How to check-in to my Shift:

1. Once you log in click on the bar in the right-hand corner to see more details then select the “My Assignment” option then Click the “Calendar view” option to see your calendar.

2. Click on your shift then click “check-in to Assignment”.

![Image showing the steps for checking in to a shift.]

1. Login to the system.
2. Click on the bar in the right-hand corner.
3. Select “My Assignment”.
4. Click “Calendar view”.
5. Click on your shift.
6. Click “check-in to Assignment”.

![Calendar view showing assigned shifts for a specific date.

- Friday 30th September 2022
- Saturday 01st October 2022
- Sunday 02nd October 2022
- Monday 03rd October 2022
- Tuesday 04th October 2022
- Wednesday 05th October 2022
- Thursday 06th October 2022
- Friday 07th October 2022
- Saturday 08th October 2022
- Sunday 09th October 2022

Assignment Details:
- Assignment ID: 17950
- Status: Assigned
- Client: 911 Nurses GTA
- Address: 1278 Broadway L4W 1K2, Orangefield
- Distance: 9215.73 km
- Personnel type: 08 - 1FR
- Duration: 2:00 hours
- Hours:
  - 08:00 to 20:00
- Team:
  - Jumail M