-1600	Staffing Office, Tower C Room C224

Please note that SMS will remain available until **November 4th**, giving you time to transition to the app. After November 4th, you will no longer receive SMS shift offer notifications.

Thank you.