



View and Respond to Push Notifications to Fill Open Shifts

This job aid explains how employees can see notifications about open shifts, and how they can accept or reject the shift from the notification.

About Open Shift Push Notifications

A manager can push messages to employees informing them that an open shift is available. Employees can accept the offer directly from the notification or from the Control Center, and the first employee to respond affirmatively is automatically assigned the open shift in the schedule.

Note:

To receive these notifications, you must download and install the WF Dimensions app. You will need to enter the URL for your organization's tenant; contact your system administrator for that information.

To view / respond to push notifications:

1. When the manager sends the notification, it will automatically display through the WF Dimensions app on your phone.
2. On the notification, select **Reject** if you are unable or unwilling to accept the open shift.
3. On the notification, select **Accept** if you are ready to commit to working the open shift (if you are the first to accept the request).
4. If you are the first to accept, you will see a message indicating the open shift has been assigned to you.
5. If another employee has already been assigned the open shift, you will see a message indicating it is no longer available.

