

Staff Scheduling

Who works when, and who is away. Set shifts, see who is on right now, ask for time off, and approve it.

Page manual · For Owners, Managers · aminova.health/university/staff-scheduling

1. THE PAGE AT A GLANCE

Staff Scheduling is your clinic's roster. At the top is who is on shift now. Below it is the week, one row per person, with a coverage count under each day. Time-off requests and approved time off sit under the roster.

By default, owners and managers see this page. **Settings** → **Roles & Permissions** decides who else can. Only people who manage staff can change shifts and approve time off.

Staff Scheduling

For anyone who sees patients, these hours are what patients can book. A day with no shift is closed to booking, and this overrides the usual week set on the Team page — breaks and the daily cap set there still apply.

Changes save automatically [Request Time Off](#) [+ Add Shift](#)

0 on shift now
Sep 28 · today's roster

6 staff 0h this week 1 pending 7 coverage gaps

< **Sep 28 – Oct 4, 2026** > Today

● RN ● NP ● Rivera ● Chen ● MA ● LE

STAFF	Mon Sep 28 TODAY	Tue Sep 29	Wed Sep 30	Thu Oct 1	Fri Oct 2	Sat Oct 3	Sun Oct 4	HRS
RB Rachel Bailey, RN Nurse	—	—	—	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—	—	—	—
MC Dr. Maya Chen Physician	—	—	—	—	—	—	—	—
MC Marcus Cole, MA Front Desk	—	—	—	—	—	—	—	—
KR Kayla Renner, LE Front Desk	—	—	—	—	—	—	—	—
COVERAGE	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0h

Time-Off Requests 1 pending

MC Marcus Cole, MA
Front Desk

PTO Family trip
2026-06-28 – 2026-06-30 · 1 day

[Approve](#) [Deny](#)

Staff Scheduling: who is on now, the week's roster, and time off.

2. SHIFTS SET BOOKING HOURS

For anyone who sees patients, the shifts here are the hours patients can book them. A day with no shift is closed to booking.

Breaks and the daily cap set on the Team page still apply on every working day.

Peak Vitality Clinic

Growth Plan

Notifications

9+

Dashboard

NTS

Patients

Care Plan

Intake Engine

5

Consents

Appointments

My Schedule

Labs

Staff Scheduling

For anyone who sees patients, these hours are what patients can book. A day with no shift is closed to booking, and this overrides the usual week set on the Team page — breaks and the daily cap set there still apply.

Changes save auto

0 on shift now

Sep 28 · today's roster

Sep 28 – Oct 4, 2026

Today

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RB Rachel Bailey, RN Nurse	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—

The rule, said at the top of the page.

3. WHO'S ON NOW

1. The bar at the top counts who is on shift right now, and who is arriving later today.
2. Click it to see each person, with their shift or the time they arrive.
3. On the right: how many staff, the hours scheduled this week, pending time-off requests, and any coverage gaps.
4. On any other week, the count shows a dash. It only has an answer for today.

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For anyone who sees patients, these hours are what patients can book. A day with no shift is closed to booking, and this overrides the usual week set on the Team page — breaks and the daily cap set there still apply.

Changes save automatically

Request Time Off

+ Add Shift

0 on shift now

Sep 28 · today's roster

6 staff 0h this week 1 pending 7 coverage gaps

Sep 28 – Oct 4, 2026

Today

RB

Rachel Bailey, RN

Nurse

DR

Dana Reyes, NP

Physician

AR

Dr. Alex Rivera

Manager

STAFF	Mon Sep 28 TODAY	Tue Sep 29	Wed Sep 30	Thu Oct 1	Fri Oct 2	Sat Oct 3	Sun Oct 4	HRS
RB Rachel Bailey, RN Nurse	—	—	—	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—	—	—	—

Who is on shift now, with the week's numbers beside it.

4. PICK A WEEK

1. The arrows move one week at a time.
2. Click the dates to jump to any week.

3. **Today** brings you back to this week.

Notifications9+

Dashboard

NTS

Patients

Care Plan

Intake Engine5

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Treatment Plans

Clinical Notes

closed to booking, and this overrides the usual week set on the Team page — breaks and the daily cap set there still apply.

0 on shift now

Sep 28 · today's roster

<

Sep 28 – Oct 4, 2026

>

Today

STAFF	Mon Sep 28 TODAY	Tue Sep 29	Wed Sep 30	Thu Oct 1	Fri Oct 2
RB Rachel Bailey, RN Nurse	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—
MC Dr. Maya Chen Physician	—	—	—	—	—

Move between weeks, or jump to a date.

5. THE ROSTER

- 1. One row per person, one column per day, Monday to Sunday. Today’s column is highlighted.
- 2. Each shift shows its hours. A lunch shows as a soft red band and a line like “Lunch 12:30p–1p”.
- 3. Approved time off replaces the shift: **Off** for a full day, or a short note like “In 10:00” for part of one.
- 4. **Hrs** at the end of each row is that person’s hours this week.
- 5. Owners and managers can click an empty day to add a shift for that person on that day.

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Peak Vitality
Clinic

Growth Plan

Notifications

9+

Dashboard

PATIENTS

Patients

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Intake Engine

5

Consents

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My Schedule

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Clinical Notes

PROTOCOLS

Protocols

E-Prescriptions

Refills

TEAM

AR

Dr. Alex Rivera

Owner / Director

Staff Scheduling

For anyone who sees patients, these hours are what patients can book. A day with no shift is closed to booking, and this overrides the usual week set on the Team page — breaks and the daily cap set there still apply.

Changes save automatically

Request Time Off

Add Shift

0 on shift now

Sep 28 · today's roster

6 staff
0h this week
1 pending
7 coverage gaps

Sep 28 – Oct 4, 2026

Today

RN NP Rivera Chen MA LE

STAFF	Mon Sep 28 TODAY	Tue Sep 29	Wed Sep 30	Thu Oct 1	Fri Oct 2	Sat Oct 3	Sun Oct 4	HRS
RB Rachel Bailey, RN Nurse	—	—	—	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—	—	—	—
MC Dr. Maya Chen Physician	—	—	—	—	—	—	—	—
MC Marcus Cole, MA Front Desk	—	—	—	—	—	—	—	—
KR Kayla Renner, LE Front Desk	—	—	—	—	—	—	—	—
COVERAGE	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0h

Time-Off Requests

1 pending

MC Marcus Cole, MA
Front Desk

PTO

Family trip

2026-06-28 ~ 2026-06-30 · 1 day

Approve

Deny

The week's roster, one row per person.

6. ADD A SHIFT

1. Click **Add Shift**.
2. Pick the **Staff Member**.
3. Under **Days**, tap each day, or press **Weekdays** or **Every day**.
4. Pick the **Shift Type**. For your own hours, pick **Custom** and set **Start** and **End**.
5. Add a **Lunch break** if you like. Nobody can be booked with them during it.
6. Leave **Repeat every week** ticked to put the same shift on the same days for the next 12 weeks. Then press **Add Shift**.

Add Shift

STAFF MEMBER
Rachel Bailey, RN · Nurse

DAYS
Weekdays Every day Clear 5 days

Mon Tue Wed Thu Fri Sat Sun
28 29 30 1 2 3 4

SHIFT TYPE

8A-5P 8A-1P
1P-6P On-Call
Lunch Out
Custom

LUNCH BREAK (optional)
--:-- --:--

Nobody can be booked with them during this time.

☒ Repeat every week
Same shift on the same day(s) for the next 12 weeks.
Change any single week later without affecting the rest.

Cancel Add Shift

Add Shift: one person, as many days as you like, one set of hours.

7. THE SHIFT TYPES

1. **8A-5P** is a full day. **8A-1P** is a morning and **1P-6P** an afternoon.
2. **On-Call** marks someone on call.
3. **Lunch** blocks 12 to 1 that day. **Out** marks them away all day, so nobody can book them.
4. **Custom** is any hours you choose.

8. OPEN A SHIFT

1. Click a shift on the roster. A card shows the person, the day, the hours, the lunch and the working hours.
2. **Edit shift** opens it with its hours filled in. Change what you need and press **Add Shift**.
3. **Remove** takes the shift off that day.
4. Changing one week leaves the other weeks as they are.

9. IT SAVES ON ITS OWN

Every change saves the moment you make it. There is no Save button. The top of the page says **Saving...**, then **Saved** with the time.

If a change doesn't save, it says **Not saved**. Press **Reload** to see what is really stored.

3. Pick the **Duration: Full day(s), Arriving late, Leaving early** or **Partial (time range)**. Then set the dates and times.
4. Add a reason if you like, and press **Submit Request**. Your managers are told in their notifications.

Changes save automatically


Request Time Off

+ Add Shift

6 staff 0h this week 1 pending 7 coverage gaps

RN
 NP
 Rivera
 Chen
 MA
 LE

Thu Oct 1	Fri Oct 2	Sat Oct 3	Sun Oct 4	HRS
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

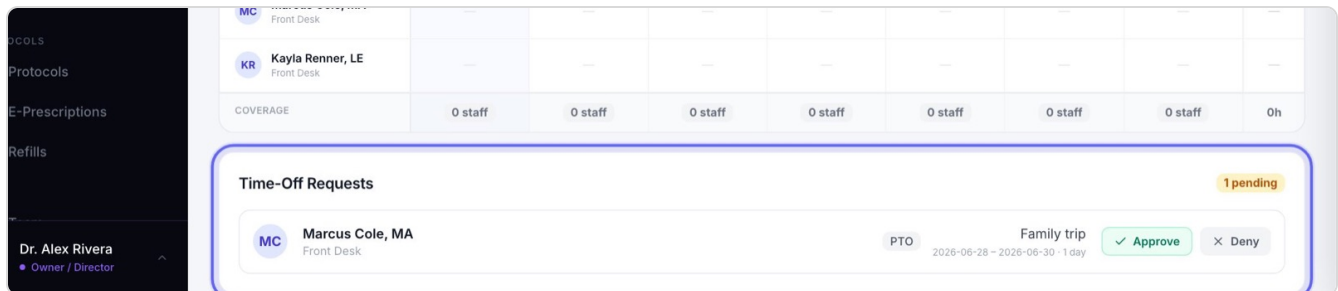
Request Time Off, at the top of the page.

Tip. If the button is grayed out, your login isn't linked to the staff list yet. Ask an owner to add you on the Team page.

12. TIME-OFF REQUESTS

1. Owners and managers see **Time-Off Requests**: who, the type, the reason and the dates.
2. Press **Deny** to turn it down.
3. Press **Approve**. Aminova first checks for visits booked with them in that time.

4. The person is told in their notifications either way.



Time-off requests, waiting for you to approve or deny.

13. APPROVING OVER BOOKED VISITS

1. If they have visits booked in that time, the list shows each one.
2. Pick a name under **Give to a free provider** to move a visit to someone free at that time.
3. Press **Approve anyway** to approve. Any visit you didn't move stays booked, for the front desk to sort out.
4. With no visits in the way, just press **Approve**.

14. APPROVED TIME OFF

1. Time off you have granted, still to come, is listed under **Approved Time Off**. It blocks their calendar for booking.
2. To take it back, press **Cancel**, then **Cancel time off**. Their calendar opens again. **Keep** leaves it as it is.

15. NEEDS COVERAGE

1. When a provider is off for the day, their visits that week are listed under **Needs coverage**.
2. Pick someone under **Assign substitute**. Only people working then, not off and not booked are listed. The patient keeps their usual provider. This is a one-day cover.
3. If nobody is free, press **Request reschedule from patient**. The patient gets a message in their app asking them to pick a new time.