

Create/Edit Shift Swap Details

1

Click the "Settings" icon.

Shift #172519
Assigned
Clifford Armstrong
Position 1

Sat, Jan 27, 2024

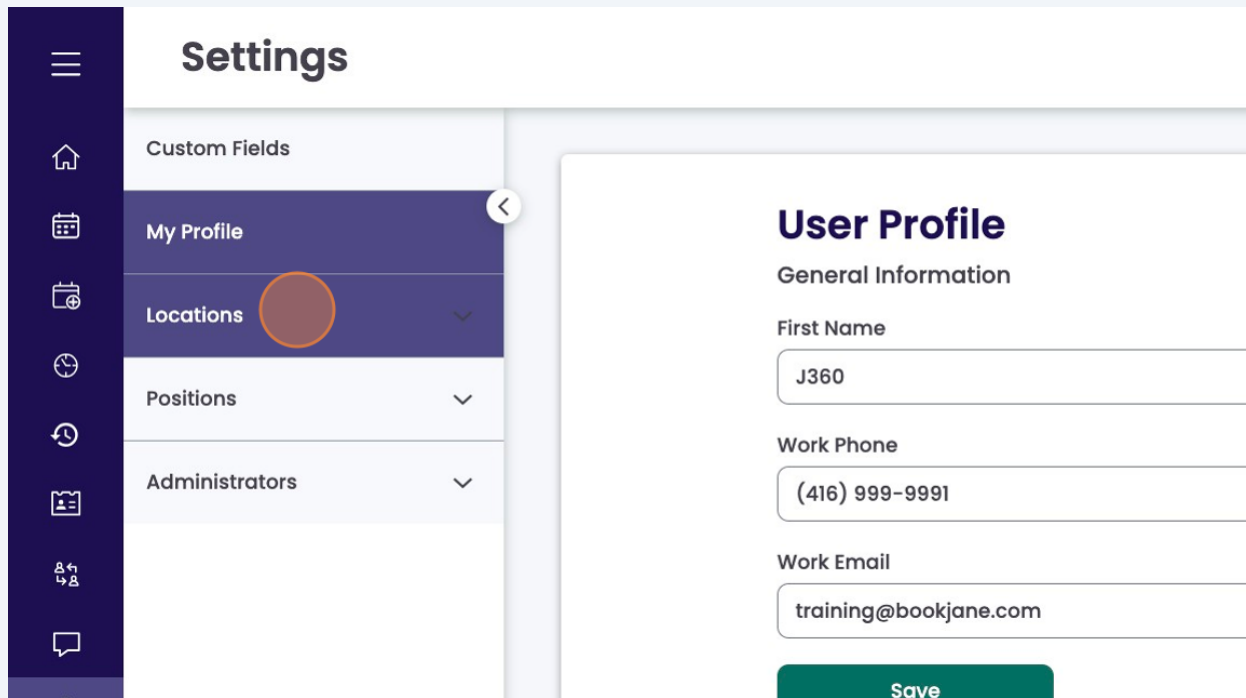
Settings

Shift #172518
Assigned
Dalila Donnelly
Position 1

Mon, Jan 29, 2024

Shift #172521
Dalila Donnelly

2 Click "Locations"



The screenshot shows the 'Settings' page. On the left is a dark sidebar with a menu. The 'Locations' item is highlighted with a red circle. The main content area is titled 'Settings' and contains a 'User Profile' section. The 'User Profile' section has a 'General Information' subsection with three text input fields: 'First Name' (containing 'J360'), 'Work Phone' (containing '(416) 999-9991'), and 'Work Email' (containing 'training@bookjane.com'). A green 'Save' button is at the bottom right of the form.

Settings

Custom Fields

My Profile

Locations

Positions

Administrators

User Profile

General Information

First Name

J360

Work Phone

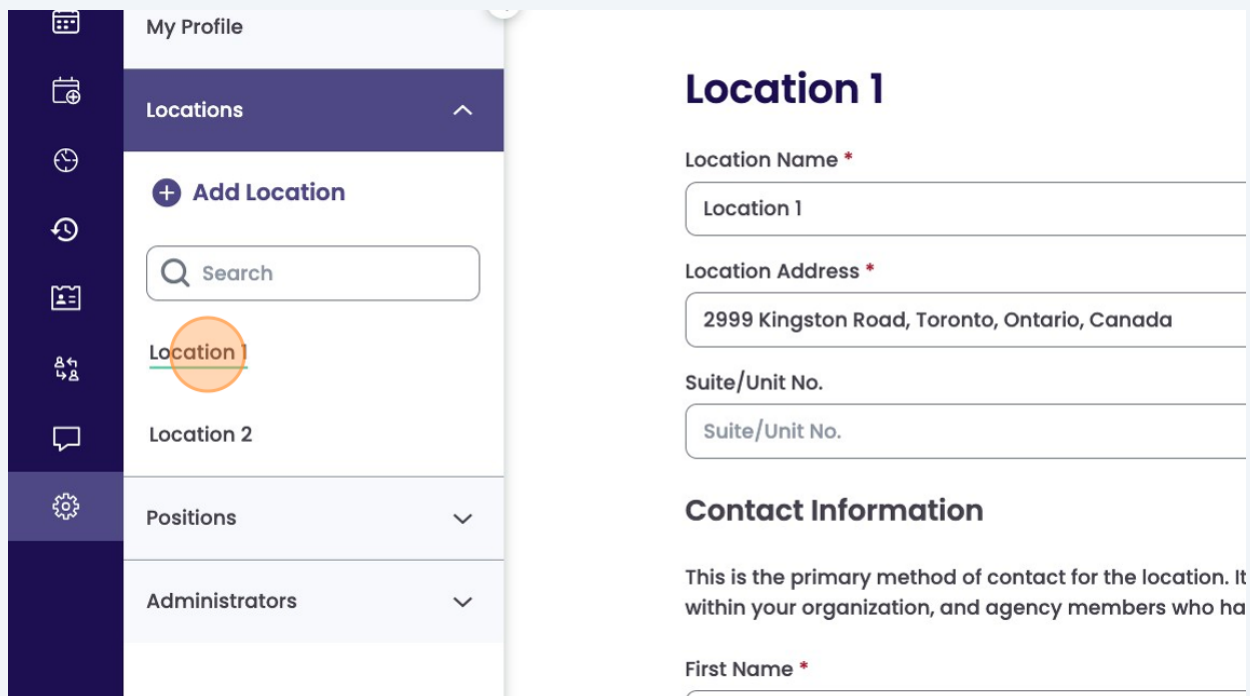
(416) 999-9991

Work Email

training@bookjane.com

Save

3 Click "Location 1"



The screenshot shows the 'Locations' page. On the left is a dark sidebar with a menu. The 'Locations' item is highlighted with a red circle. The main content area is titled 'Location 1' and contains a form for adding a new location. The form has three text input fields: 'Location Name' (containing 'Location 1'), 'Location Address' (containing '2999 Kingston Road, Toronto, Ontario, Canada'), and 'Suite/Unit No.' (containing 'Suite/Unit No.'). Below the form is a 'Contact Information' section with a text input field for 'First Name'.

Locations

+ Add Location

Search

Location 1

Location 2

Positions

Administrators

Location 1

Location Name *

Location 1

Location Address *

2999 Kingston Road, Toronto, Ontario, Canada

Suite/Unit No.

Suite/Unit No.

Contact Information

This is the primary method of contact for the location. It within your organization, and agency members who ha

First Name *

4 Click "Shift Swap"

Distribution

Availability

Groups

Shift Swap

Location 1

Location Name *

Location 1

Location Address *

9 Kingston Road, Toronto, Ontario, Canada

Unit No.

Unit No.

5 Click "Edit"

Create Shift

Edit

Hours before shift start time

6

Click on the "Allow Shift Swap" toggle to turn the feature on (green) or off (grey)

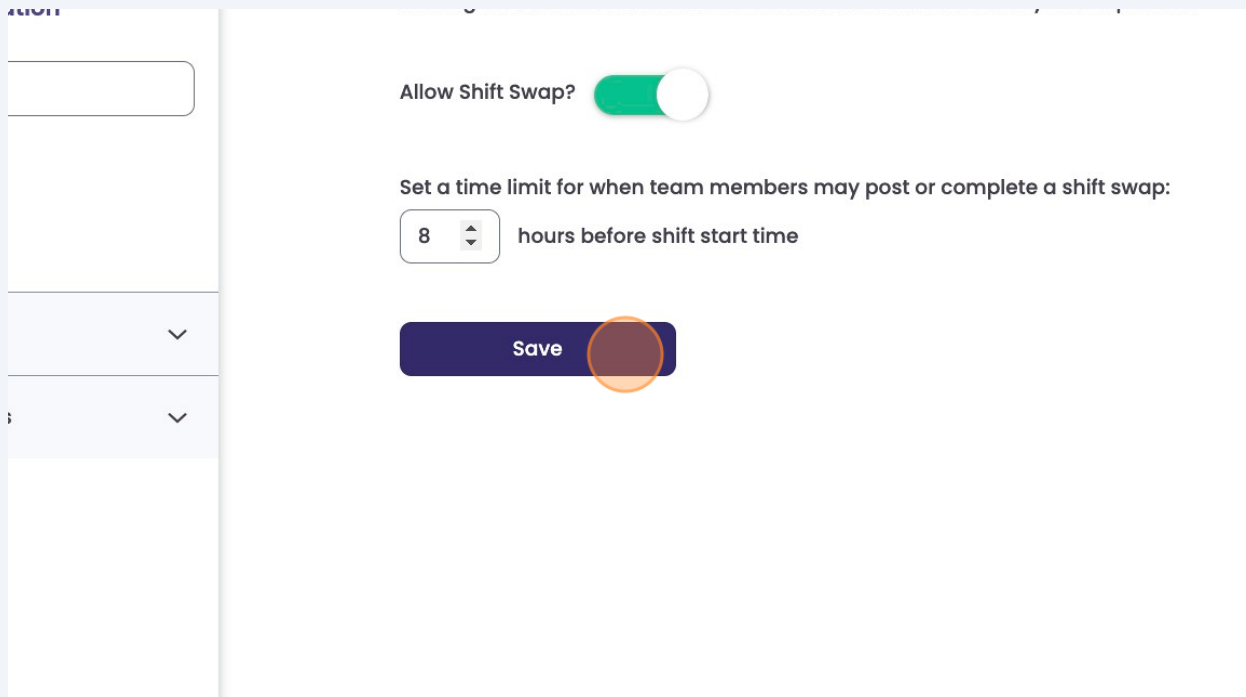
The screenshot shows the 'Shift Swap' settings for 'Location 1'. At the top, there are tabs: 'General', 'Shift Distribution', 'Availability', 'Groups', and 'Shift Swap'. The 'Shift Swap' tab is selected. Below the tabs, there is a left sidebar with a list of locations, with 'Location 1' selected. The main content area has the title 'Location 1' and a sub-header 'Turning on this feature will enable team members in this facility to swap shifts.' Below this is a toggle switch for 'Allow Shift Swap?' which is currently turned on (green). Underneath the toggle is a text input field for 'Set a time limit for when team members may post or complete a shift swap:' with the value '8' and the label 'hours before shift start time'. At the bottom is a 'Save' button.

7

Click the number field under "Set a time limit for when team members may post or complete a shift swap" to adjust the "hours before shift start time"

This screenshot is similar to the previous one, showing the 'Shift Swap' settings for 'Location 1'. The 'Allow Shift Swap?' toggle is turned on. The number field in the 'Set a time limit...' section now shows the value '9'. An orange circle highlights the number field, and a small orange circle highlights the 'Save' button. The left sidebar shows a list of locations with 'Location 1' selected. The main content area has the title 'Location 1' and a sub-header 'Turning on this feature will enable team members in this facility to sv'. Below this is a toggle switch for 'Allow Shift Swap?' which is currently turned on (green). Underneath the toggle is a text input field for 'Set a time limit for when team members may post or complete a shi' with the value '9' and the label 'hours before shift start time'. At the bottom is a 'Save' button.

8 Click "Save"



A screenshot of a web application interface for configuring shift swaps. On the left is a vertical sidebar with a search bar and several menu items, some with dropdown arrows. The main content area on the right contains the following elements: a toggle switch labeled 'Allow Shift Swap?' which is currently turned on (green); a text label 'Set a time limit for when team members may post or complete a shift swap:'; a numeric input field showing the value '8' with up and down arrows, followed by the text 'hours before shift start time'; and a dark blue button labeled 'Save'. An orange circle is drawn around the 'Save' button to indicate it should be clicked.

9 Shift Swap is now configured