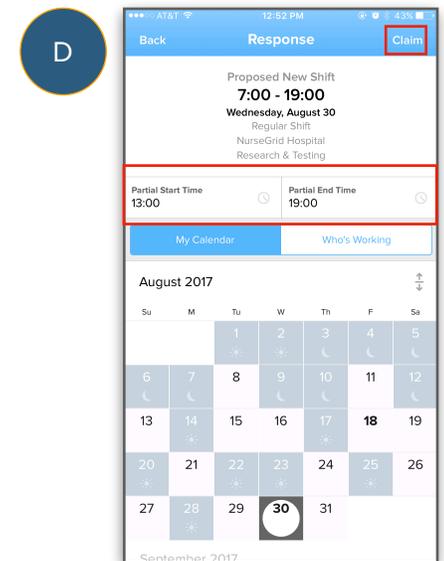
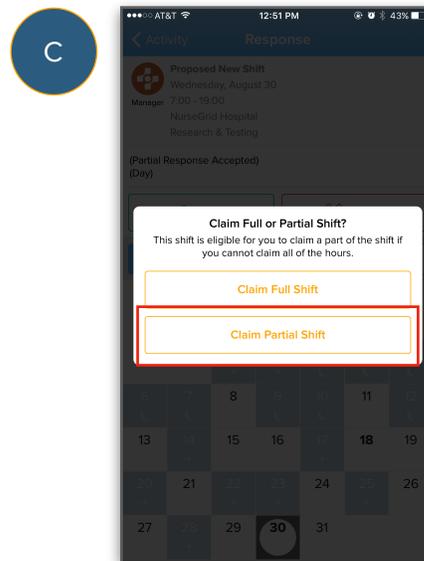
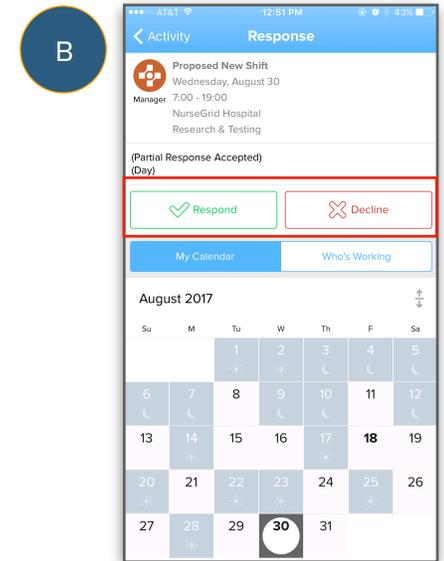
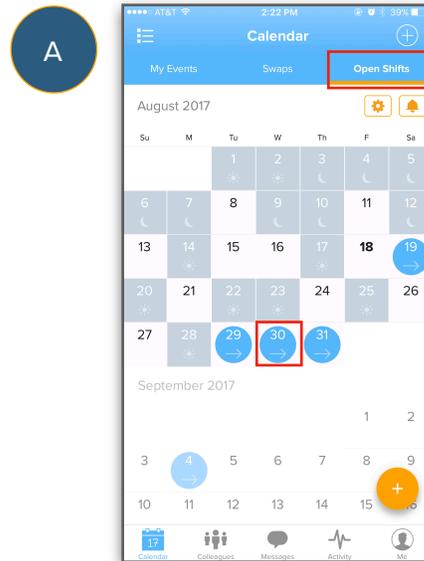


How to: Respond to open shift requests that are sent out by your manager.

Responding to an open shift request

1. Tap on “Open Shifts” from your “Calendar” tab (A).
2. Tap on the day of the open shift you would like to pick up (A).
3. Tap “Respond” or “Decline” to respond to the open shift (B).
4. If the open shift has been set up to allow partial responses, you can tap “Claim Partial Shift” to select the hours you would like to pick up or “Claim Full Shift” if you would like to work all of the hours being offered (C).
5. If you tap “Claim Partial Shift”, you’ll need to select the time you would like to work by tapping on “Partial Start Time” and “Partial End Time” (D).
6. Tap “Claim” (D).



After claiming an open shifts, your response will appear in your manager’s NurseGrid Manager account. You’ll be notified when they approve or deny your response.