AMiON Resource-Providers

Logging Into AMiON:
1. Link from MNGI Employee Resources Page
2. www.amion.com
3. Desktop or Citrix Link (password is embedded)

Password: Will change every 3 months and will be sent out by Provider Requests. Password is case sensitive and space sensitive.

Current Password: **MNGI Coverage**

AMiON Home Screen:

Navigation Icons:

 - **Schedule Page:** View call assignments by month.

 - **Who's On Page:** View call assignments by day.

 - **Who's On Vacation Page:** View vacation *Not in use*

 - **My Schedule Page:** View an individual schedule by month

 - **My Requests Page:** Request vacation *Not in use*

 - **Swap a Shift Page:** Request a call trade.

 - **MNGI Home Page**

How to Swap a Shift:
Step 1: Go to Swap a Shift Page.
Step 2: Enter your individual password.
Step 3: Find and click on the date you would like to give away.
Step 4: Select the provider you would like to trade with.
Step 5: Select the shift you'll cover in return.

An email will be sent to you and the trade partner with proposed swap information. The trade partner will click on the link in the email to confirm or decline the swap. You will get an email after the trade partner has responded (either confirming or declining).

If confirmed, the schedule will automatically be updated. If declined, the schedule will remain the same and you can propose a swap with someone else. Provider Requests will review all swaps to ensure adequate coverage.

Please contact Provider Requests with any questions

How to add an AMiON Schedule into an Outlook Calendar on a Cell Phone

1. Have the user log into Outlook online

2. Go to AMiON icon on desktop

3. Click the My Schedule icon

4. Select the user in the appropriate drop down

Admin ▾	Assignment ▾	CS RN ▾
MD ▾	Non-MNGI ▾	NPPA ▾
Prep RN ▾	RD ▾	Help Desk ▾
Weight Management Coordinator ▾		

5. Click Create Schedule button

6. At the bottom of the calendar select the sync to button

Sync to Google calendar, Apple iCal, iPhone, Outlook ...

7. Copy provided URL address.
8. Go back into Outlook and select the calendar option
9. Under the calendar options select Share

New ▾ Delete   Go to Today   Share ▾

10. Then Add Calendar
11. In the box Select Calendar from Internet and paste the URL that was copied.

Add Calendar ✕

You can add a calendar from your organization or from the Internet.

○ Calendar from your organization

📖 Name... [   ]

(Example: Tony Smith)

◉ Calendar from the Internet

Calendar URL: [   ]

(Example: webcal://contoso/soccer.ics)

OK   Cancel

12. Hit OK.
13. The AMiON calendar will come up next to the person's personal calendar. Rename the calendar to AMiON by selecting the calendar in the left pane, right click and rename.