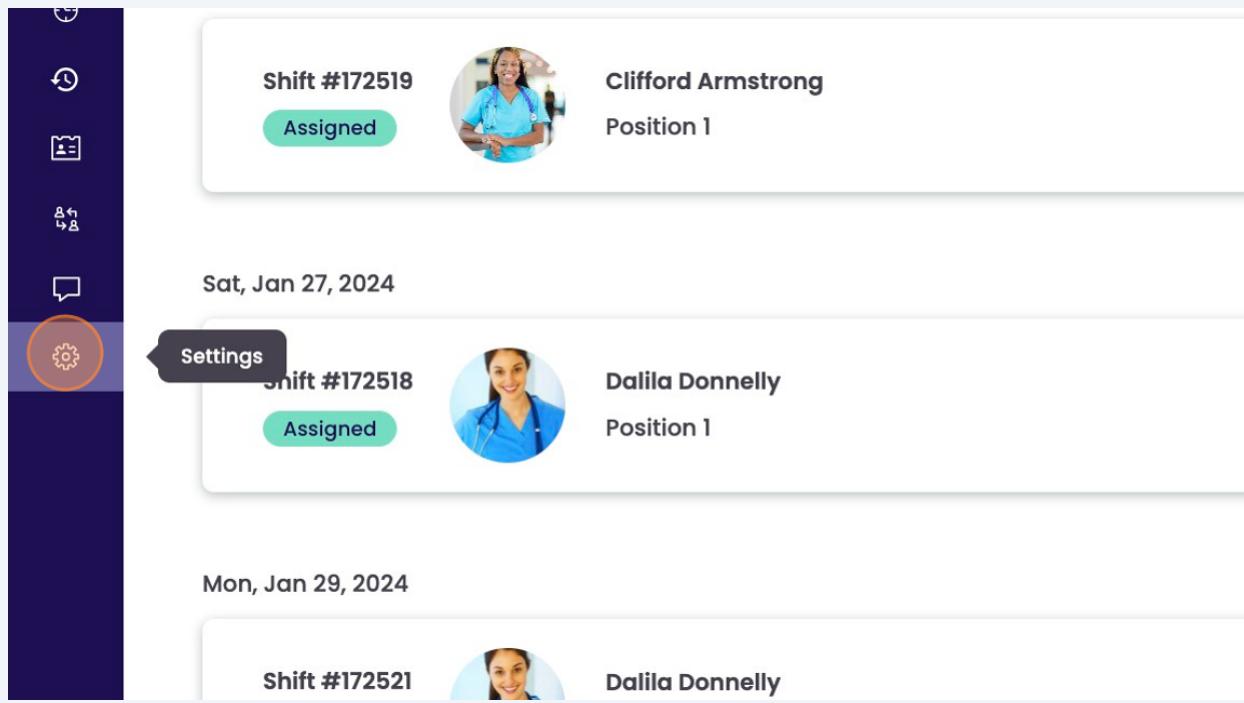


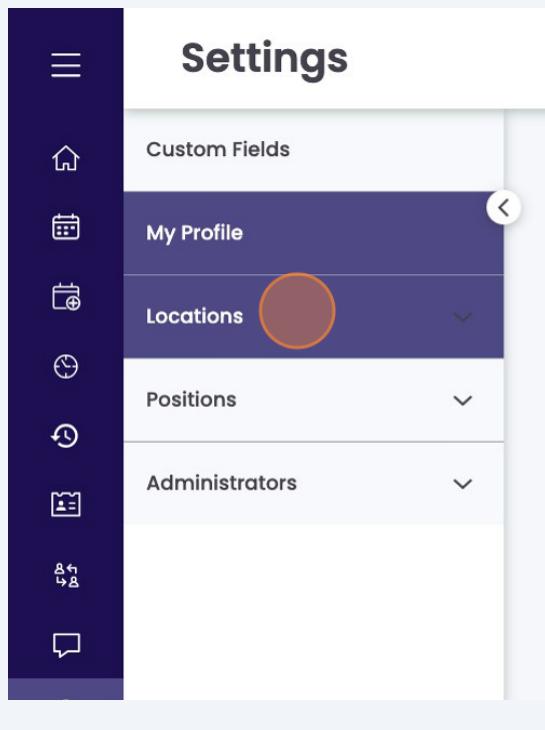
Create/Edit Shift Swap Details

Scribe 

- 1 Click the "Settings" icon.

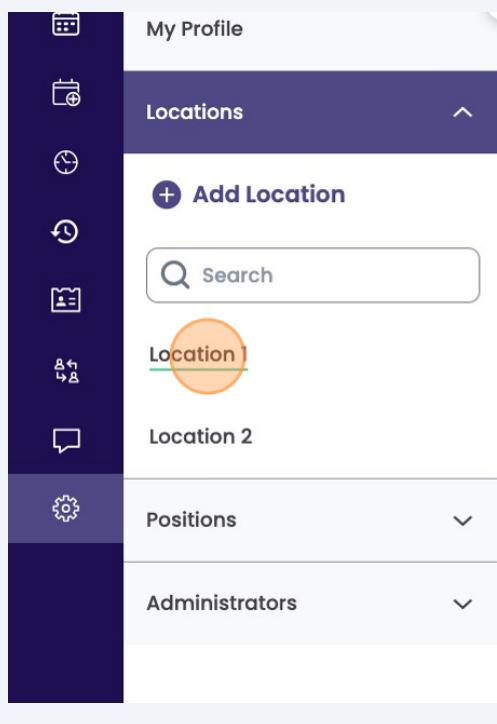


2 Click "Locations"



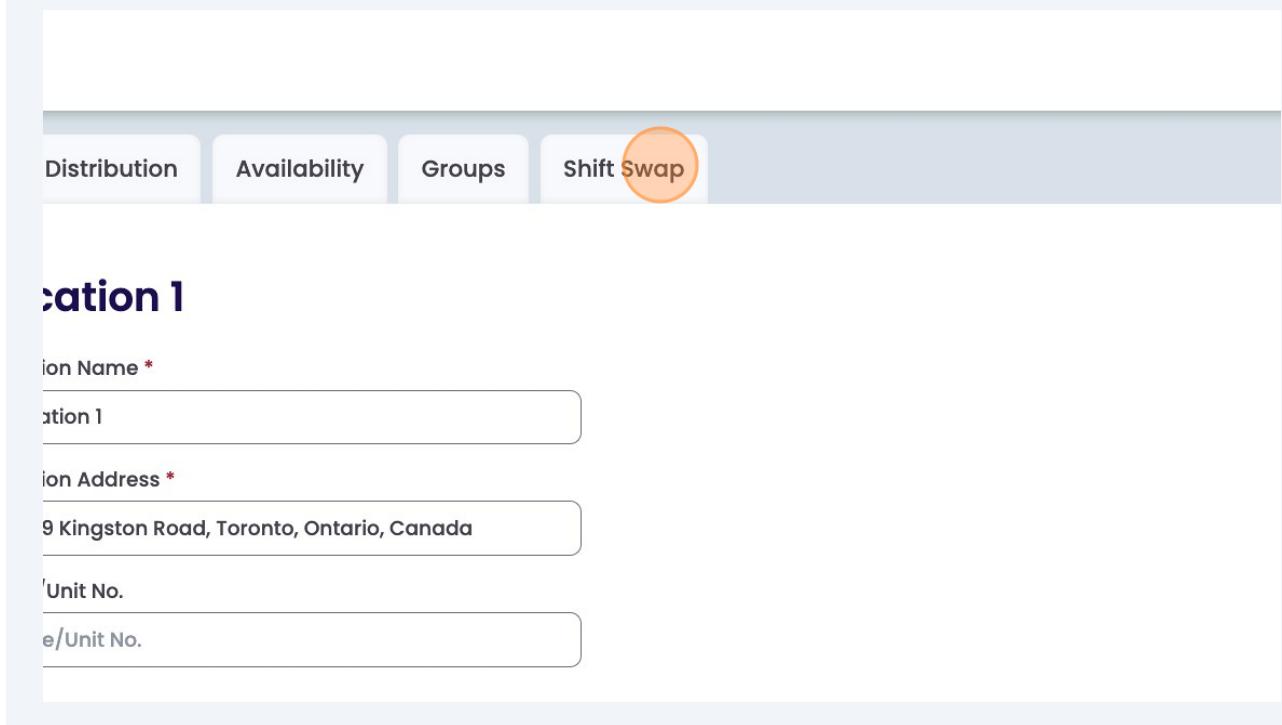
The screenshot shows the 'Settings' page. On the left is a sidebar with various icons. The 'Locations' icon, which is a location pin, is highlighted with an orange circle. The main content area is titled 'User Profile' and contains 'General Information' with fields for 'First Name' (J360), 'Work Phone' ((416) 999-9991), and 'Work Email' (training@bookjane.com). A 'Save' button is at the bottom.

3 Click "Location 1"



The screenshot shows the 'Locations' page. The 'Locations' section is expanded, showing 'Location 1' and 'Location 2'. 'Location 1' is highlighted with an orange circle. The main content area is titled 'Location 1' and contains fields for 'Location Name' (Location 1), 'Location Address' (2999 Kingston Road, Toronto, Ontario, Canada), and 'Suite/Unit No.' (Suite/Unit No.). Below this is a 'Contact Information' section with a note about it being the primary method of contact for the location. A 'First Name' field is also present.

4 Click "Shift Swap"



Location 1

Location Name *

Location 1

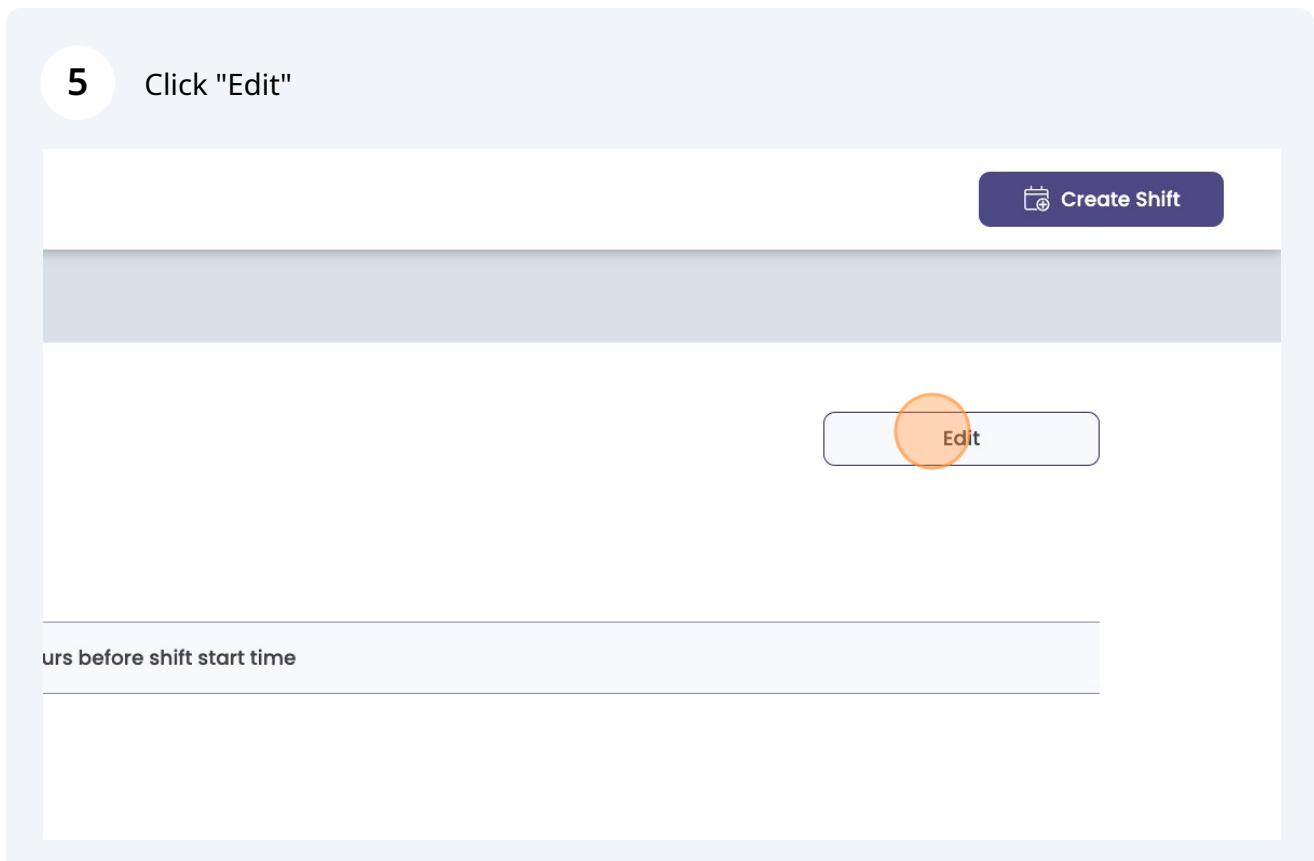
Location Address *

9 Kingston Road, Toronto, Ontario, Canada

Unit No.

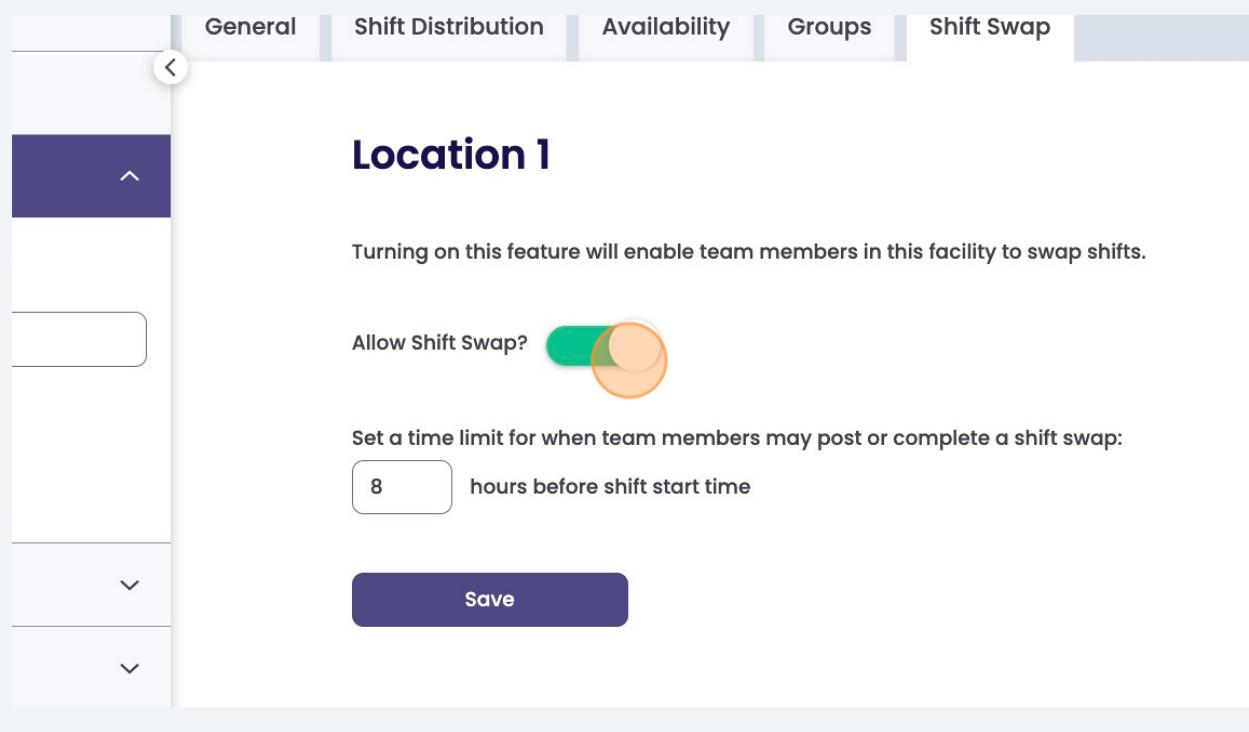
e/Unit No.

5 Click "Edit"

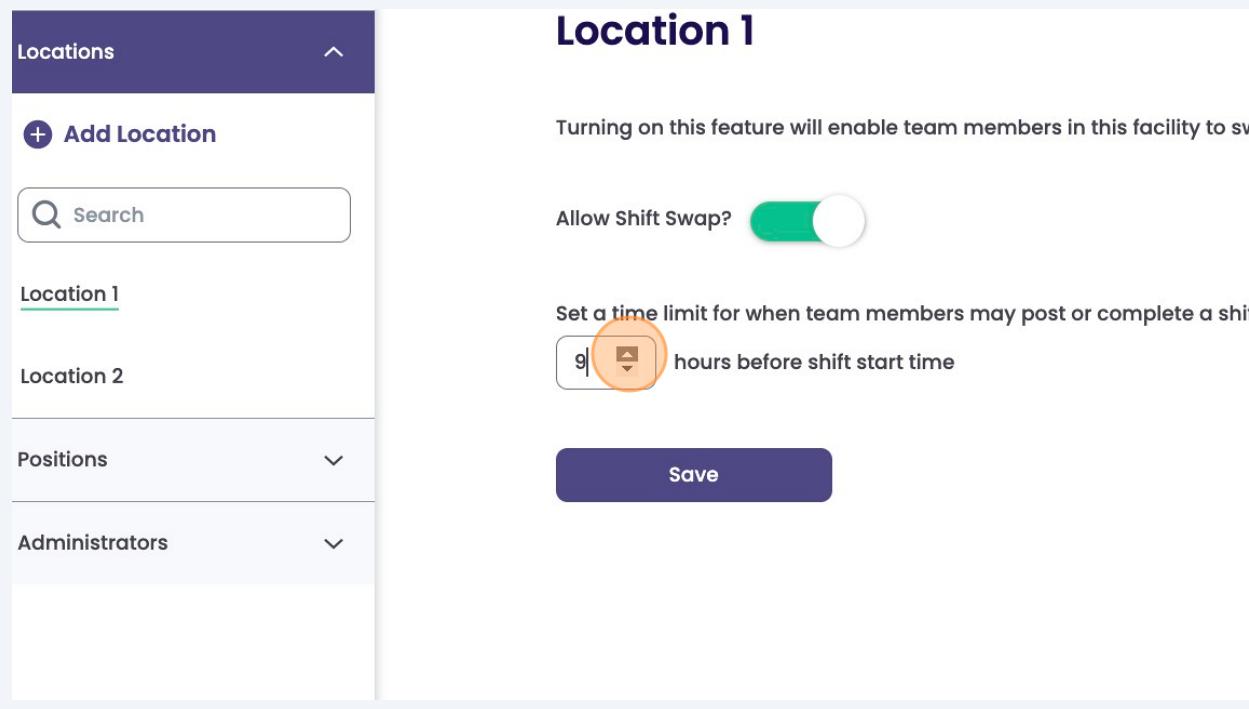


Hours before shift start time

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

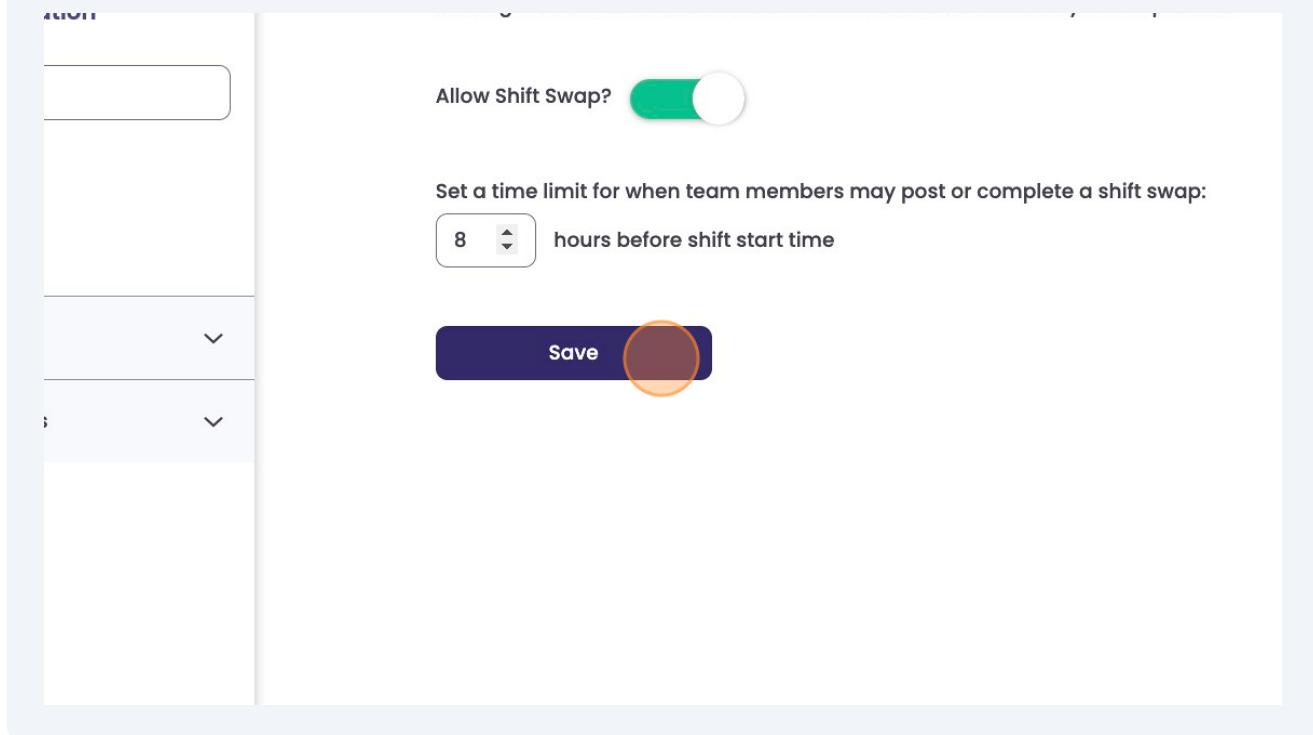


7 Click the number field under " Set a time limit for when team members may post or complete a shift swap" to adjust the "hours before shift start time"



8

Click "Save"



9

Shift Swap is now configured