How to enter Availability in DukeShift

Log in to DukeShift.

Click on My Calendar.

Choose the day for which you want to enter availability by clicking on the date in the calendar.

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An Availability Calendar opens.

Click on the Start time of your availability and a form opens.

The date and start time you selected default (but you can change them if you need to).

Under Duration, enter the number of hours you are available that day. Note that if you pick 7a for 12 hours, you could be offered a shift that starts at 1100 or 1500, as long as it ends by 1900.

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Date October ▼ 22 ▼ 2012 ▼	Time 7 am ▼	:00 🔻	-
Duration			
0 days • 12 hrs • 0 mins	•		
Repeat Time & Duration to Ot Add Other Dates	her Dates		
	Save	Cancel	
If you are selected to work a shift agreeing to a contract You will e contract to work this shift for the po you're the winning bidder. You are full shift listing, including the Healt instructions, attendance and cancel Provider assumes all responsibility	for this date, yo nter into a legally osting Healthcare responsible for m hcare Provider's lation policies. H for listing this sh	u are y binding Provider if eading the ealthcare hift.	
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Before you save, you can Click on Add Other Dates to enter more availability. However, if the days you are available don't follow a pattern and/or the start times and duration are different, you will need to enter those dates individually. Save when you are done.