Wellsky PC Features

Pending Confirmations

This is how Staffing will add client shifts to your schedule in WellskyPC.

You will get the following email only (no sms):
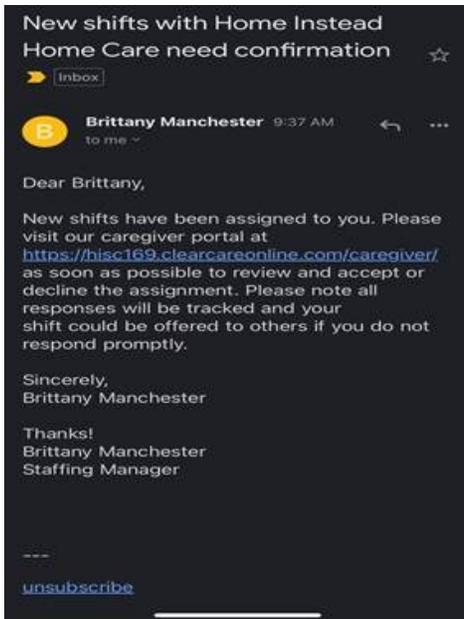
If you click on the link in said email, you will see this: **NOT RECOMMENDED**
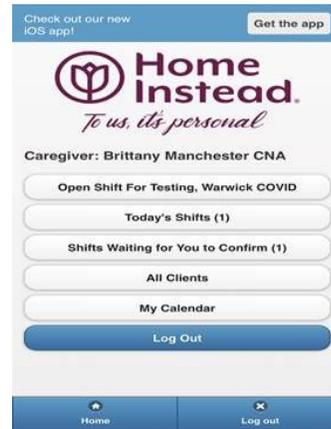
RECOMMENDED: If you go into the WellskyPC app you will have the do the following steps:

Click on the RED Pending Confirmation shift, click OK, click the back arrow, click YES or NO. Please see below example.

Pending Confirmations Continued

If you click YES to ACCEPT, you will see the message below.

The App has a bug where an ERROR message comes up

Simply click OK then click the back arrow.

You will be automatically added to the shift in your app turning BLUE scheduled.
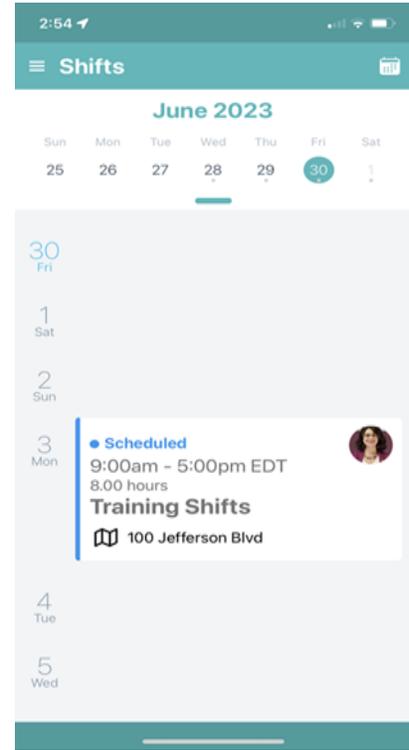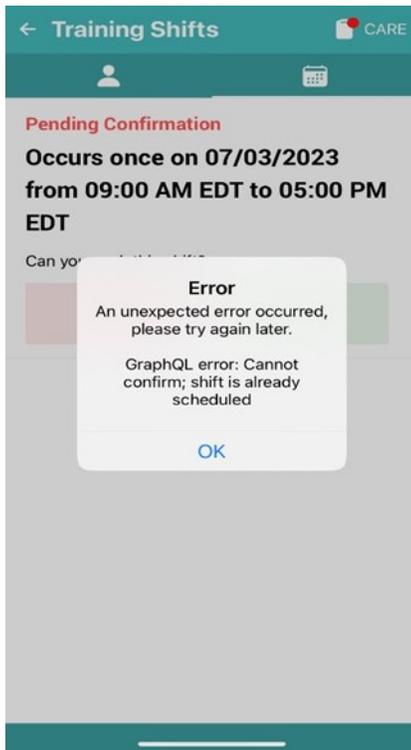
If you DECLINE, you will be taken out of the shift automatically, and it disappears from your schedule.

If you DO NOTHING, it stays on your schedule as pending. Staffing will reach out again until confirmed or declined.