

- ◆ Shift Bidding is a function within the Celayix system which allows us to notify employees of open shifts and give the employees an opportunity to bid on the shifts. At the conclusion of the bid, the schedulers can assign the shift to the qualified candidate. The system has the ability to look at several factors when selecting who to send the invitations to. (Availability, overtime, qualifications, and if somebody is already scheduled for that time frame) Ensuring your “Availability” is up to date will help to make sure you are included on the invitations to bid.
- ◆ When shifts have been published for bid, if you fit the parameters of the requirements, you will receive a push notification through the Team Xpress app. (See figure 1)
- ◆ To bid on the shifts, you will navigate to the “SCHEDULE” tab at the bottom of the screen, then select “SHIFT BIDDING” from the tool bar at the top of the screen. (See figure 2)
- ◆ You can scroll through the list of available shifts. If you click on the shift you will be able to see the details of the shift (including address and map just like you can see in a scheduled shift). By clicking in the box you are selecting that shift to bid on. (you can select multiple shifts to reply to at once.) When you have selected a shift or shifts 2 options will appear at the bottom of the screen. “Decline bid” and “Submit bid”. (See figure 3) By selecting one of these options, you will be sending a response to the bid requests you have selected with the option that you selected and you will see a dialog box pop up informing you that your bid response has been submitted. (See figure 4) The schedulers will be able to see the list of employees that have bid on the shift, those that declined the shift, as well as those who have not responded yet.

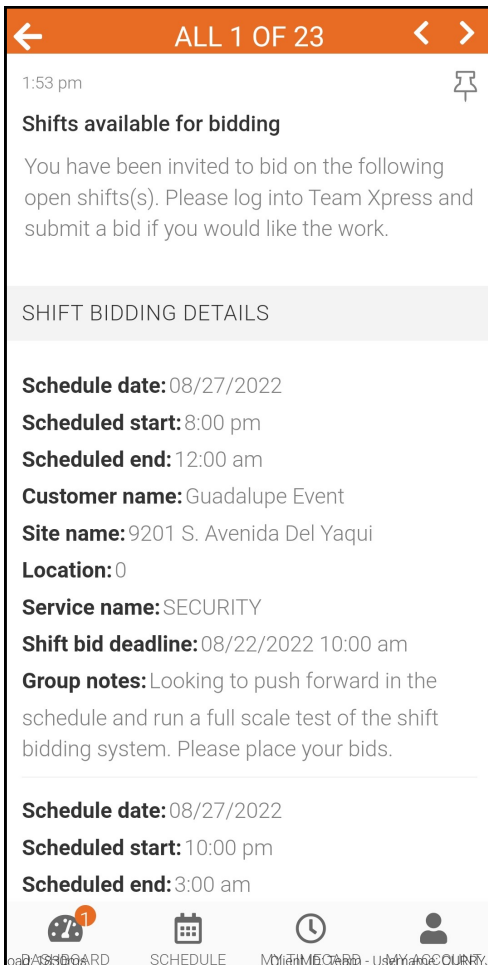


Figure 1

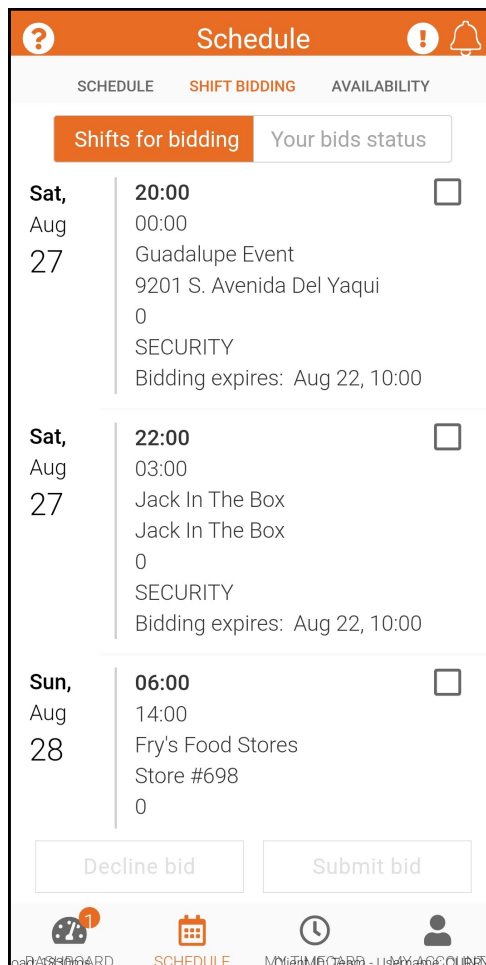


Figure 2

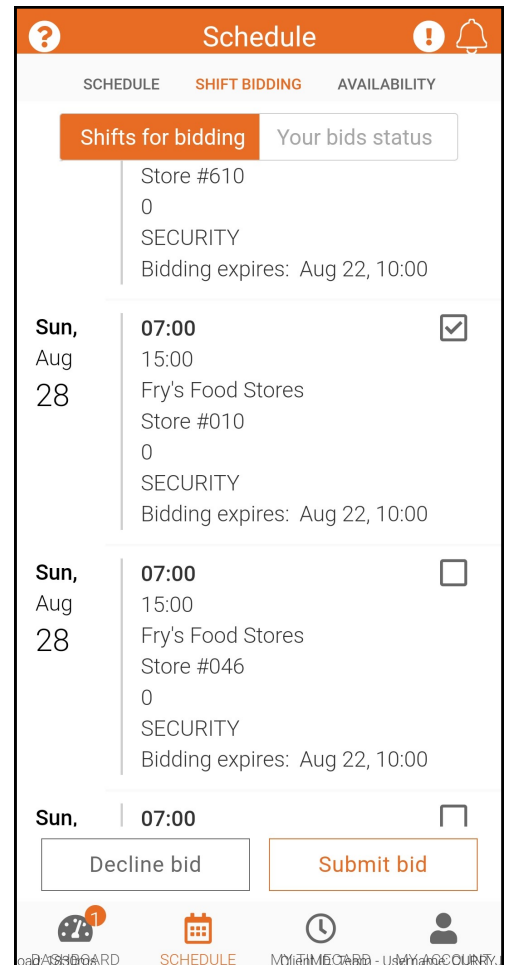


Figure 3

- ◆ Once you have responded to the bid requests, you can select the “YOUR BIDS STATUS” from the task bar at the top of the screen to see the status of your bid responses. Here you will be able to see if you have Bid on a shift or Declined it. (See figure 5) If you click on the shift, it will open up the details of that shift and see the bidding status, bidding deadline, and bidding history as well as the option to change your bid at the bottom of the screen. (See figure 6) You can change your response at anytime up to the “Bid deadline” shown in the details on this screen.
- ◆ If you change your bid, you will see the dialog box pop up informing you that you have changed your bid. (See figure 7). If you go back to the bid status page you can see the status change. (See figure 8)
- ◆ When the bidding deadline is reached, the schedulers will be able to see the list of employees who have bid on the shift and assign the shift. If you are awarded the shift, you will receive a push notification through the Team Xpress app, and it will be added to your active schedule.

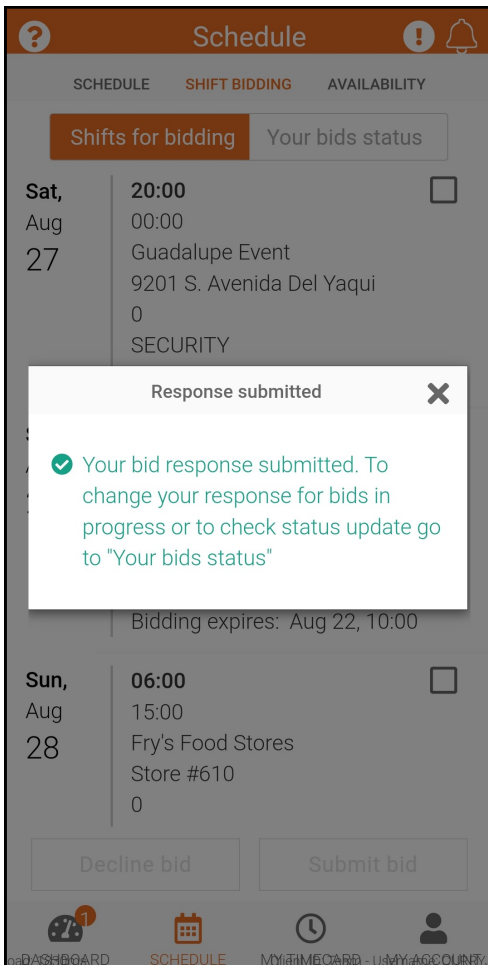


Figure 4

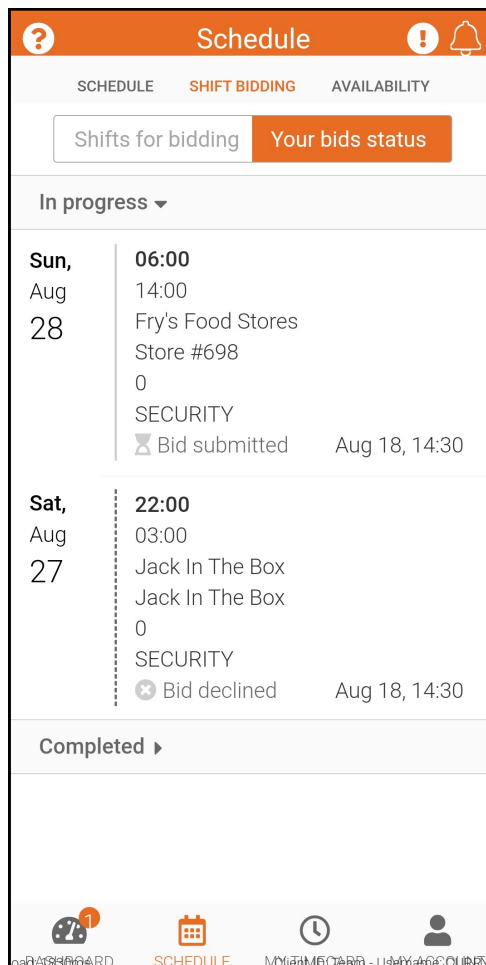


Figure 5

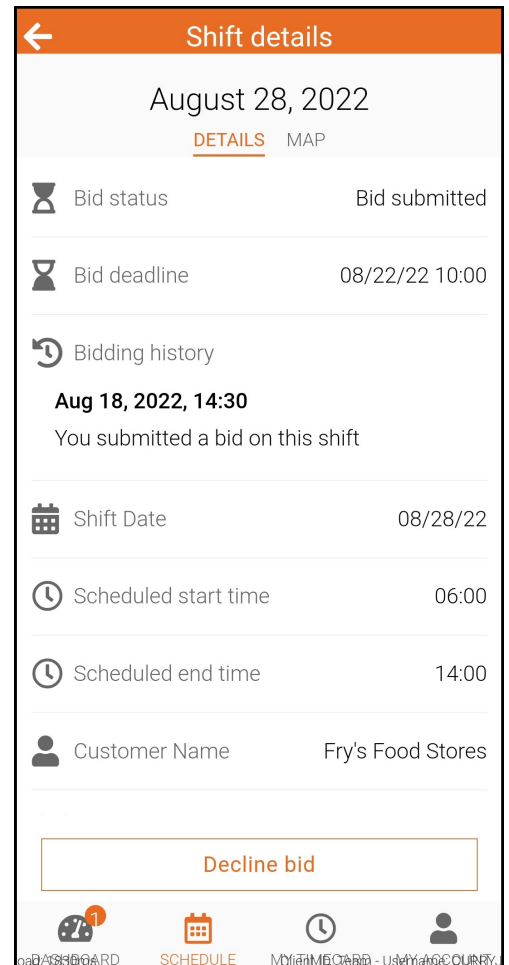


Figure 6

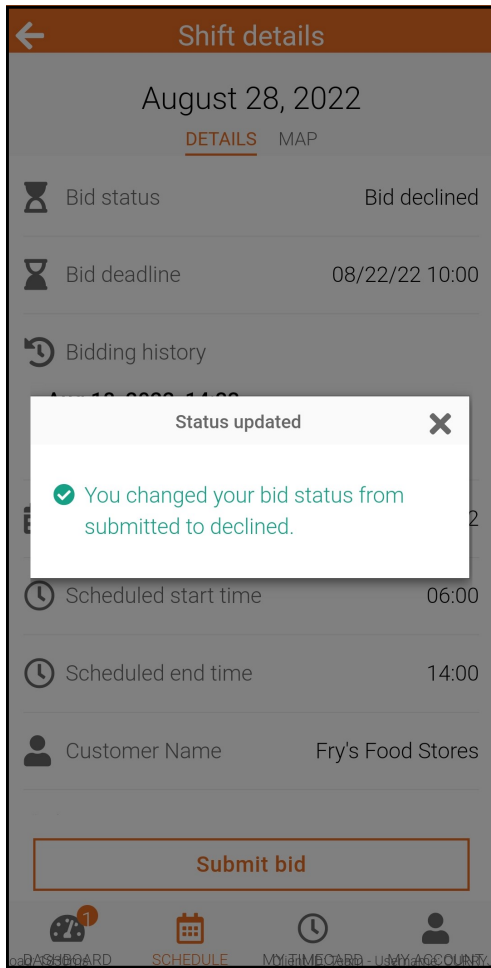


Figure 7

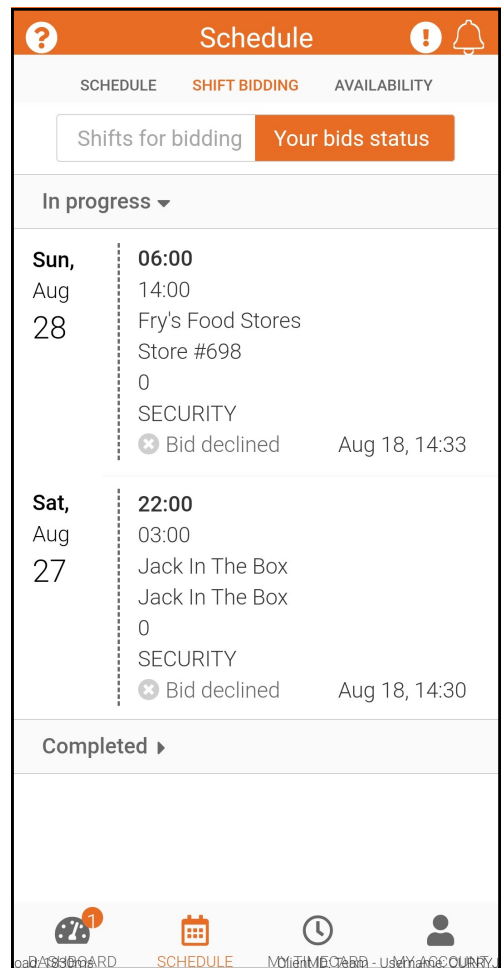


Figure 8