



Clairvia Web: Shift Opportunities

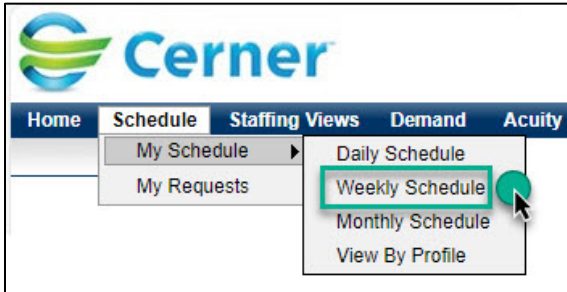
Overview

In Clairvia, **Opportunities** are open shifts on the schedule that are posted to staff who are qualified to work.

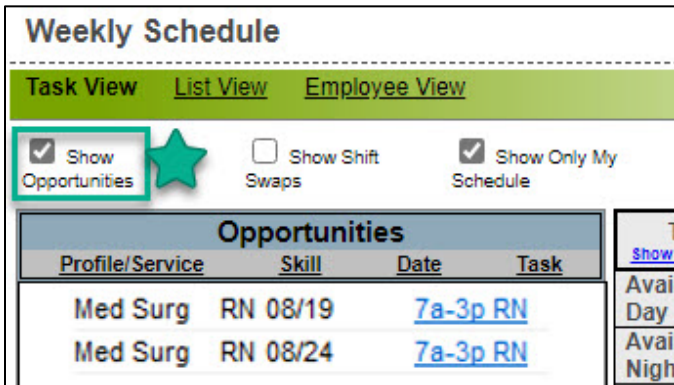
Shift Opportunities

Viewing Opportunities

- 1) From the **Schedule** menu, click **My Schedule**, then **Weekly** or **Monthly Schedule**.

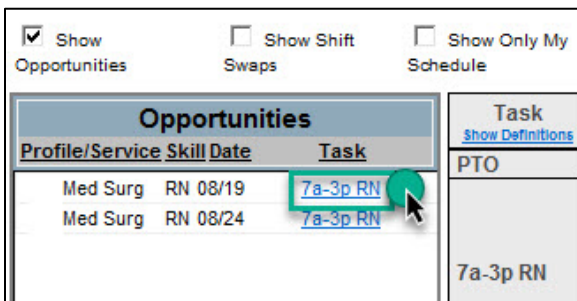


- 2) Click the box next to **Show Opportunities**.



Accepting or Removing an Opportunity

- 1) From your **Weekly Schedule**, click the blue link in the **Opportunities** pane.



2) The **View/Select Opportunity** box will open with full details:

- **Close** will close the box.
- The middle option will be **Schedule Me** or **Consider Me**, depending on the Opportunity.
 - **Schedule Me** automatically schedules you and you will be sent a confirmation message in Clairvia.
 - **Consider Me** adds you to a list for manager or scheduler review. If your offer is approved, you will receive a message in Clairvia.
 - You can enable email notifications by going to **My Information** → **Preferences** → **Email Notification** and selecting the box under **Opportunity Notification**.
- **Remove From List** will delete this Opportunity from your view.

3) If you *accept* an Opportunity, you will see it on the Employee Dashboard under **My Opportunities**.

My Opportunities			
Profile/Service	Date	Task	Status
	08/12/2024	0700 1930 RN	Pending

[See Opportunities](#)