How do I Request / Create a shift?

Learn how to request shifts using Patchwork. To request a shift for your department, use the 'Request Shift' tab on the Patchwork hub. This will display the following screen:

Steps to request a shift:

1. Select **'Hourly'** or **'On call'**
2. Select the site, department, and reason for booking (e.g. vacancy)
3. Select the staff group, grade and the number of shifts required.
4. If the shift has been agreed with a clinician outside of Patchwork, assign the clinician from the dropdown list. If the shift is vacant, skip this step.
5. Select the shift date(s) and start & finish time.
6. *Optional:* Add notes into worker notes - these notes will be visible to the clinician
7. *Optional:* Add notes into admin notes to communicate information on the shift - only users who have access to the Hub will be able to view these
8. Review the shift details and once you are happy, click **'Submit Shift'**.

The cost centre is automatically pulled through when the department is selected. Use the **'Override Default'** toggle to change the cost centre (e.g. when there is cross-cover between departments).