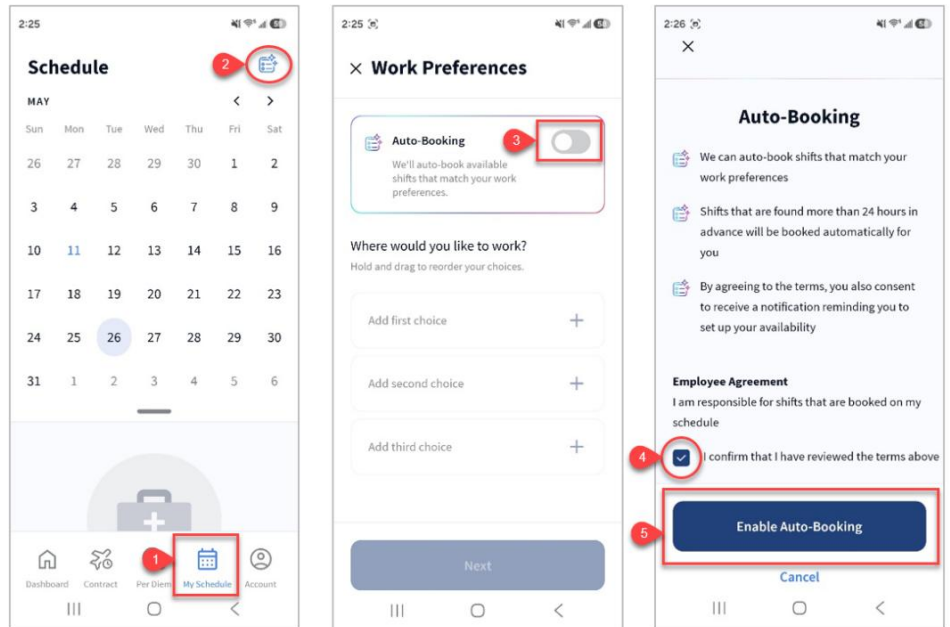


Set up Auto-Booking on Go HWS Mobile

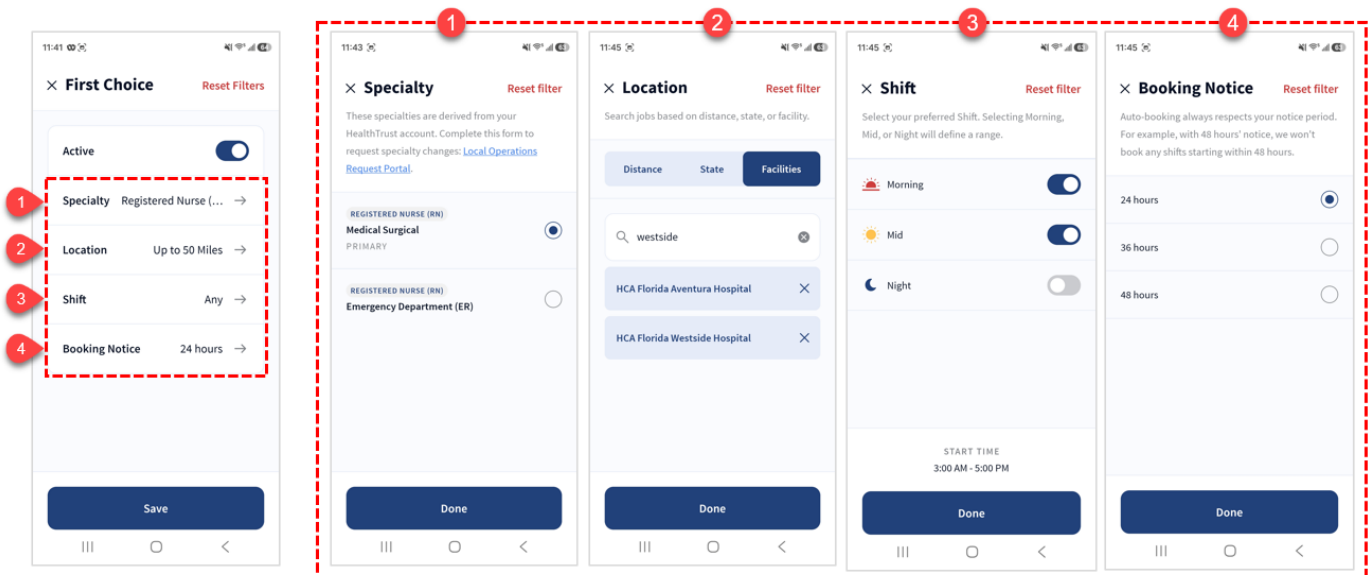
Step 1: Access and Enable Auto-Booking

- 1) Click **My Schedule**
- 2) Click **Auto-Booking** icon
- 3) Click **Auto-Booking** radio button
- 4) Click on **Confirmation** checkbox
- 5) Click **Enable Auto-Booking** button



Step 2: Set Up Work Preferences

- 1) Click **Specialty**
If you have more than one specialty listed, you can select your preference and **Click Done**
- 2) Click **Location** and **set distance** preference to Distance, State or Facilities and **click Done**
- 3) Click **Shift** and **turn on/off** the radio button for preferences of shift time and **click Done**
- 4) Select the preferred hours selection for **Booking Notice** and **click Done** to complete.

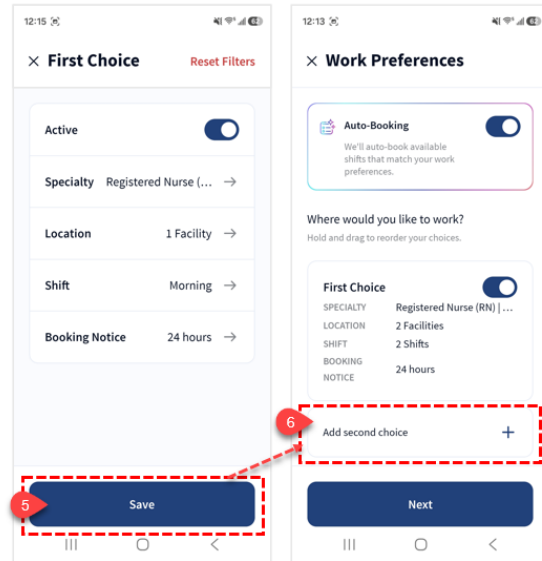


Set up Auto-Booking on Go HWS Mobile

5) Click **Save**

Your **Work Preferences** are now saved

6) Should you want to add another preference, select Add second choice and repeat steps.



Step 3: Set Availability

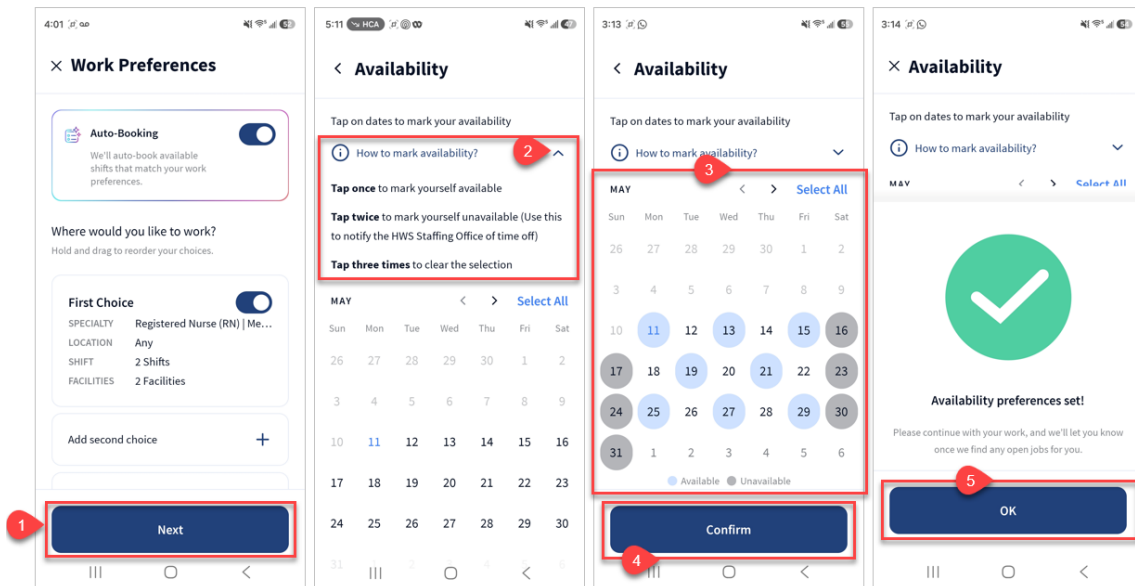
1) Click **Next**

2) Click the **arrow** to view options for selecting availability on the calendar

3) **Make selection** on the **calendar**

4) Click **Confirm** button

5) Click **OK**



Congratulations! You have now activated Auto-Booking!

Reminder that you need to be cleared to work in order to be booked on any shift with HWS.

Should you have any questions on this new feature, please reach out to:
HWSMobileFeedback@healthtrustws.com or (855) 727-2967