

# Andgo Smart Call

## Bid on Available Shifts

### Quick Reference Guide

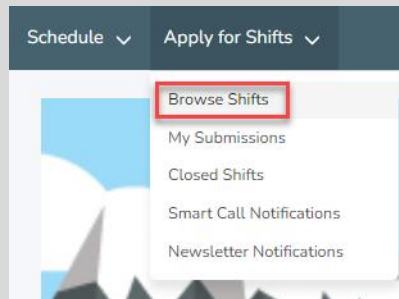
Last updated: June 19, 2024 (version 1.0)

**Audience:** Nurses, Unit Clerks and Health Care Aides

**Purpose:** To bid on an available unfilled shift.

#### Request a Shift

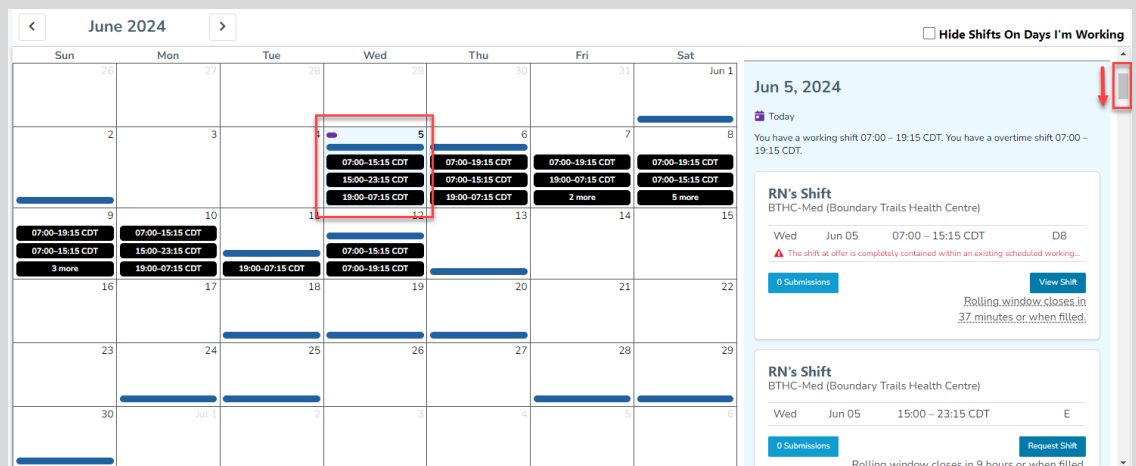
1. Click **Browse Shifts** under the Apply for Shifts menu.



A calendar view of all your shift notifications appears, with details for each shift on the right. You can view details about each day in the calendar on the right.

- Today's date is indicated by a **purple icon**.
- Days with a blue bar are days you're already working.
- Click any calendar day to view the details for each shift available for that day. Details appear to the right.
- Click the arrows forward or back to view other months.
- To hide shifts on days you're already working, you can click the box next to **Hide Shifts on Days I'm Working**.

2. Click on a date on the calendar to view the available shift notifications or scroll through the shift details on the right to find a shift to submit a request bid.



The screenshot displays a calendar for June 2024. The calendar shows days from Sunday to Saturday. On Wednesday, June 5th, a red box highlights the date. To the right of the calendar, there is a detailed view for 'Jun 5, 2024'. This view shows a list of shifts for that day, including 'RN's Shift' at BTHC-Med (Boundary Trails Health Centre) for the time 07:00 - 15:15 CDT. The shift is currently unfilled, and there are 0 submissions. A warning message indicates that the shift offer is completely contained within an existing scheduled working period. The rolling window closes in 37 minutes or when filled. Below this, another shift for 15:00 - 23:15 CDT is shown, also unfilled with 0 submissions and a rolling window closing in 9 hours or when filled.

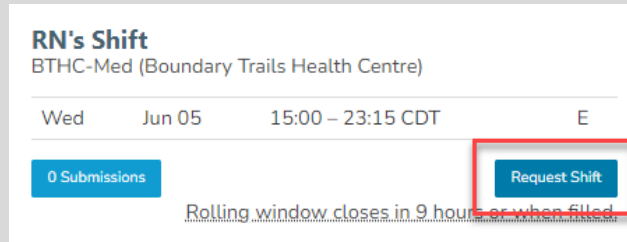
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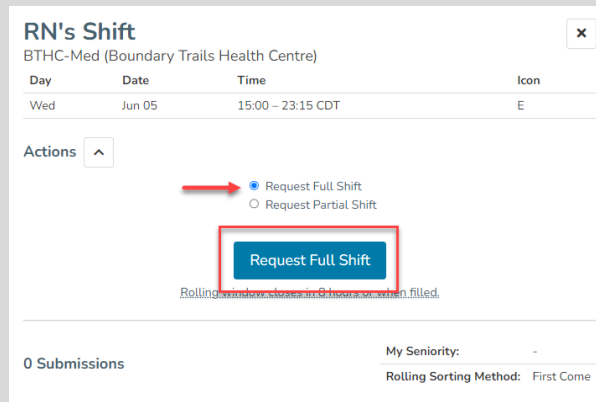
3. Click the **Request Shift** button for the shift you want to bid on.



Click on the Submissions button to see a list of submission by other employees.

Shifts will close 4 hours before the end of the shift or when it has been filled at which time no bids will be able to be placed for that shift.

4. Select the full shift selecting the button next to *Request Full Shift* option and clicking the **Request Full Shift** button.



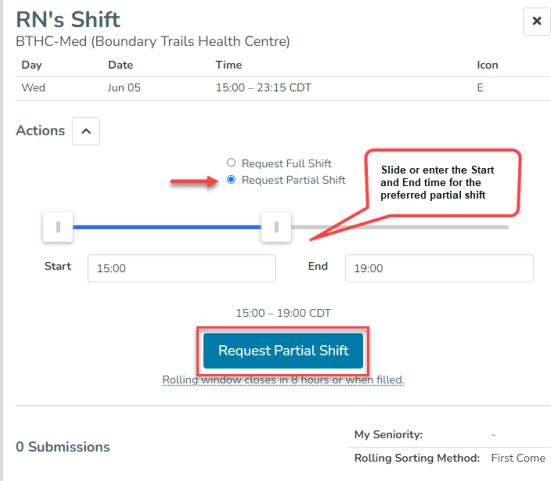
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Or, select a partial shift by selecting the button next to *Request Partial Shift* option, selecting the preferred shift time and clicking the **Request Partial Shift** button.



**RN's Shift** ×

BTHC-Med (Boundary Trails Health Centre)

Day	Date	Time	Icon
Wed	Jun 05	15:00 - 23:15 CDT	E

Actions ^

Request Full Shift  
 Request Partial Shift

Slide or enter the Start and End time for the preferred partial shift

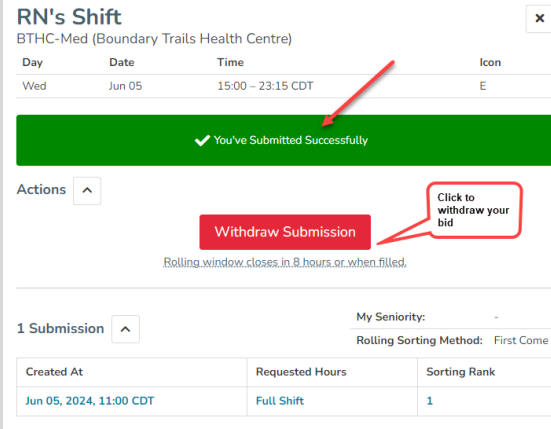
Start  End

15:00 - 19:00 CDT

**Request Partial Shift**

Rolling window closes in 8 hours or when filled.

0 Submissions My Seniority: -  
Rolling Sorting Method: First Come



**RN's Shift** ×

BTHC-Med (Boundary Trails Health Centre)

Day	Date	Time	Icon
Wed	Jun 05	15:00 - 23:15 CDT	E

✓ You've Submitted Successfully

Actions ^

**Withdraw Submission**

Click to withdraw your bid

Rolling window closes in 8 hours or when filled.

1 Submission ^ My Seniority: -  
Rolling Sorting Method: First Come

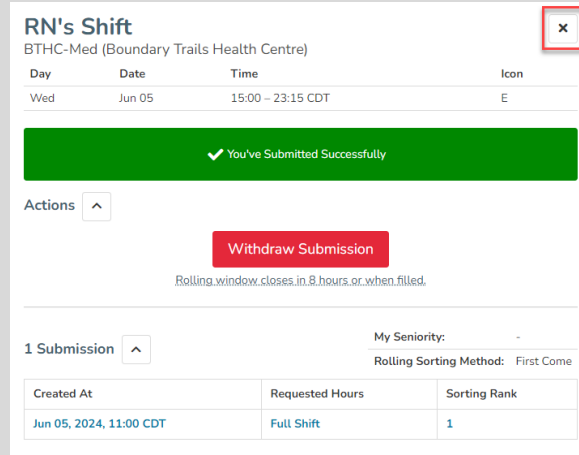
Created At	Requested Hours	Sorting Rank
Jun 05, 2024, 11:00 CDT	Full Shift	1

5. Click the **X** to close the window and return to the calendar of available shifts.

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**RN's Shift**  
BTHC-Med (Boundary Trails Health Centre)

Day	Date	Time	Icon
Wed	Jun 05	15:00 – 23:15 CDT	E

✓ You've Submitted Successfully

Actions ^

**Withdraw Submission**

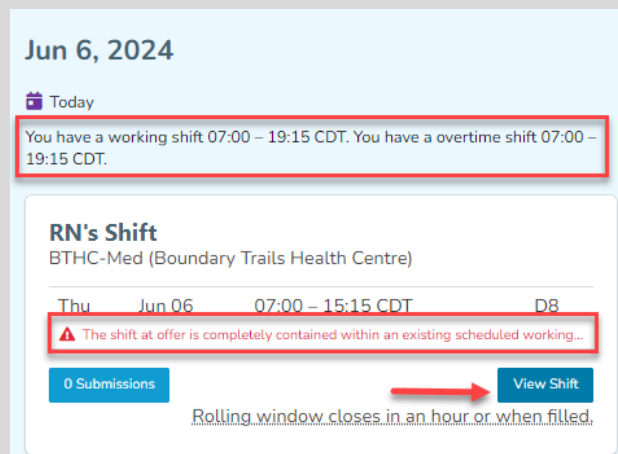
Rolling window closes in 8 hours or when filled.

1 Submission ^

My Seniority: -  
Rolling Sorting Method: First Come

Created At	Requested Hours	Sorting Rank
Jun 05, 2024, 11:00 CDT	Full Shift	1

Employees will not be notified of shifts they are uneligible for, but will be able to see them on **My Schedule**.



**Jun 6, 2024**

📅 Today

You have a working shift 07:00 – 19:15 CDT. You have an overtime shift 07:00 – 19:15 CDT.

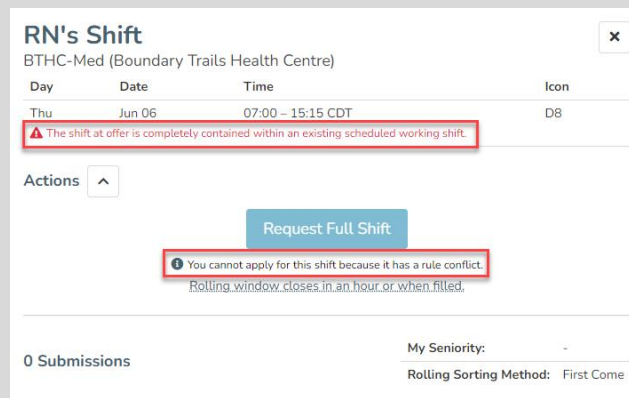
**RN's Shift**  
BTHC-Med (Boundary Trails Health Centre)

Day	Date	Time	Icon
Thu	Jun 06	07:00 – 15:15 CDT	D8

⚠ The shift at offer is completely contained within an existing scheduled working...

0 Submissions **View Shift**

Rolling window closes in an hour or when filled.



**RN's Shift**  
BTHC-Med (Boundary Trails Health Centre)

Day	Date	Time	Icon
Thu	Jun 06	07:00 – 15:15 CDT	D8

⚠ The shift at offer is completely contained within an existing scheduled working shift.

Actions ^

**Request Full Shift**

ⓘ You cannot apply for this shift because it has a rule conflict.

Rolling window closes in an hour or when filled.

0 Submissions

My Seniority: -  
Rolling Sorting Method: First Come