

Please cascade the following information to your team members.



Systems affected	<ul style="list-style-type: none">• Smart Square
Facilities affected	<ul style="list-style-type: none">• All facilities
Scheduled impact dates/times	<ul style="list-style-type: none">• Wednesday, June 29 between 2:00 a.m. and 3:00 a.m.
Description	<ul style="list-style-type: none">• The menus in Smart Square are being updated. No more toggling between "classic" and new menus.• Starting June 29th between 2:00am and 3:00am, a new menu navigation experience is available with a modern and mobile-friendly view.• All the information is the same; it's just an updated view. You no longer have to toggle to classic Smart Square. All scheduling tools are now on the left. Your preferences, notification settings, and tutorials are organized in one list on the top right. Need a quick walk-through? When you first login to Smart Square after the new menus are rolled out, a guided tour will be available on your screen.
Duration	<ul style="list-style-type: none">• The new Smart Square menus will be rolled out on Wednesday, June 29 between 2:00 a.m. and 3:00 a.m.
Action Required	<ul style="list-style-type: none">• There are links to two tip sheets below. The tip sheets provide details about the new menu structure and features. One is for team members who access their schedule via Smart Square and the other is for Smart Square schedule editors.• Team Members: Review the Team Member Tip Sheet prior to the roll out of the new menus.• Smart Square schedule editors: Review the Schedule Editor Tip Sheet and the Team Member Tip Sheet prior to the roll out of the new menus.

Contact information	<ul style="list-style-type: none">• Contact Labor Management (labormanagement@balladhealth.org) if you have any questions about the new menus.		
Additional information	<ul style="list-style-type: none">• Smart Square new menu tip sheets <table border="1" data-bbox="659 365 1414 499"><tr><td data-bbox="659 365 1036 499">Team Member Tip Sheet</td><td data-bbox="1036 365 1414 499">Schedule Editor Tip Sheet</td></tr></table>	Team Member Tip Sheet	Schedule Editor Tip Sheet
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