



RMACO
REGIONAL MANAGED
ASSIGNED COUNSEL OFFICE

HOW TO USE SLING

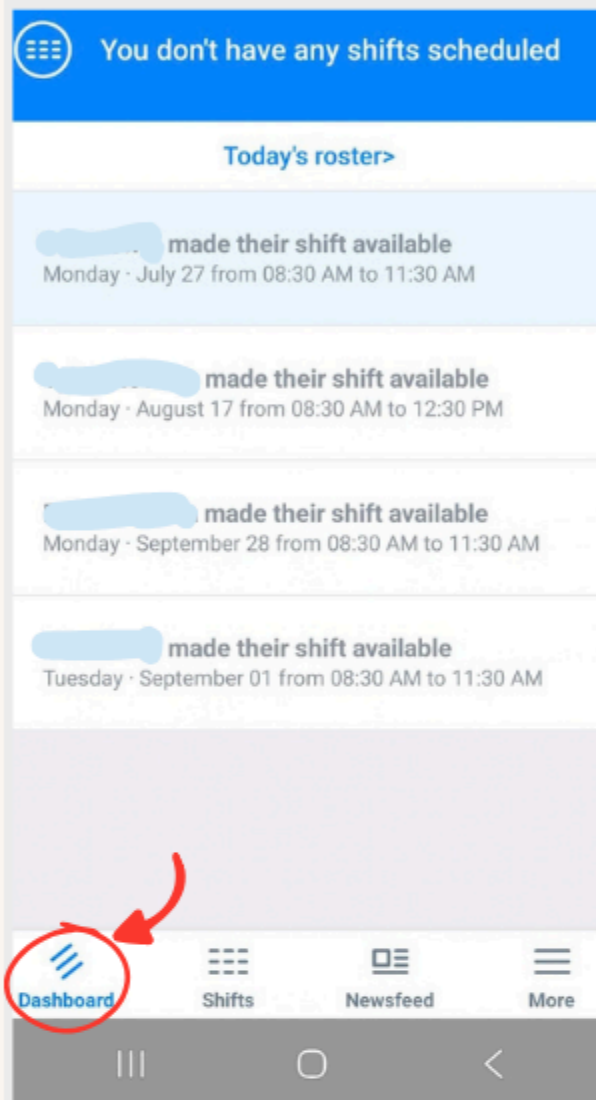
QUICK GUIDE

Navigating your schedule & managing shifts

A quick reference for RMACO roster attorneys

1

DASHBOARD



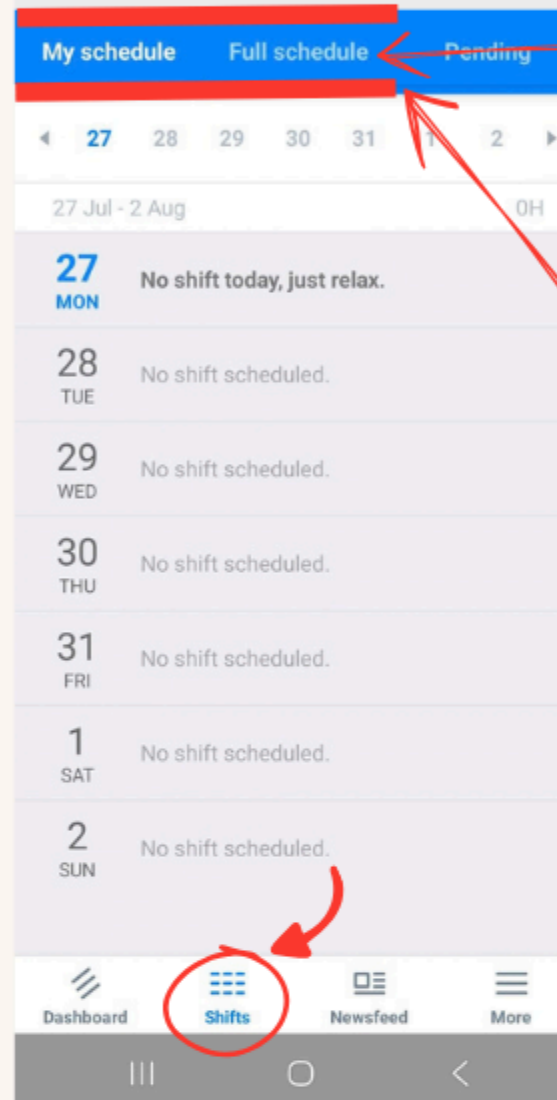
The Dashboard displays messages, notifications, available shift updates and other important information.

Check your Dashboard regularly for updates

2

VIEW YOUR SCHEDULE

Tap "Shifts" at the bottom of the screen



My Schedule

- View your individual assigned shifts

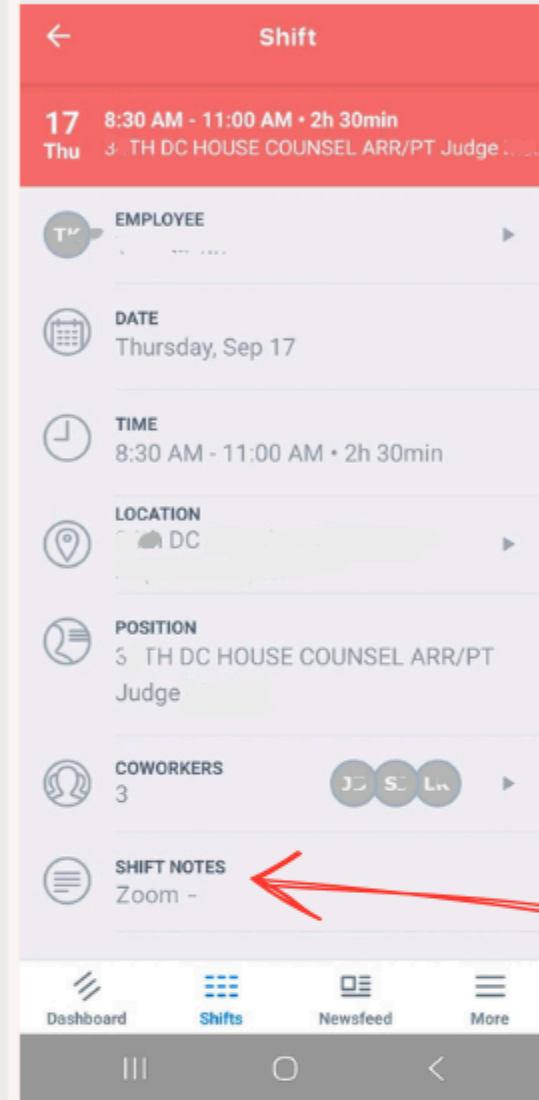
Full Schedule

- View the complete schedule, including other attorneys' shifts, dates, times, courts and positions.

3

VIEW SHIFT DETAILS

When you click on a shift



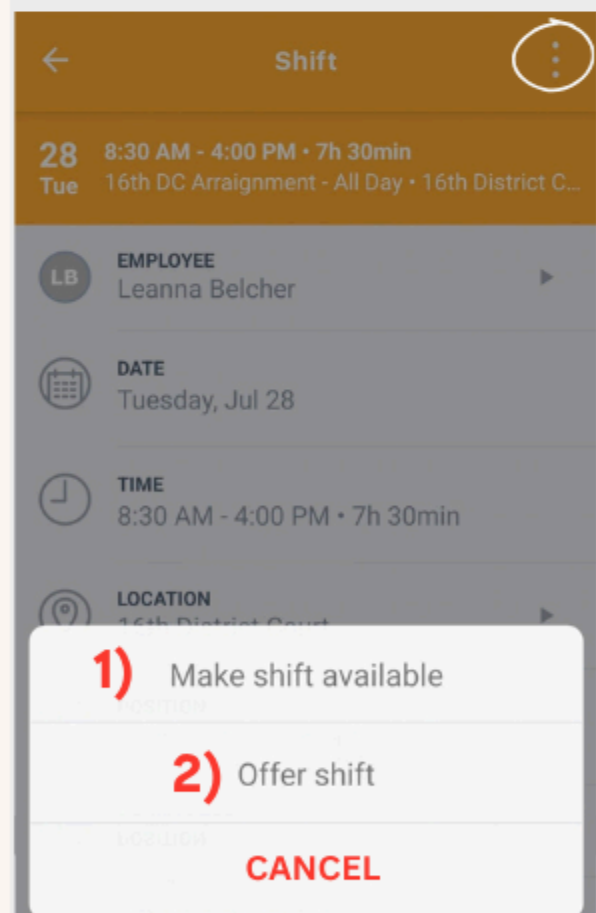
You can view:

- Assigned Attorney
- Date & Time (total hours)
- Location/Court
- Judge Assigned
- Position/Shift Type
- Coworkers
- Shift notes

Important: The Shift Notes may indicate if a shift is on Zoom, in person or provide other important information.

4

HOW TO RELEASE YOUR SHIFT



1) Make Shift Available
Makes the shift available to entire roster within that court.

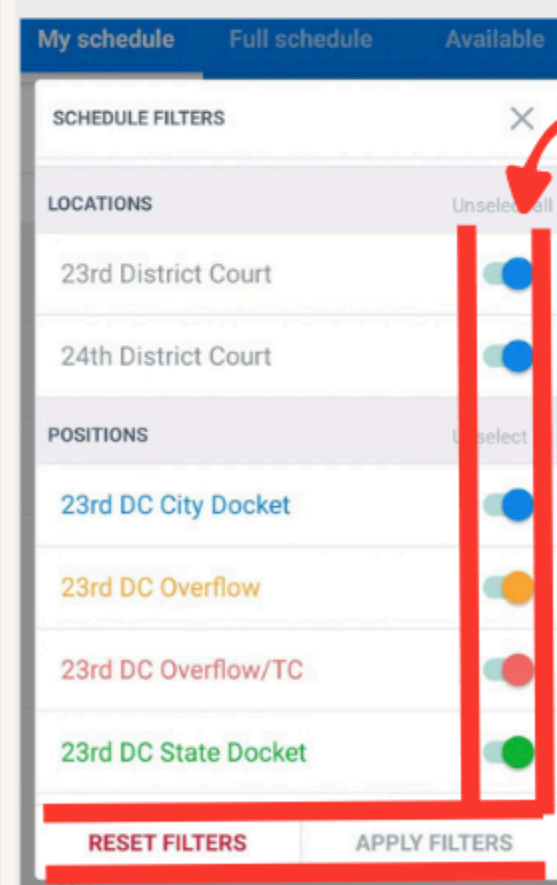
2) Offer Shift
Use this option when you already have an attorney willing to take your shift. Select the specific attorneys name to offer it to them.

All shift changes must be approved by RMACO

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FILTERS

Use filters to display specific courts or positions you want to see

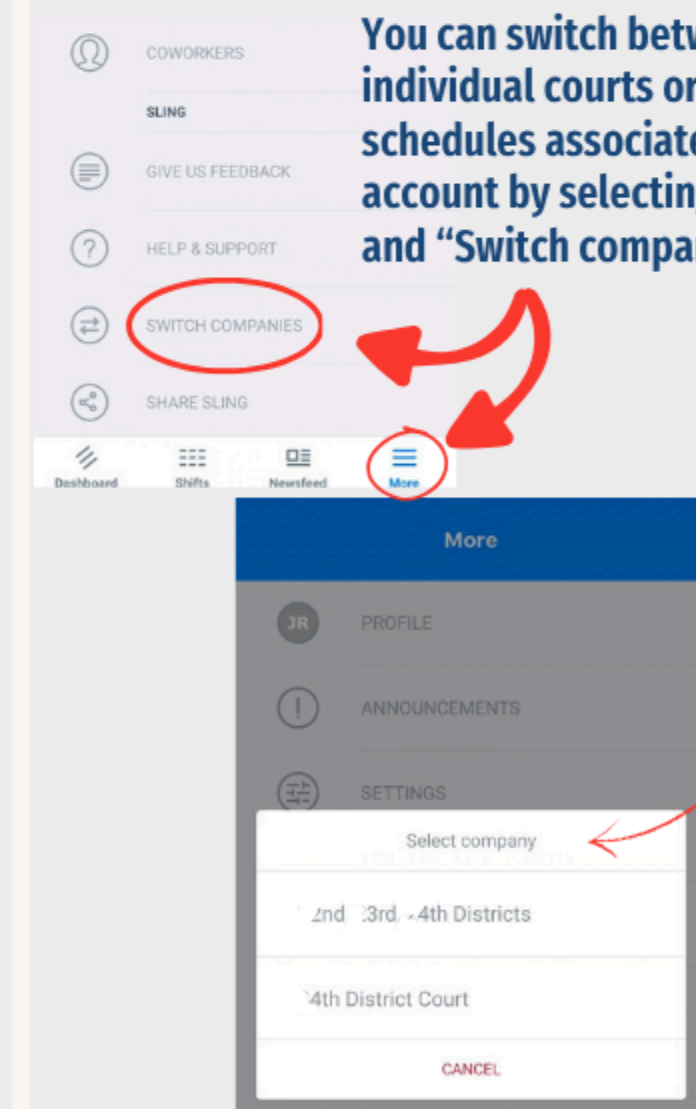


- Under Locations, toggle to select or deselect a specific court schedule.
- Under Positions, toggle to select or deselect shift types.
- Tap Apply Filters to update your schedule.
- Tap Reset Filters to remove your specific selections.

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TOGGLES

You can switch between individual courts or other schedules associated with your account by selecting "More" and "Switch companies"



Then you can select a specific court within your list.

DOWNLOAD THE SLING APP TO YOUR PHONE

Get the app from your phone store or go to getsling.com and select the appropriate download at the bottom of the screen.



Thank you for all you do!