**FINALISE SECTION**

*One last action required to finalise shift*

**Member Accepted** - The Member has accepted the shift but the Client has yet to be advised of Members name.

**Client Cancel** - The Client has cancelled a shift that was previously **Shift** **Booked** or **Member Accepted**, requiring the Member to acknowledge the cancelation.

**Client Confirmed** - The Member’s name has been confirmed with the Client as attending **BUT** the Member has yet to accept/decline the shift. (Known as pre-selling)

**HOLD SECTION**

*Reserved/holding shift for a nominated individual or group of Members*

**Member Assigned** – A single Member has been allocated to the shift. It will only be visible to this Member and they can accept/decline the shift via App/Portal/Call.

**Member Broadcast** – Multiple Members have been allocated to the shift. All Members allocated will be able to view and accept/decline in a “First in Best Dressed” system. Once a single Member has accepted the shift it will no longer be available to the other Members who were in the broadcast.

**PROCESS SECTION**

*Available shifts that have not been pre-allocated to a Member and are required to be filled*

**Shift Entered** - The shift has been entered into the system and is only visible for internal staff and Clients/professionals (providing they have access to App/Portal)

**Shift Released** - The shift has been entered into the system and visible on the Members App & Portal for all Members matching the shift criteria and released parameters. Here they can accept the shift if they would like to work it.

**Member Declined** - The Member has declined an offered shift.

**Member Removed** - The Member has been removed from a shift by the agency.

**Member Pulled Out** - Member has communicated that they cannot attend a previously accepted shift.

**COMPLETED SECTION**

*All bookings are considered ‘closed’ and no further action is needed unless required*

**Shift Booked** - The shift has been accepted/confirmed by all parties i.e. Member has accepted & Client has confirmed.

**Shift Cancelled** - The shift has been cancelled by the Client & the cancellation has been acknowledged by the Member.

**Client Withdrawn** - The Client has advised the shift is no longer required prior to filling.

**Shift Unfilled** – The shift was unable to be filled & the Client has been advised.

**Shift Error** – The shift was incorrectly entered and does not need to be filled.

**Timesheet Submitted -** Member has submitted their timesheet after attending the booked shift.