

Picking up Shifts in TeamBridge Mobile App

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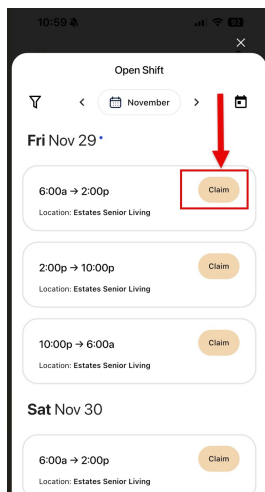
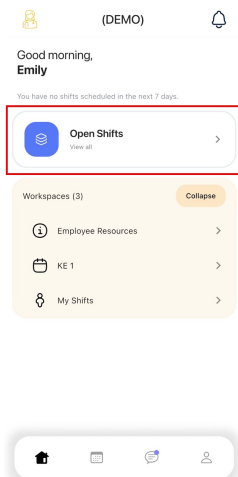


Here at Procure + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

Article: Picking up Shifts in TeamBridge Mobile App

Process:

1. To pick up a shift, navigate to your mobile app, and click on Open Shifts. When you have identified the shift, you want to pick up, click "Claim."



2. When you have clicked, “Claim,” click “Request Shift” within the shift. You can either click “Confirm,” or click “Add Notes” if you want to add additional commentary.

CNA, Fri
6:00 AM → 2:00 PM

Open

Basic Details

Scheduled Time
6:00AM, Nov 29 → 2:00PM, Nov 29

Assignee
Empty

Location
Estates Senior Living

Trainer
Empty

Trainee
Empty

Shift Notes (Employee Visible)
Empty

Shift Tags
Empty

Claim Status
Request Shift

CNA, Fri
6:00 AM → 2:00 PM

Open

Basic Details

Scheduled Time
6:00AM, Nov 29 → 2:00PM, Nov 29

Assignee
Empty

Location
Estates Senior Living

Are you sure you want to request this shift ?

Confirm

Add Notes

Cancel

3. “Adding Notes” are a great place to add notes if you are only able to work part of a shift. Once you are ready to submit your request, click “Request Shift.”

10:59

Shift Request Notes

I can work 6a-11a

Request Shift

Cancel

on and tomorrow

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space return

CNA, Fri
6:00 AM → 2:00 PM

Open

Basic Details

Scheduled Time
6:00AM, Nov 29 → 2:00PM, Nov 29

Assignee
Empty

Location
Estates Senior Living

Trainer

Your shift request has been submitted!

We will let you know if your request is approved. Please check your calendar to see your upcoming shifts.

Got it

4. From the Scheduler view, you will see this note by hovering over the note icon on the shift request.

Shift Requests

Add this module to see shift requests coming from your staff. You can approve or reject the shift requests

GMT-6:00 Central Time (US & Canada)

Columns

3

Nov 29, 6:00a - 2:00p
Estates Senior Living CNA 0 18

ET Emily TestScheduley 0 hrs
Nov 29, 10:59am Scheduled that week

I can work 6a-11a

Approve Reject

For any additional questions, please contact us at labor@procarehr.com and we would be more than happy to assist!
