

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.

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.

New Event - Windows Internet Explorer
https://www.dukebid4health.com/ezDialog.aspx?type=event&event

Date
October 22 2012

Time
7 am :00

Duration
0 days 12 hrs 0 mins

Repeat Time & Duration to Other Dates
Add Other Dates

Save Cancel

If you are selected to work a shift for this date, you are agreeing to a contract -- You will enter into a legally binding contract to work this shift for the posting Healthcare Provider if you're the winning bidder. You are responsible for reading the full shift listing, including the Healthcare Provider's instructions, attendance and cancellation policies. Healthcare Provider assumes all responsibility for listing this shift.

Important Note -- If you are awarded a shift, you are considered scheduled for that shift and all policies and procedures apply, including but not limited to Attendance, Cancellation and Floating. If you cannot work a shift that you have been awarded, you must contact the shift manager at the contact number in the award email you will receive. Failure to appear for a scheduled shift will result in negative comments on your profile which will be viewable to all Administrator Managers for view. The Administrator Professional may also ban you from bidding on future shifts for their System's shifts. You may incur appropriate corrective action per the Attendance Policy.

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.

Repeat - Windows Internet Explorer
https://www.dukebid4health.com/ezDialog.aspx?type=eventrepe

Do not repeat

Repeat Every day

Repeat on the first Sunday of every month

Repeat 1 time(s)

Repeat until January 29 2013

OK Cancel