

How do I view the shift Audit Trail?

With Patchwork, you have easy access to a full audit trails of all shifts.

Audit Trail

The audit trail displays the journey of the shift, from creation to sign-off and payment.

If you need to view the history of a shift on Patchwork, click on the shift ID:

If you want to receive updates of a shift that you have not originally requested, you're able to do so by clicking the 'Eye' icon.

SHIFT ID	SHIFT DATE	HOURS	DEPARTMENT	SHIFT GRADE	REQUESTED BY	STATUS	TYPE	TOTAL RATES	AGENCY RATE
613938	21st Apr 21	08:00 → 21:00	Trauma & Orthopaedics Patchwork University Hospital	SPR	Reuben O'Reilly	APPLICATION	+	£47.00 / £50.00	
613912	21st Apr 21	09:00 → 21:00	Emergency Medicine Patchwork University Hospital	FY1	Reuben O'Reilly	AVAILABLE	+	£32.50	
613989	21st Apr 21	09:00 → 18:00	Obs and Gynae Patchwork University Hospital	SHO	Reuben O'Reilly	AVAILABLE	+	£42.00	

Shift #613938 08:00 → 21:00 Trauma & Orthopaedics SPR APPLICATION WATCH

DATE & TIME	EVENT TYPE	USER	DESCRIPTION
2:22 PM 23 Mar, 2021	Shift Requested	Reuben O'Reilly implementation manager (reuben@patchwork.health)	<p>Grade: SPR Total Rate: Core £47.0/hr, Unsc Start Time: 21/04/2021 08:00 Finish Time: 21/04/2021 21:00 Breaks: 0 mins Shift Notes (Locum Shift Notes (Admin Limit To Preferred I False Reason: Extra list Cost Centre: M001 COVID Risk: Not ap (Tracking Departm</p>

Every shift-related action is captured, with dates, times and the user who performed it, including:

- Shift details
- Shift requester
- Clinician assigned/clinician applied to shift
- Name of admin accepting clinician on to shift
- Rate amendment requests
- Booking cancelled
- Shift deleted
- Shift signed off
- Shift approved for payment
- Shift sent to payroll