

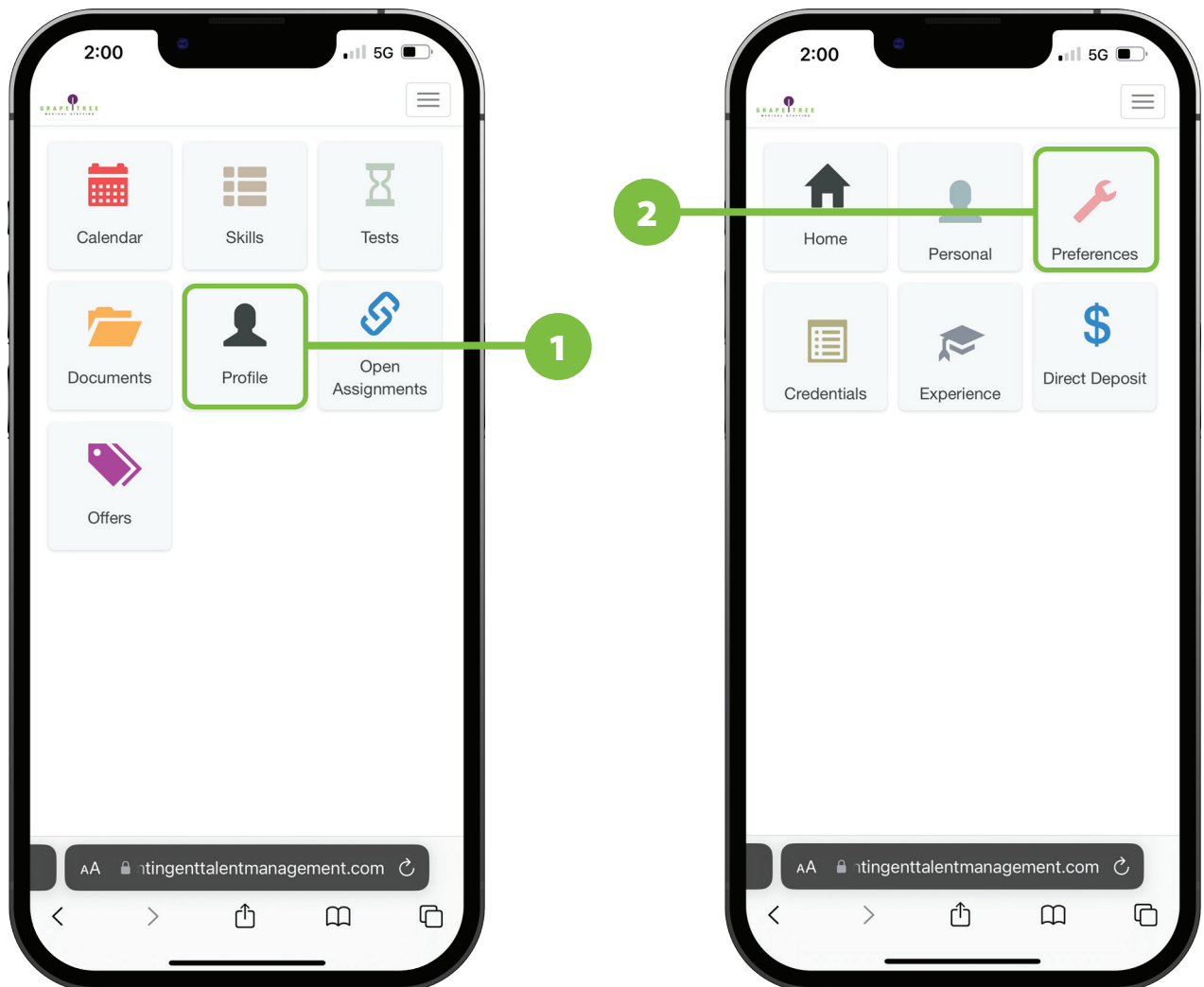


How to Set Up Long-Term Assignment Auto Alerts

Workforce Portal Instructions

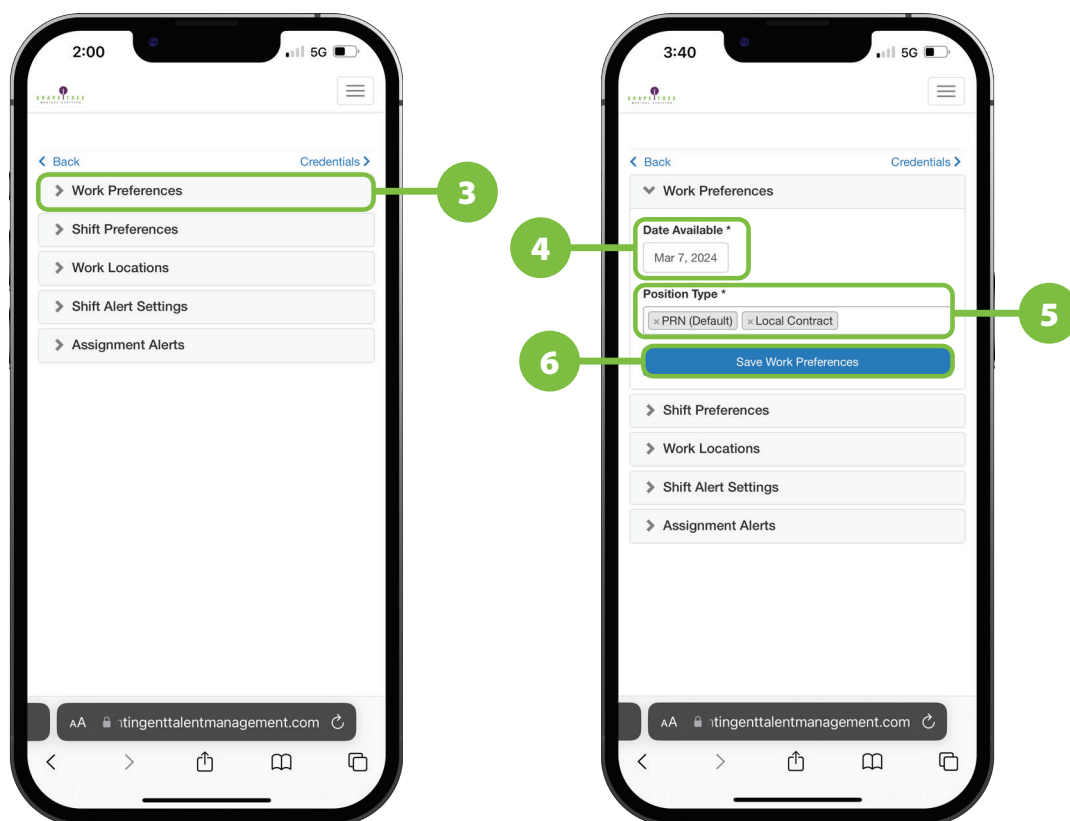
How to Set Up Long-Term Assignment Auto Alerts in Your Workforce Portal

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



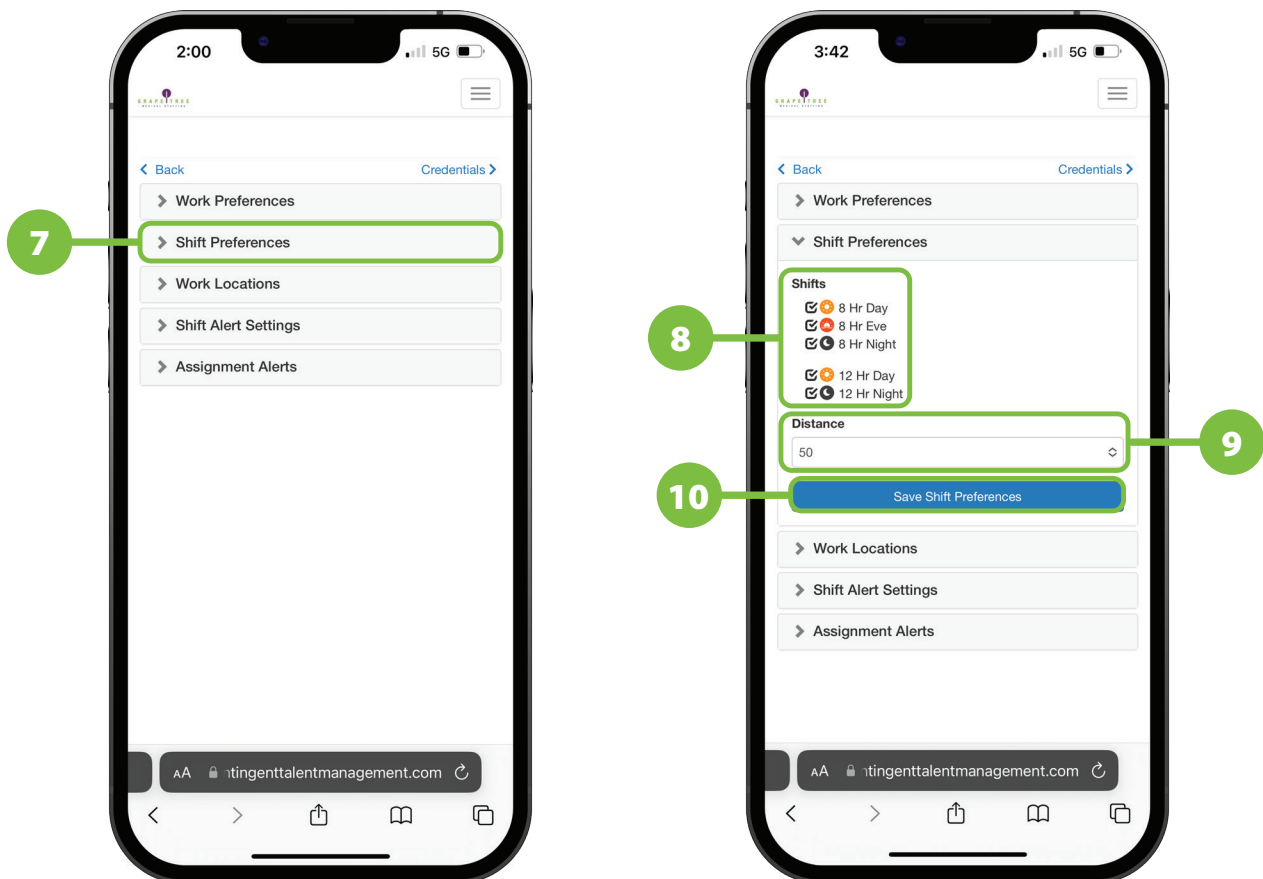
Work Preferences

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



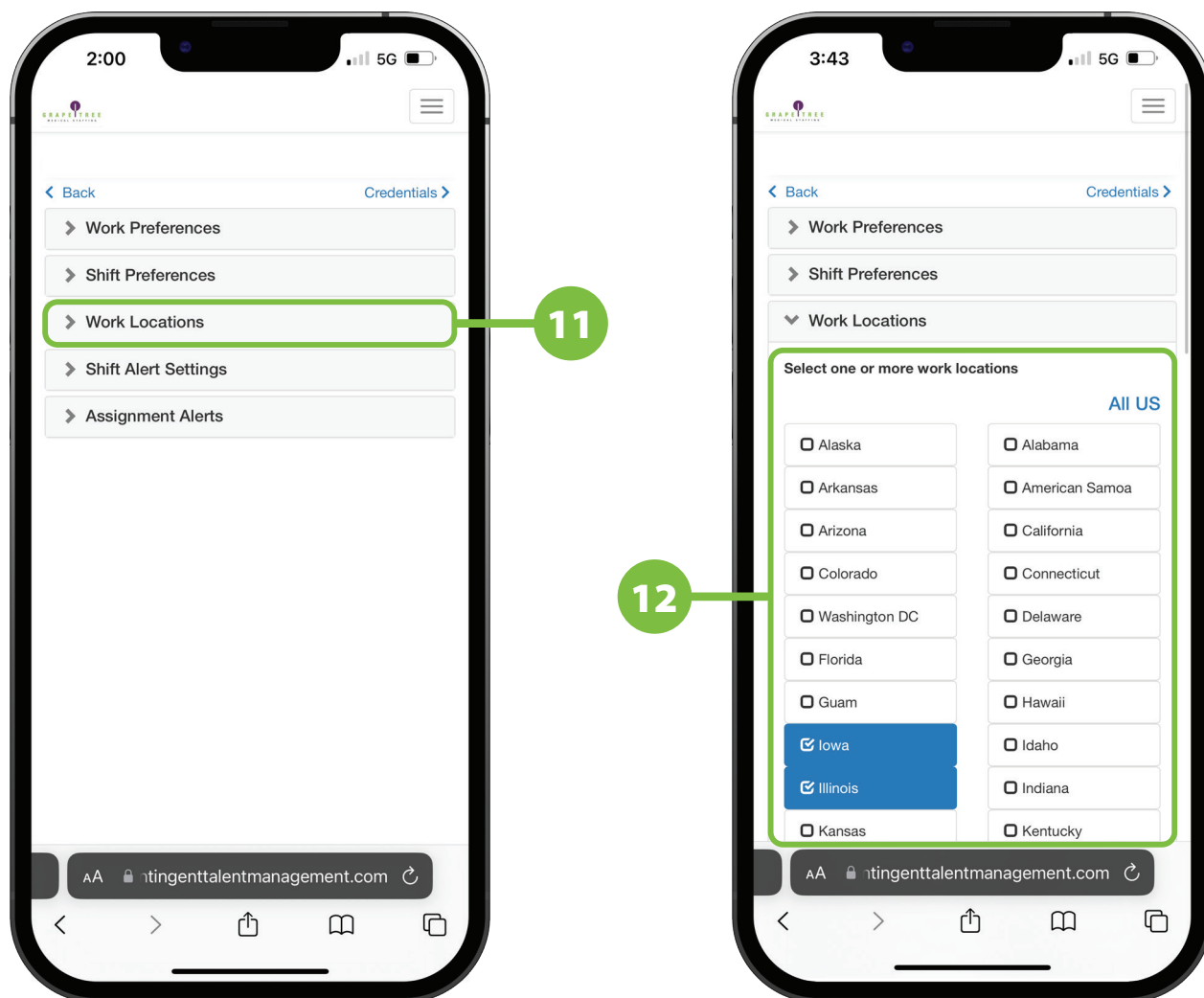
Shift Preferences

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.



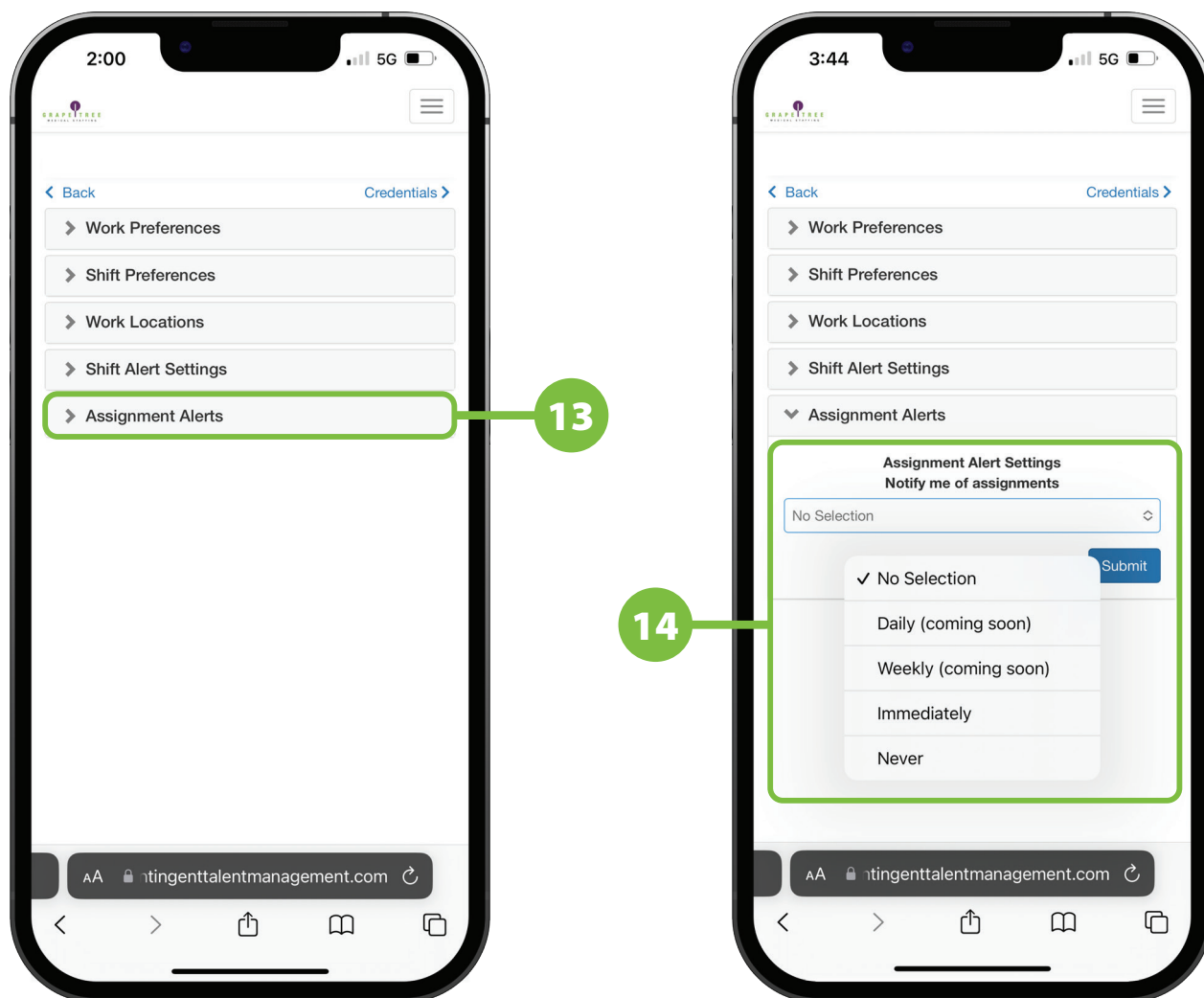
Work Locations

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.



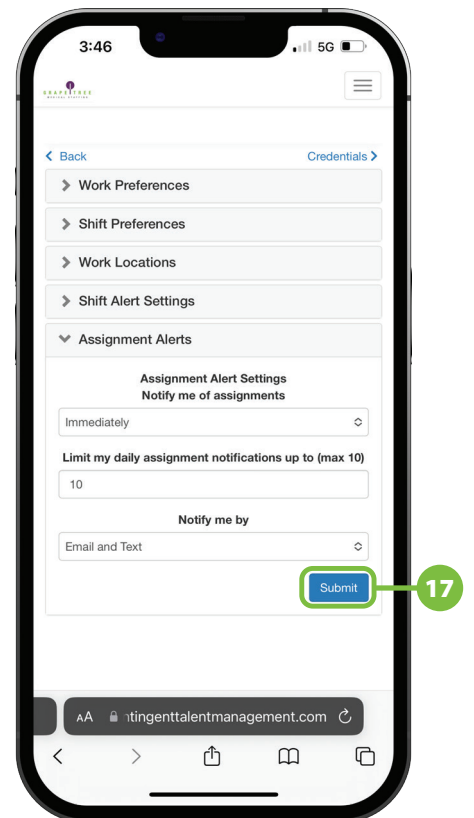
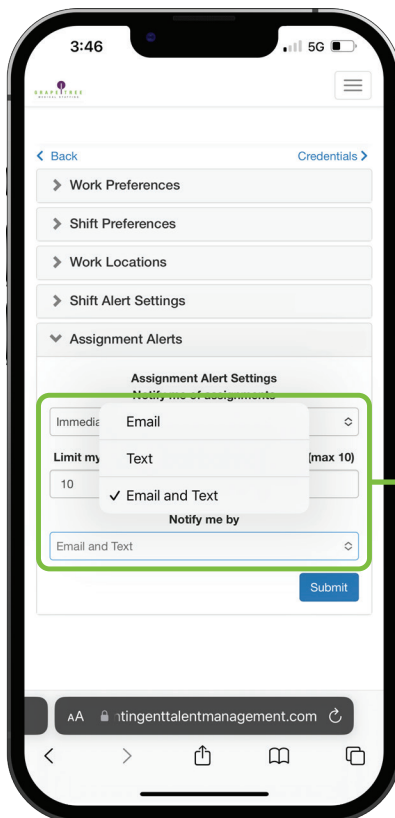
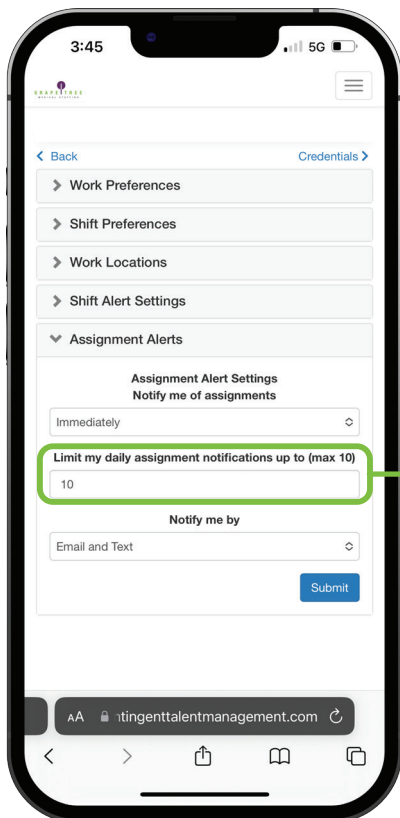
Assignment Alerts

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.





Setting Up Long-Term Assignment Auto Alerts

Additional Assistance

If you need further assistance or have any questions about setting up auto alerts for long-term assignments, please contact your GrapeTree Staffing Specialist or our 24-hour Staffing Department at (712) 336-0800 and select option 2 from the menu.

