OptiLink Plus
Self-Scheduling Quick Reference

Accessing within TMH
Go to the Intranet. Click Colleague Information → OptiLink Plus → OptiLink Plus SCHEDULING ONLY

Accessing outside of TMH
Go to www.tmh.org. Click For Healthcare Professionals → For TMH Colleagues → Staff Scheduling Requests → OptiLink Plus SCHEDULING ONLY

How to Log In
User name: E0#
Password: Your TMH network/email password
Note: 404 error code means your OptiLink account is not created. Please contact help desk to open a ticket.

How to Self-Schedule
You will see your name in the first grid by itself. Below your name will be the entire department schedule.

- Change the Start Date to the beginning of the schedule period (refer to the calendar online at OptiLink House Wide Calendar).
- Change the Duration to 4 weeks and click Display to refresh page.
- When adding the same shift code to multiple days, click the first day and then press and hold the CTRL key while selecting the remaining days.
- Right click within one of the cells you have selected and click Add New.
- Select the Shift Code from the drop down box and click Save.
  o When adding education you must put in a start and end time under Time and select ED-Education under Work Code. It is advised that you enter a Note explaining what the education is for (i.e. ACLS, BLS, Chemo Cert, Shared Governance, Meeting, etc).
- You are can hover over any scheduled day to view shift details for that day.

Viewing Stats
- Drag up the stats bar at the bottom of the screen. It defaults to show number scheduled per shift and by role.
- You can look at the stats to determine where the needs are for the department to assist you in self scheduling. The color Red indicates a need and the color Blue indicates over staffed.

Viewing Openings
- Drag up the stats bar at the bottom of the screen. Then click on the tab Openings.
- This will display any openings/needs your department has posted to be filled.
- Locate the date that you are available to work.
- Click on the number of needed openings under the date in order to see the shift needing to be filled.
- Select the opening you want to bid on and then click Submit.
- You can then view what you have bid on under the Request tab.

Requesting Time Off
- Change the Start Date to the beginning of the schedule period.
- Change the Duration to 4 weeks and click Display to refresh page.
- Select the days you would like to request off.
- Right click within one of the cells you have selected and click Add New.
- Select the time off code from the Shift Code drop down box.
  o When requesting a portion of your shift off, you must put in a start and end time under Time and select a Time Off Code. It is advised that you enter a Note explaining what the time off is for.