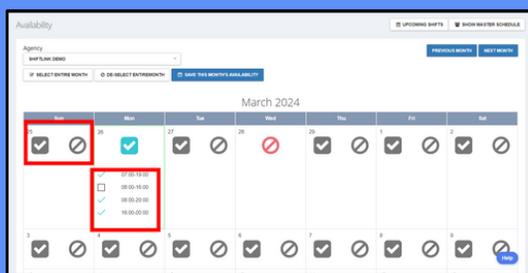
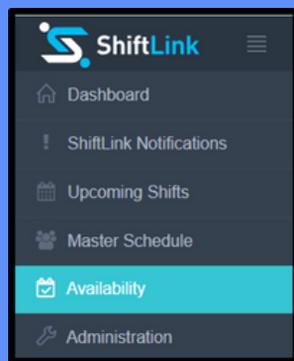


INPUTTING YOUR AVAILABILITY INTO SHIFTLINK



NEED HELP?
1 877 744 3821
EMAIL: INFO@SHIFTLINKAPP.COM



Note: this feature is NOT currently available via the ShiftLink mobile app

1

Open a web browser and go to www.shiftlinkapp.com
Click 'Login' then Log in to your account
Enter your username / password

2

Click the menu option: "Availability"

3

Click the check mark for days you are available.
Un-check the shift times you are NOT available

4

Click the X for days you are not available

5

Note: if you have already been scheduled for a shift and try to un-check the shift time box, you will be alerted to contact your manager