GRAPE TREE
MEDICAL STAFFING

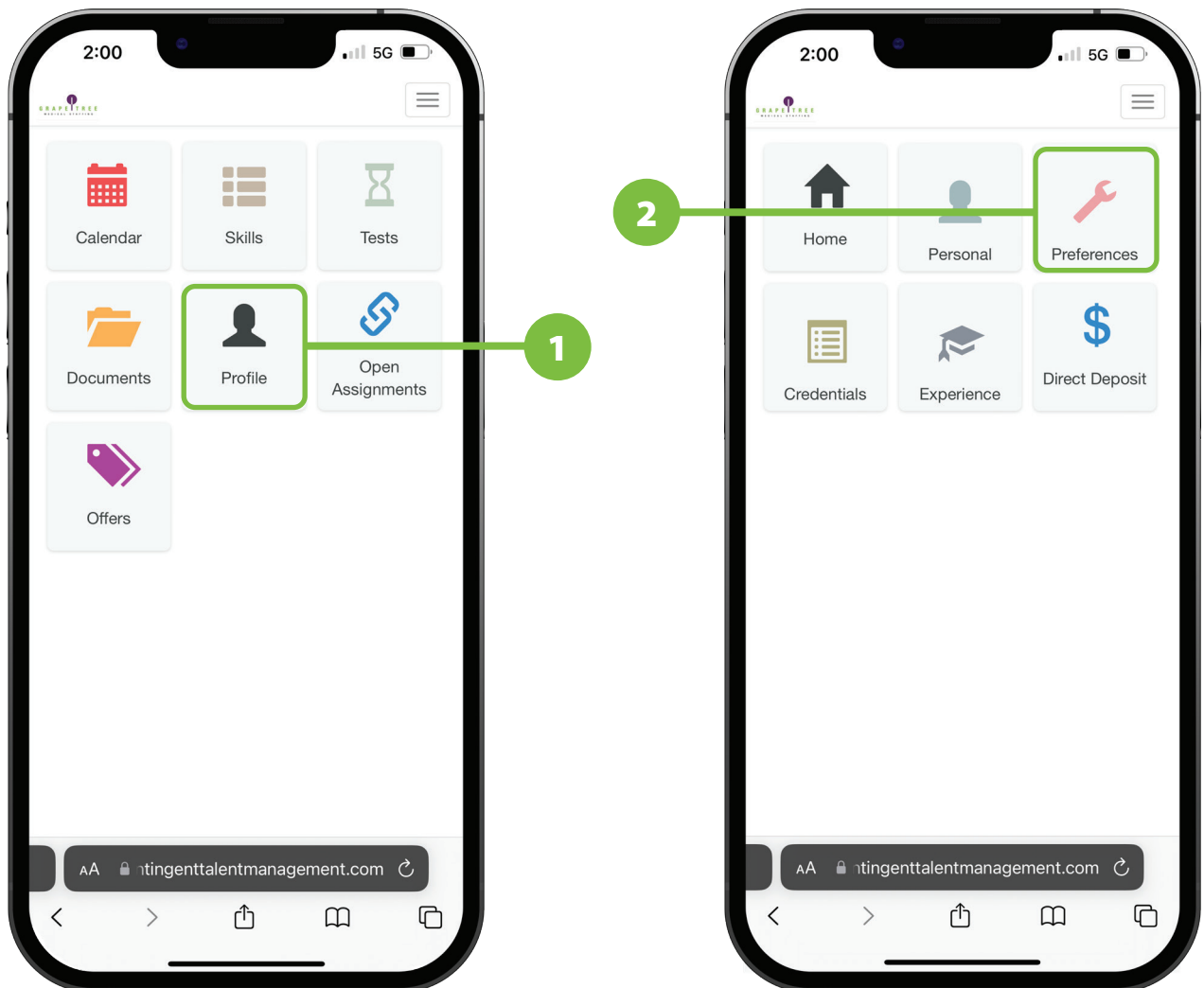# How to Set Up Shift and Assignment Auto Alerts

Workforce Portal Instructions

# How to Set Up Auto Alerts

Per Diem Shifts

How to Set Up Auto Alerts for Per Diem Shifts in Your Workforce Portal

1. On the Workforce Portal home screen, tap on Profile.

2. Tap on Preferences.

Work Preferences

3. Tap on the Work Preferences drop-down.

4. Update the Date Available field, which represents when you are able to work. We recommend updating this frequently to ensure your availability is up to date; however, this won't effect your alerts.

5. In the Position Type field, ensure that per diem (PRN) is included.

**6.** Tap the blue Save Work Preferences button to save your changes.
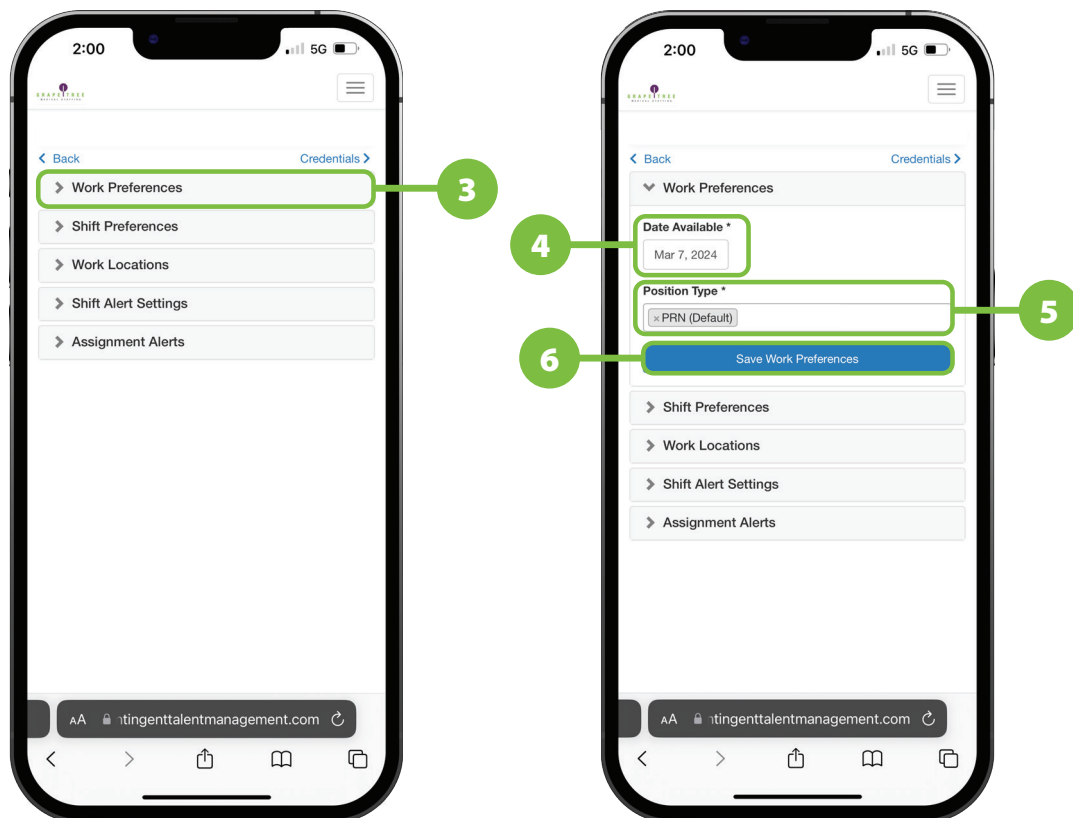
Shift Preferences

7. Tap on the Shift Preferences drop-down.

8. Select the shift type(s) you would prefer to work. You will only receive alerts for shifts that match the criteria you select here.

9. Adjust the distance you are willing to travel.

**10.** Tap the blue Save Shift Preferences button to save your changes.
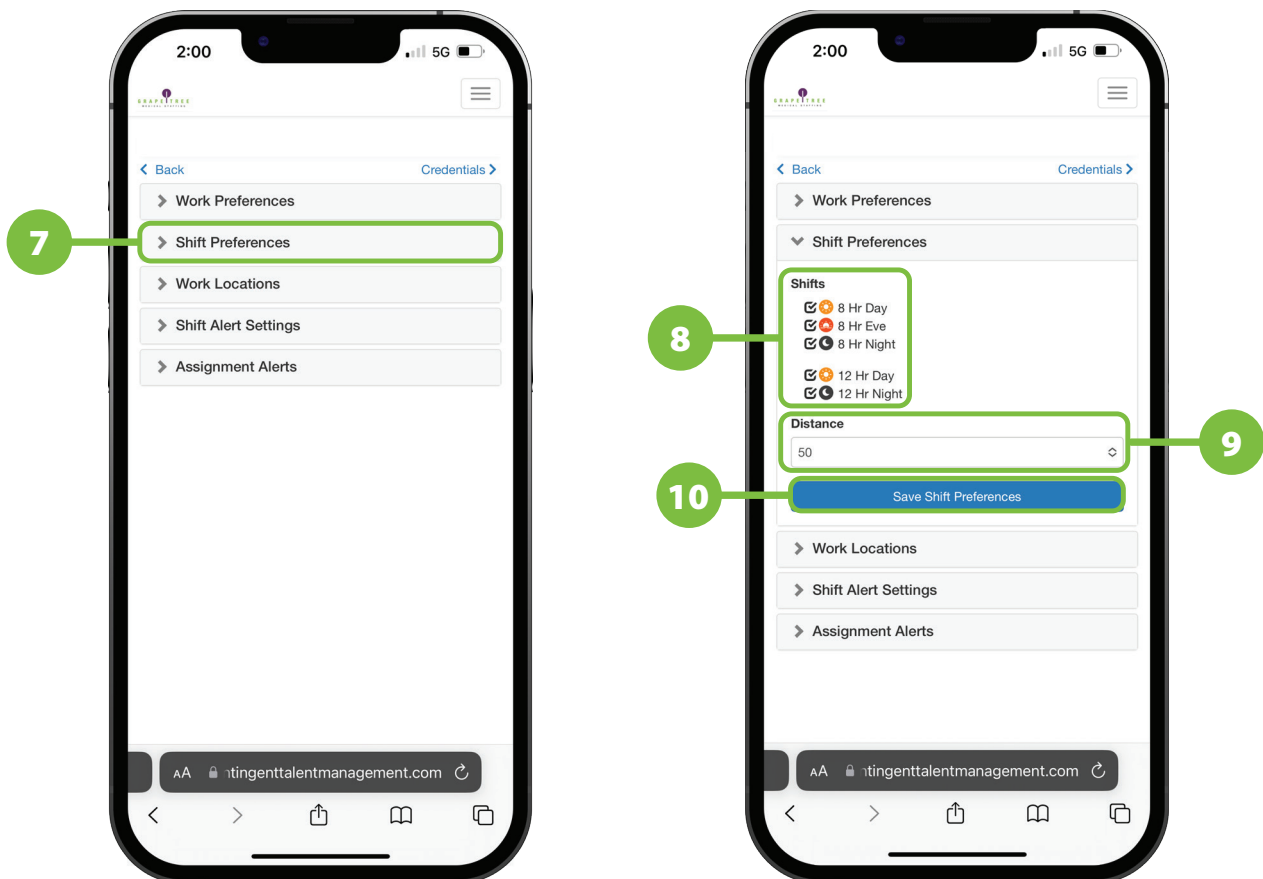
Work Locations

11. Tap on the Work Locations drop-down.

12. Select the state(s) you would like to work in. You will only receive alerts for shifts that are located in the state(s) you select here.
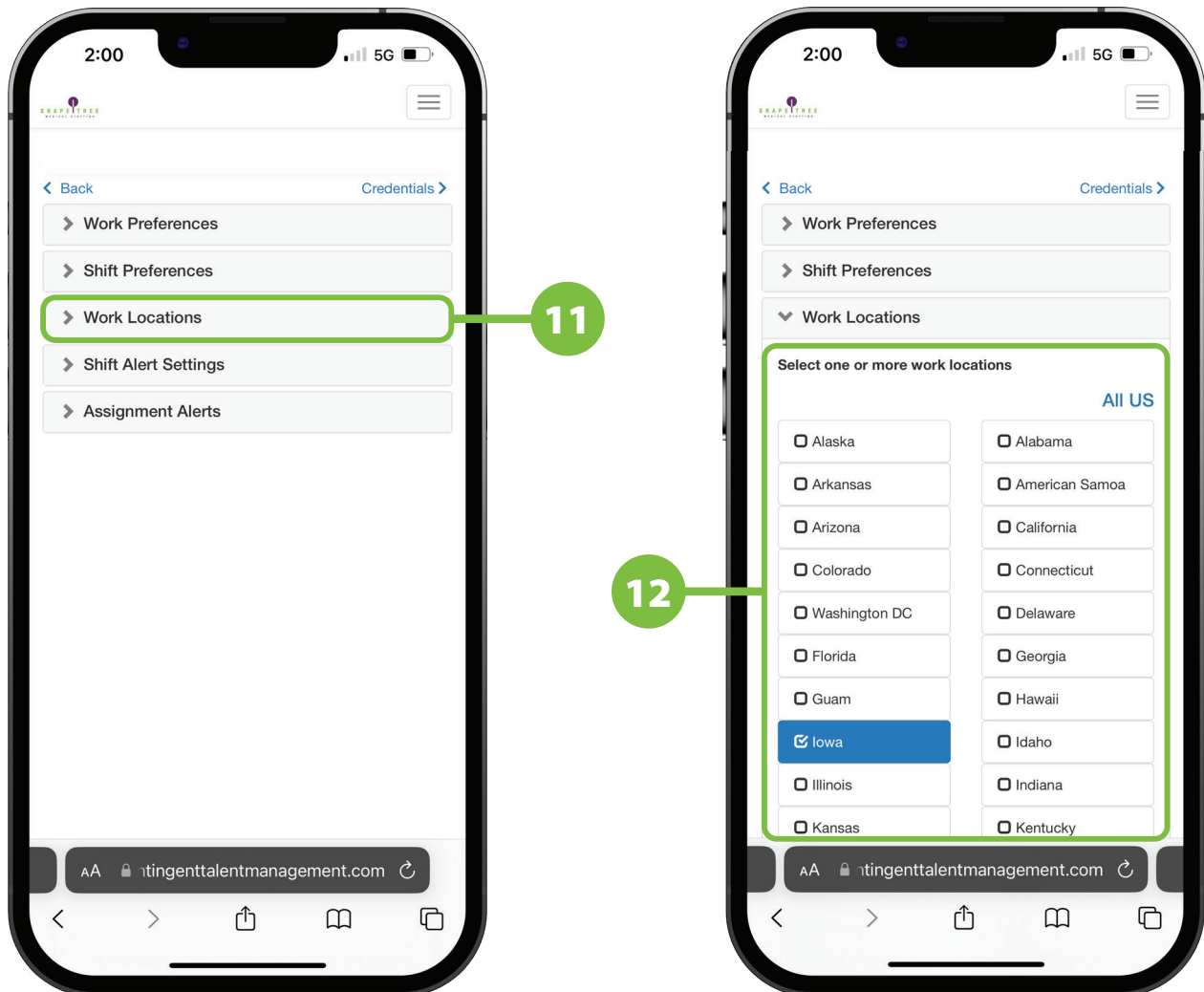
Shift Alert Settings

13. Tap on the Shift Alert Settings drop-down.

14. Input the number of shift alerts you would like to receive per day. The max number of alerts you can receive daily is 10.

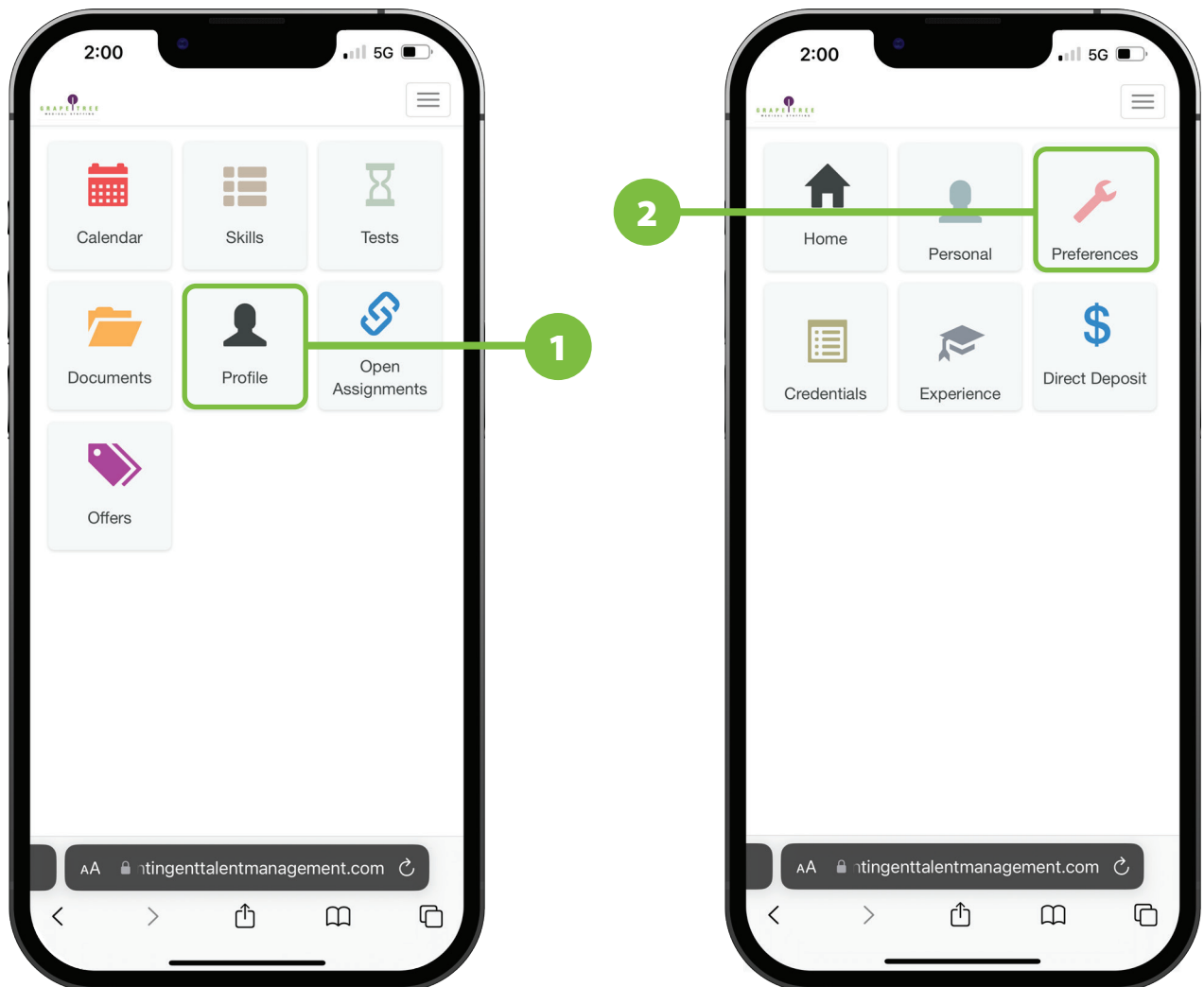**15.** Tap the blue Submit button to save your changes.
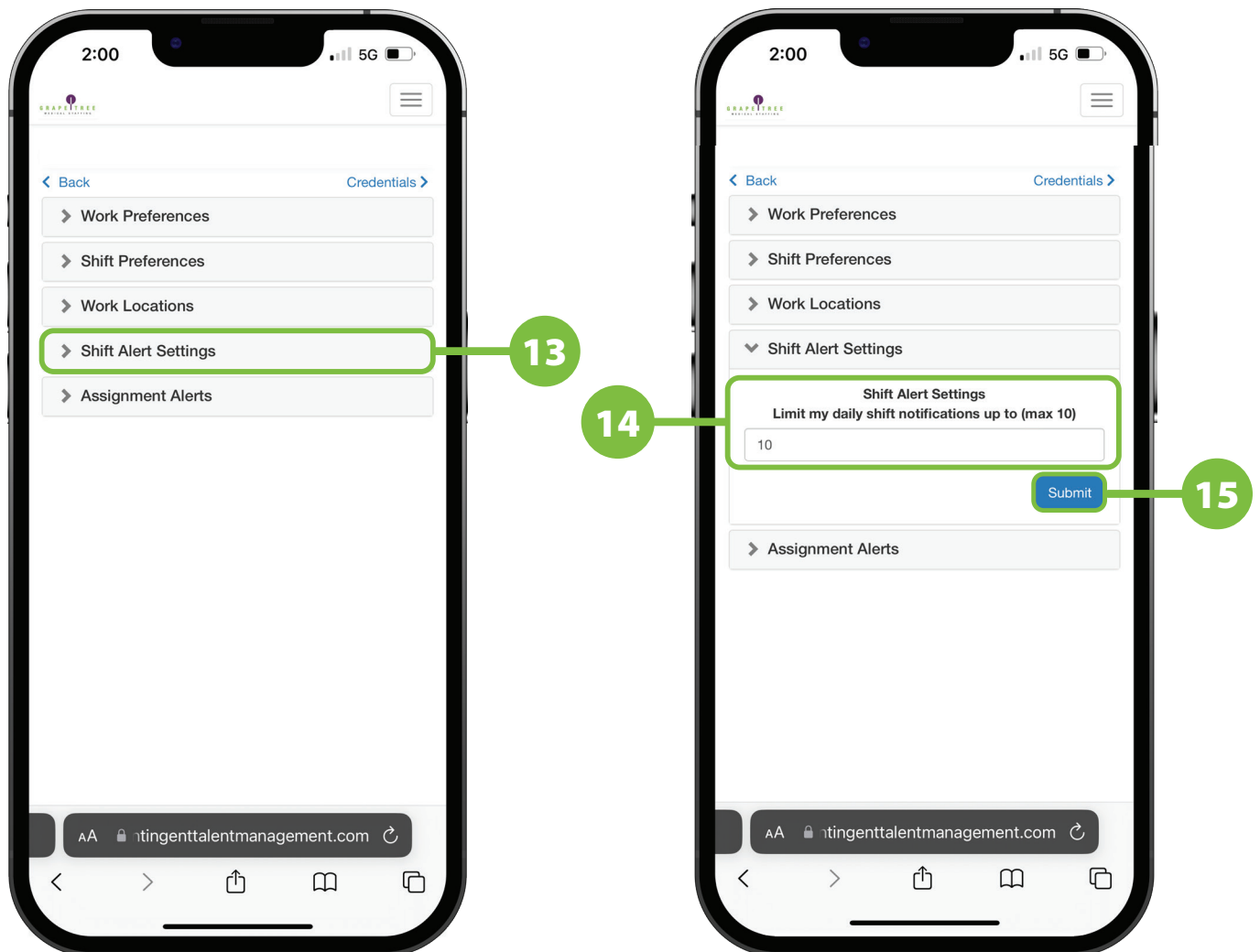
# How to Set Up Auto Alerts

Long Term Assignments

How to Set Up Auto Alerts for Long-Term Assignments in Your Workforce Portal

1.   On the Workforce Portal home screen, tap on Profile.

2.   Tap on Preferences.

Work Preferences

3.   Tap on the Work Preferences drop-down.

4.   Update the Date Available field, which represents when you are available to work a contract. Alerts will be sent for assignment opportunities that start within 30 days before or after this date.

5.   In the Position Type field, ensure that local contract is included. You can also include travel if you'd like to receive alerts for travel assignments.

**6.**   Tap the blue Save Work Preferences button to save your changes.
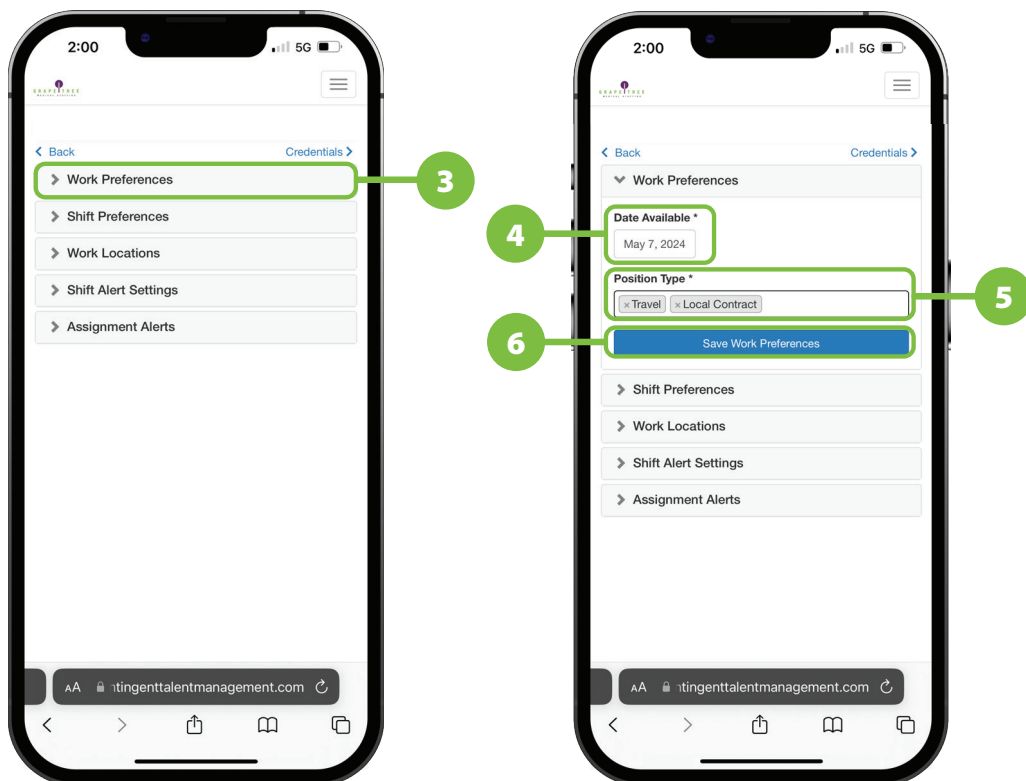
Shift Preferences

7. Tap on the Shift Preferences drop-down.

8. Select the shift type(s) you would prefer to work. You will only receive alerts for assignments that match the shift criteria you select here.

9. Adjust the distance you are willing to travel.

**10.** Tap the blue Save Shift Preferences button to save your changes.
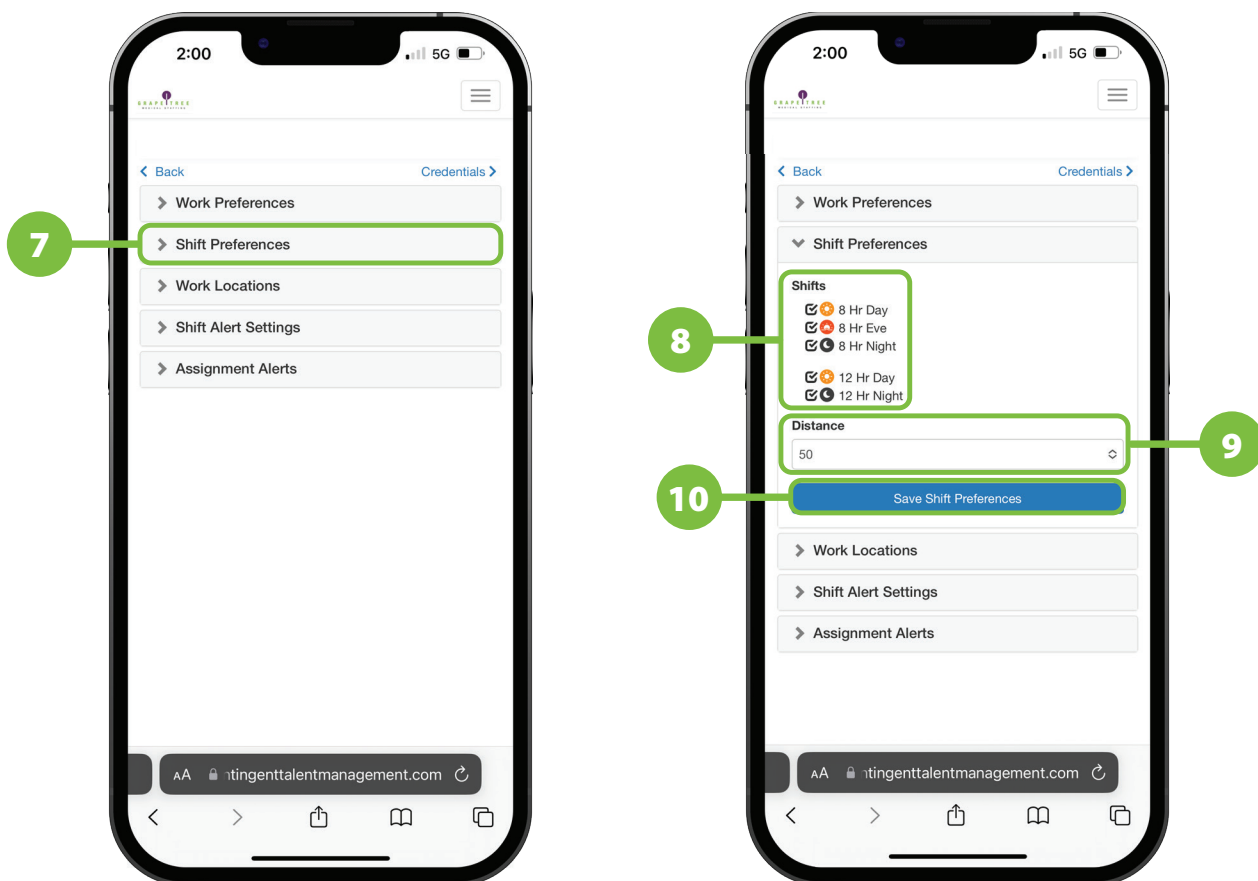
Work Locations

11. Tap on the Work Locations drop-down.

12. Select the state(s) you would like to work in. You will only receive alerts for assignments that are located in the state(s) you select here.
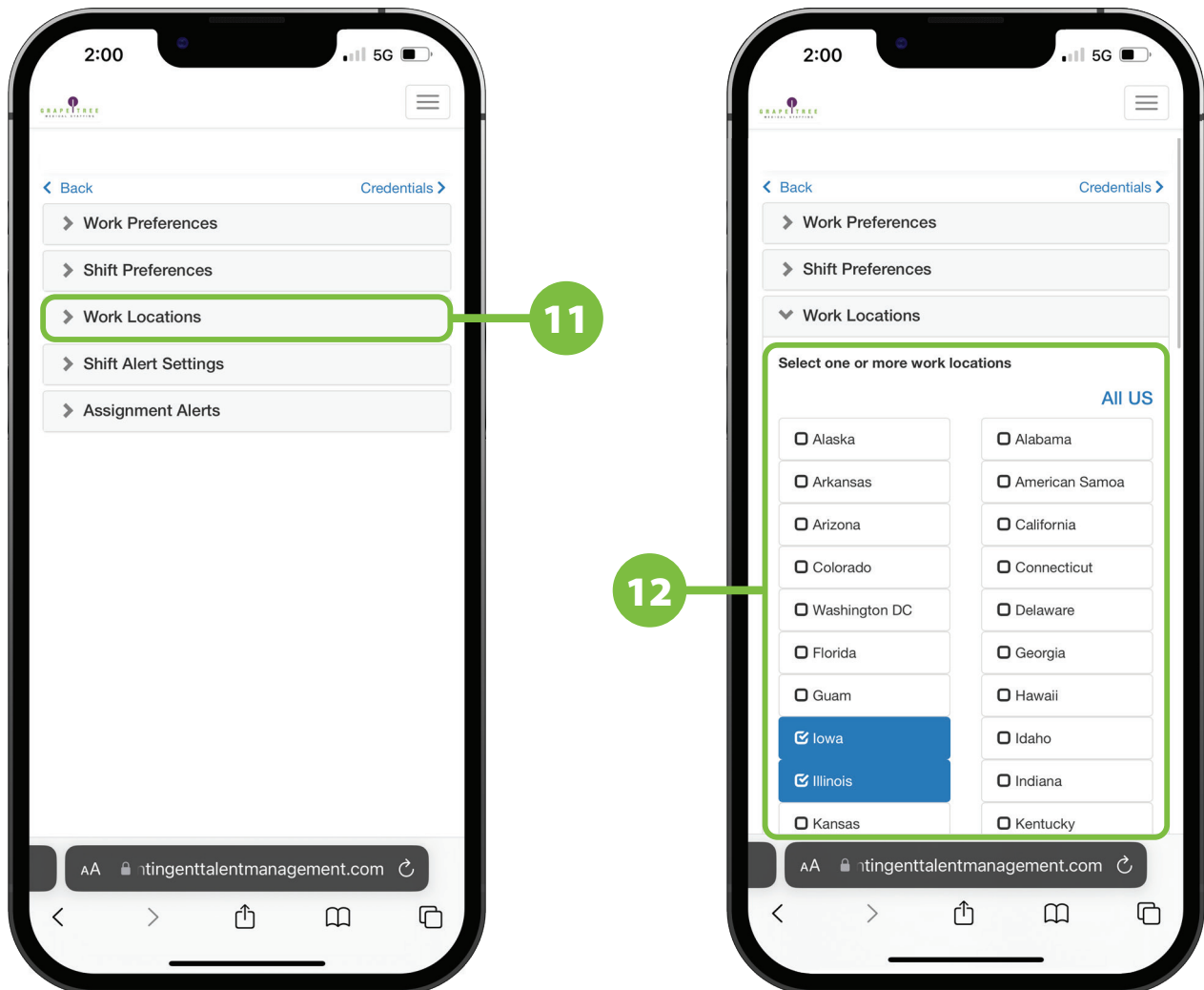
Assignment Alerts

13. Tap on the Assignment Alerts drop-down.

**14.** Select Immediately from the drop-down options.
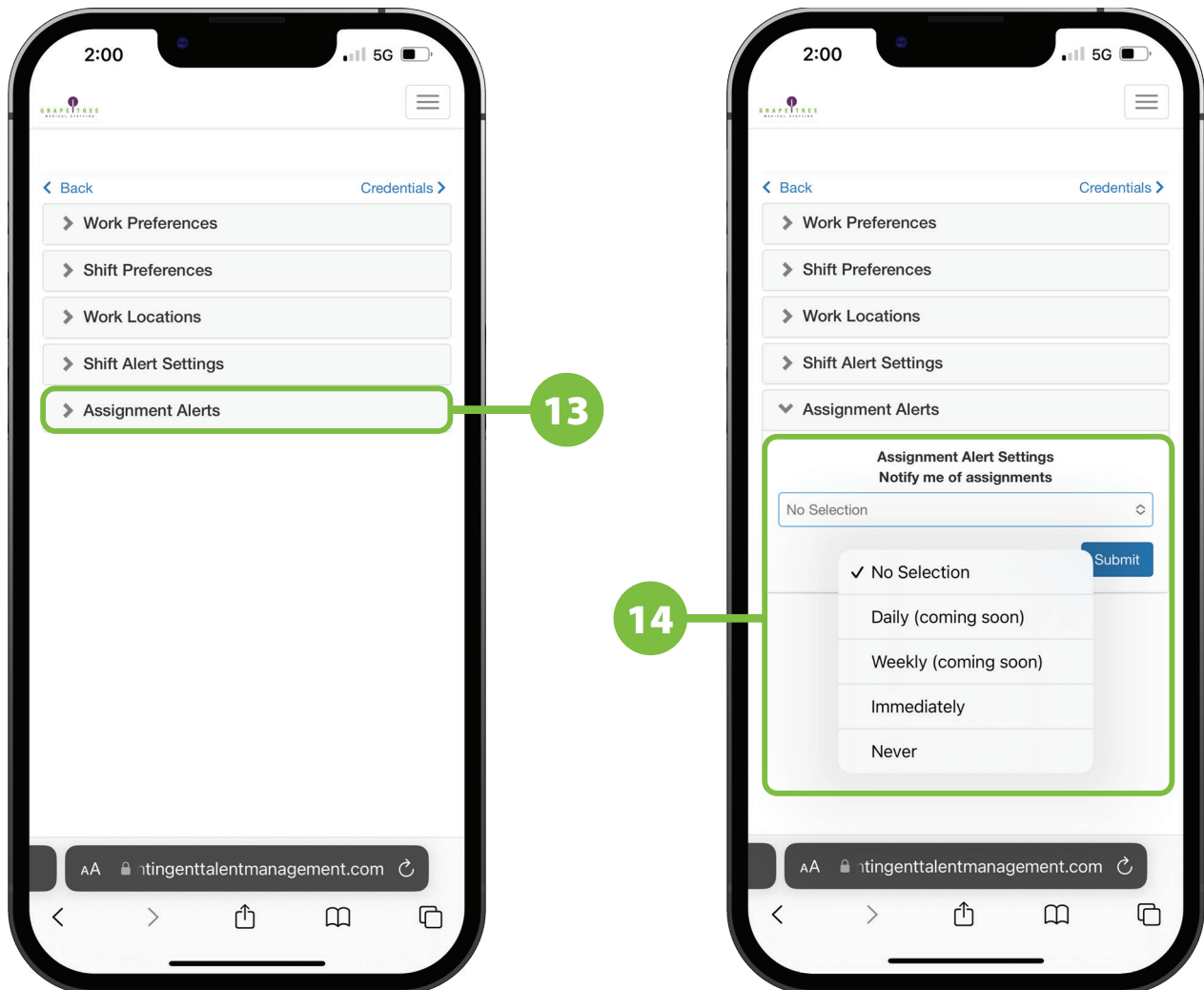
Assignment Alerts

15. Input the number of assignment alerts you would like to receive per day. The max number of alerts you can receive daily is 10.

16. Select how you would like to be notified of assignment alerts.

17. Tap the blue Submit button to save your changes.
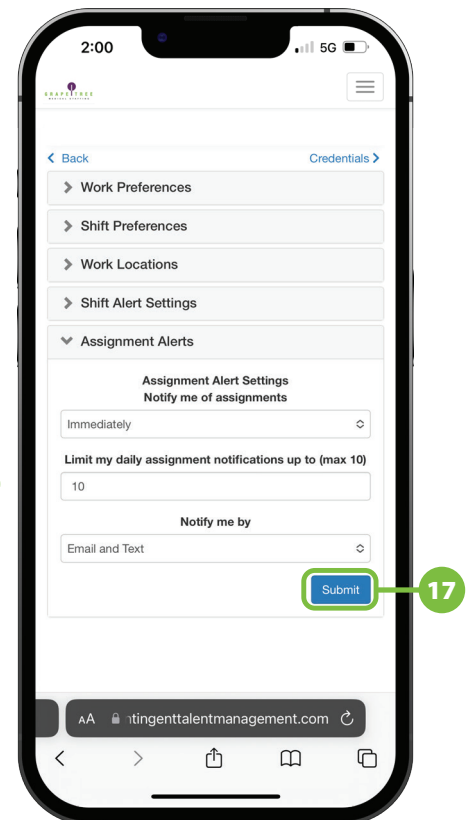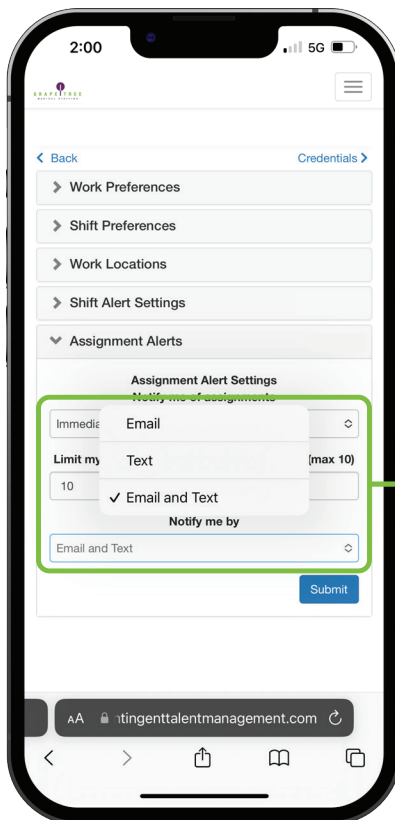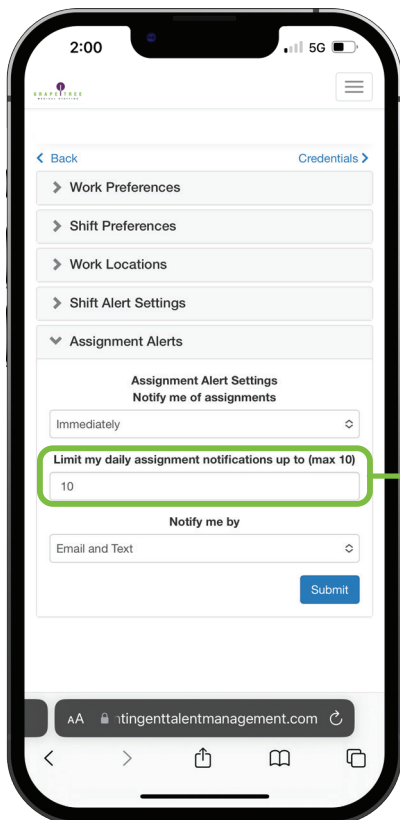
How to Turn Alerts On or Off for a Specific Facility

How to Turn Alerts On or Off for a Specific Facility

1. Tap on the location within a specific shift, which will open a popup map view of the facility.

2. On this screen, select whether you'd like to receive text notifications for opportunities at that specific facility by toggling yes or no.

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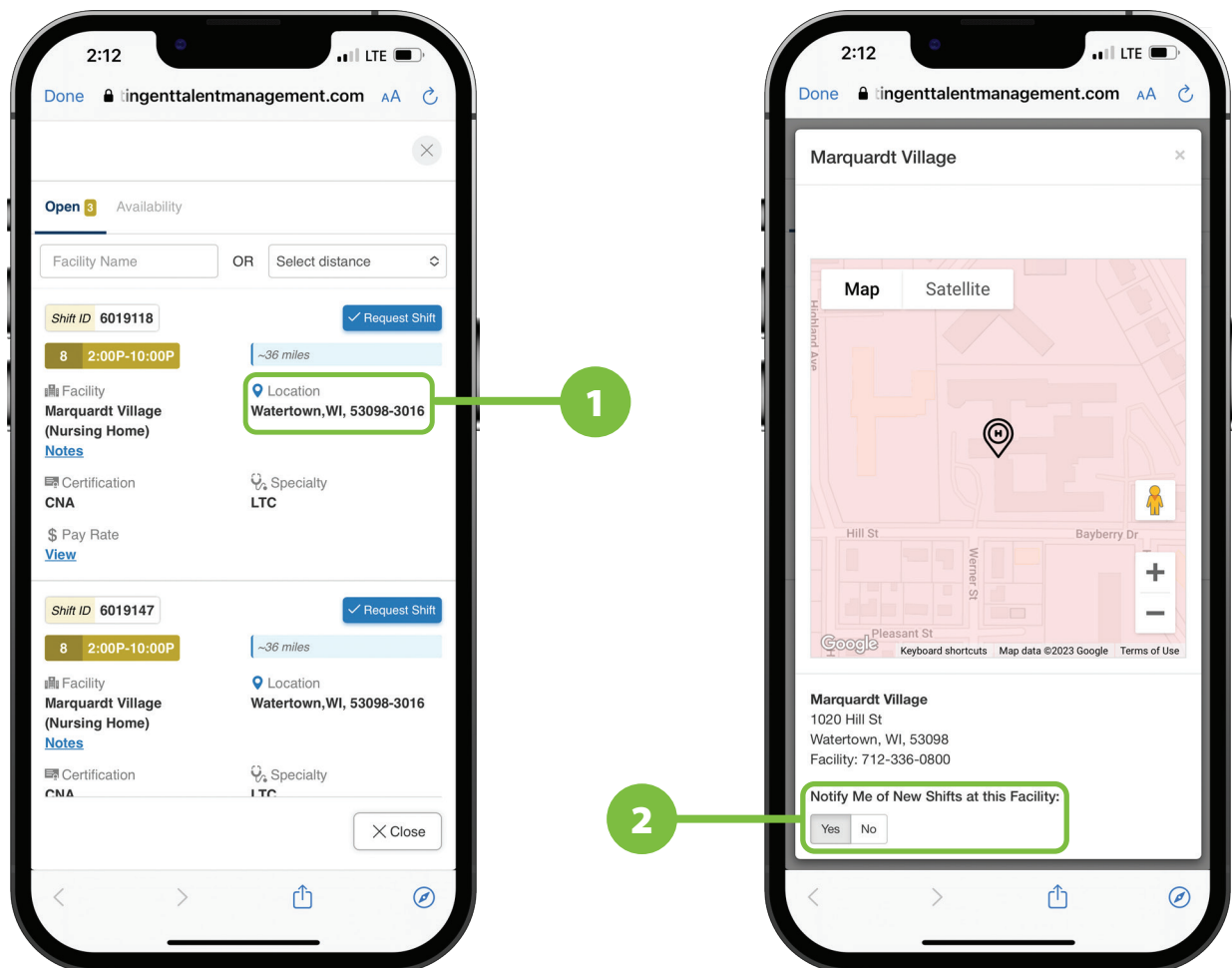
Setting Up Shift and Assignment Auto Alerts

Additional Assistance

If you need further assistance or have any questions about setting up auto alerts for either per diem shifts or long-term assignments, please contact your GrapeTree Staffing Specialist/Nurse Recruiter or give our team a call at (712) 336-0800 and select option 2 from the main menu.

Calling...

GrapeTree
(712) 336-0800

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+ Add call || Hold call   ⁕ Bluetooth

◀) Speaker   ⌀ Mute   ⦂⦂⦂ Keypad