

It is important to acknowledge your shifts in Celayix. This let's us know that you understand that you have been scheduled and will be at your scheduled shift. Acknowledgements are required when shifts are either assigned or changed.

There are 2 ways that you can acknowledge your shift. You can acknowledge them one shift at a time, or you can select to acknowledge them all at once.

To start, open the Celayix application. From the Dashboard click on "Review my schedule" (Figure 1). This will take you into the schedule where you will see your shifts listed by date (Figure 2). If you are going to acknowledge your shifts one at a time, click on the shift and it will show you the details of that shift with a slider bar at the top. To acknowledge that shift, swipe right (Figure 3). If you want to acknowledge all of the shifts at once, from the schedule view (Figure 2), you will see at the top 2 options. It defaults to "My shifts". The other will say some number of actions needed. By clicking on that button it will take you to a list of all the shifts needing to be acknowledged (Figure 4) and the button at the bottom, "Acknowledge all changes" will mark all of the shifts as Acknowledged.

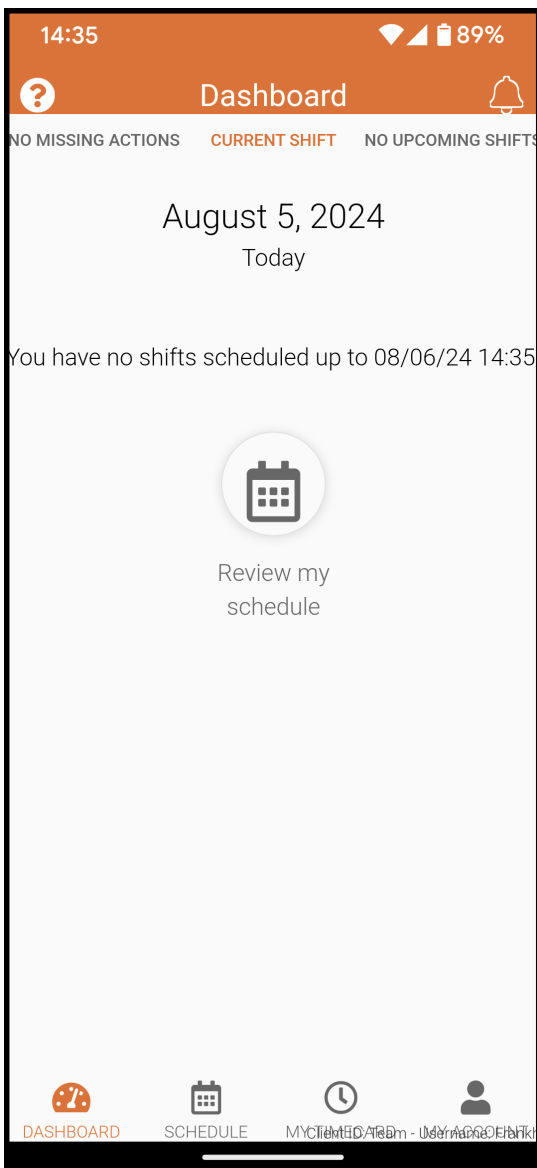


Figure 1

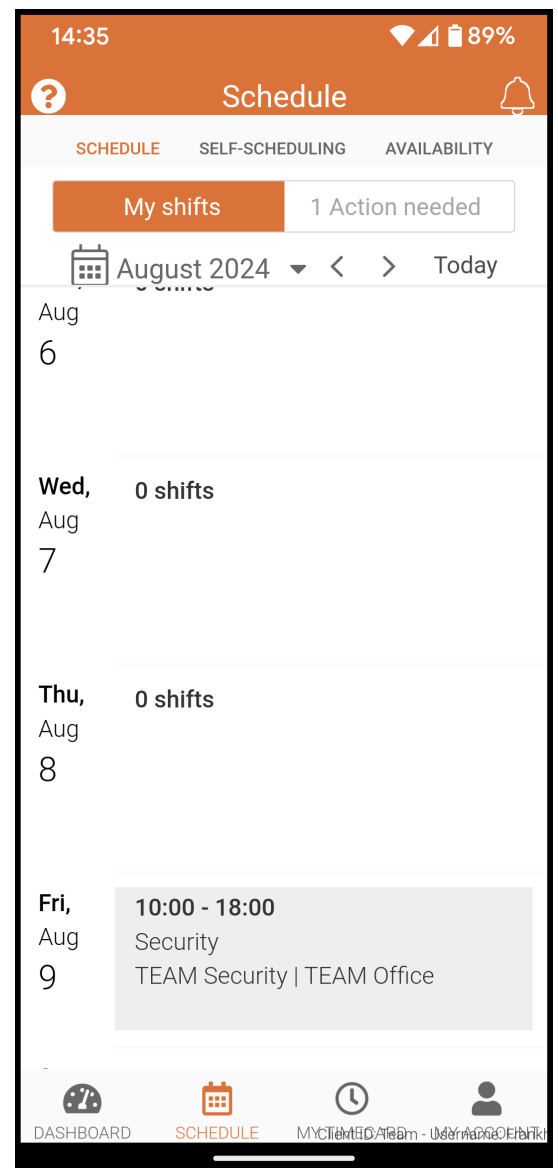


Figure 2

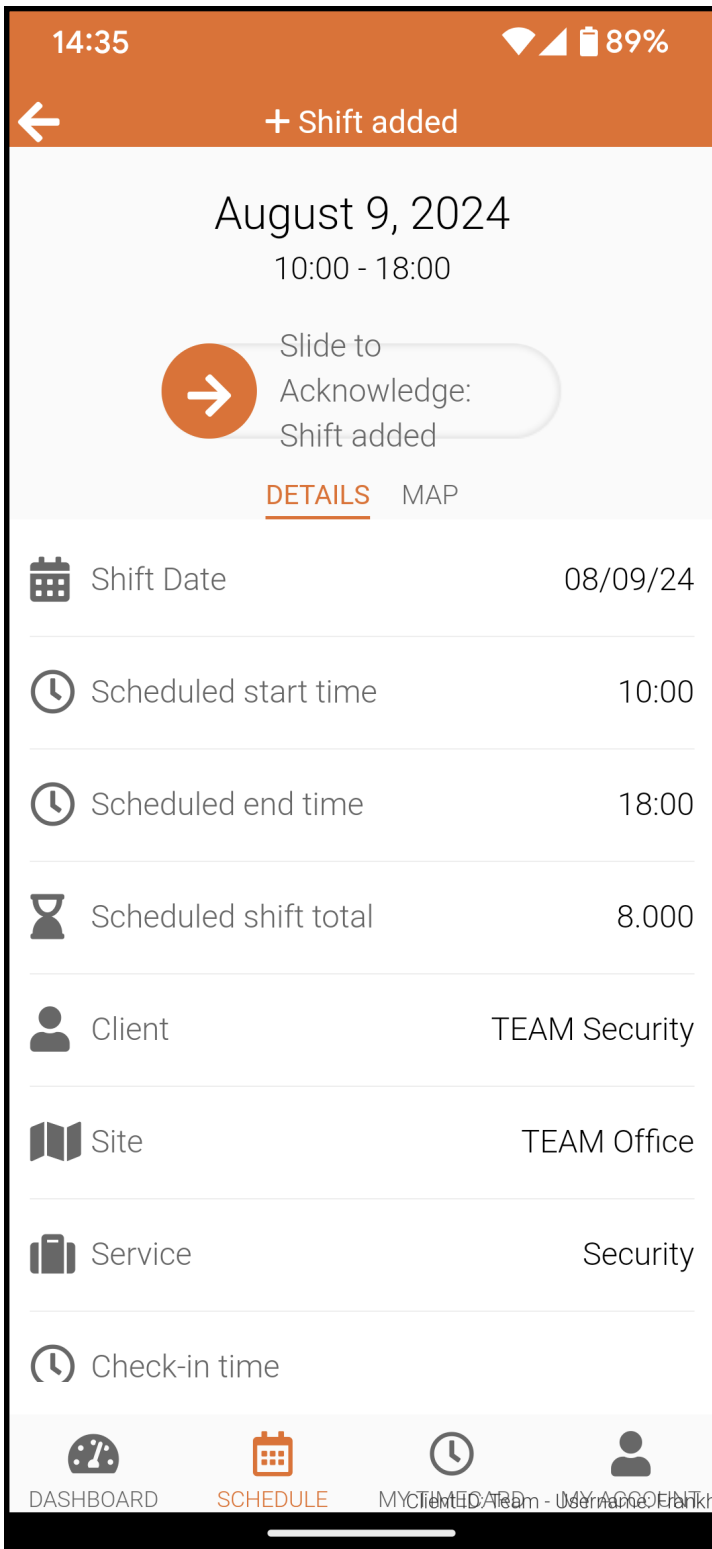


Figure 3



Figure 4