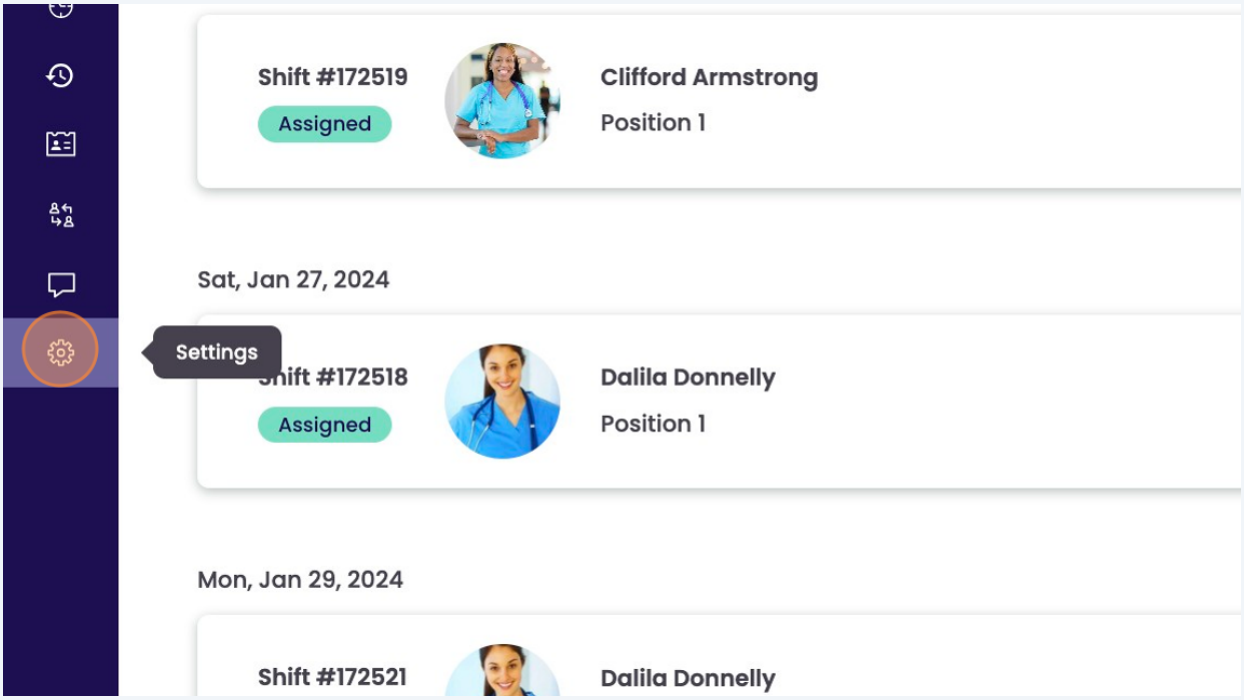
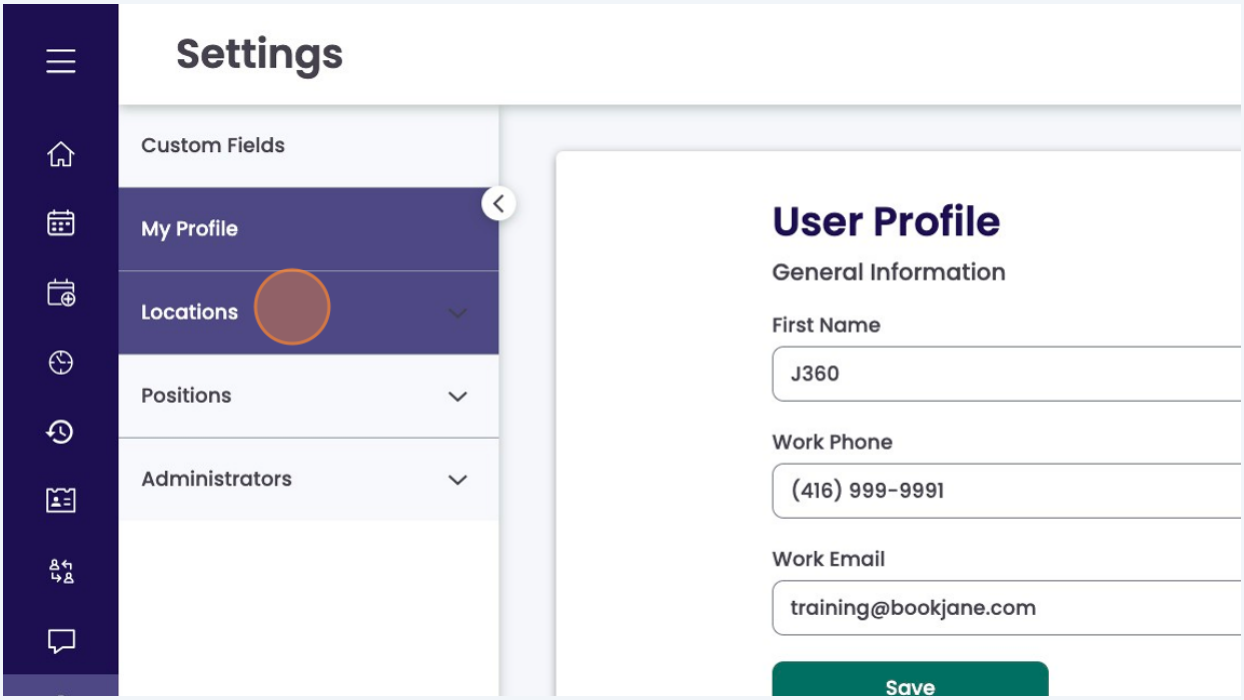
Create/Edit Shift Swap Details

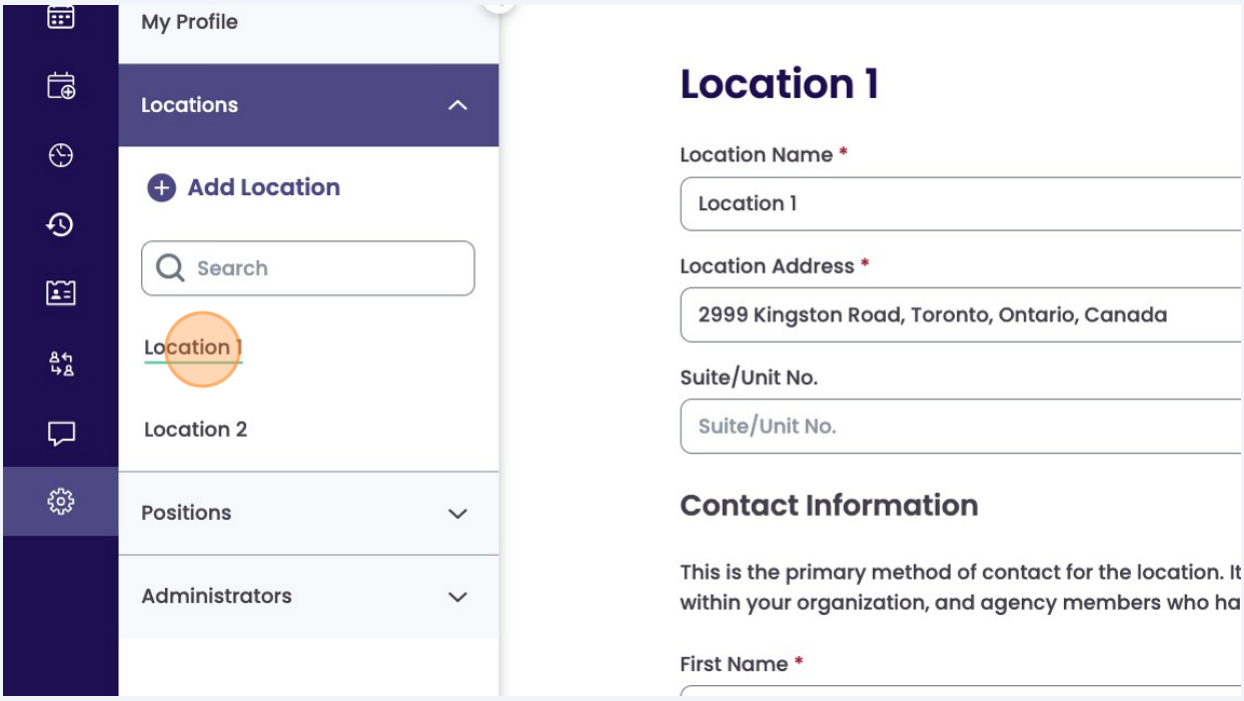
1 Click the "Settings" icon.



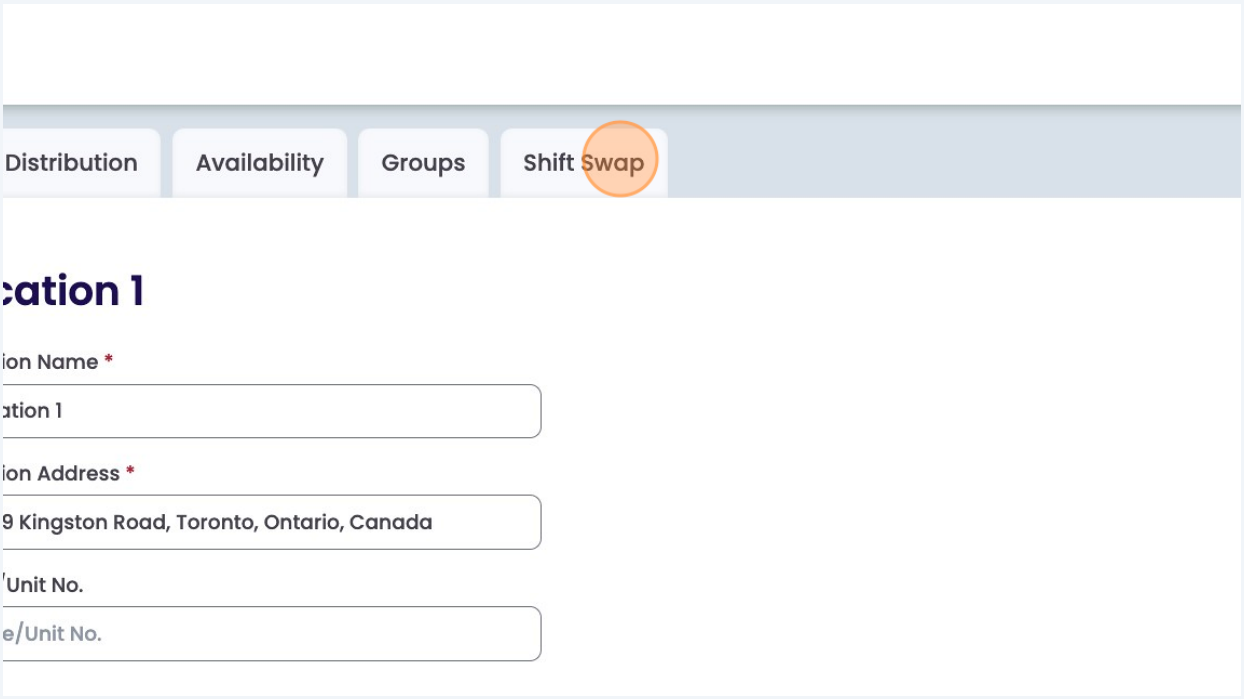
2 Click "Locations"



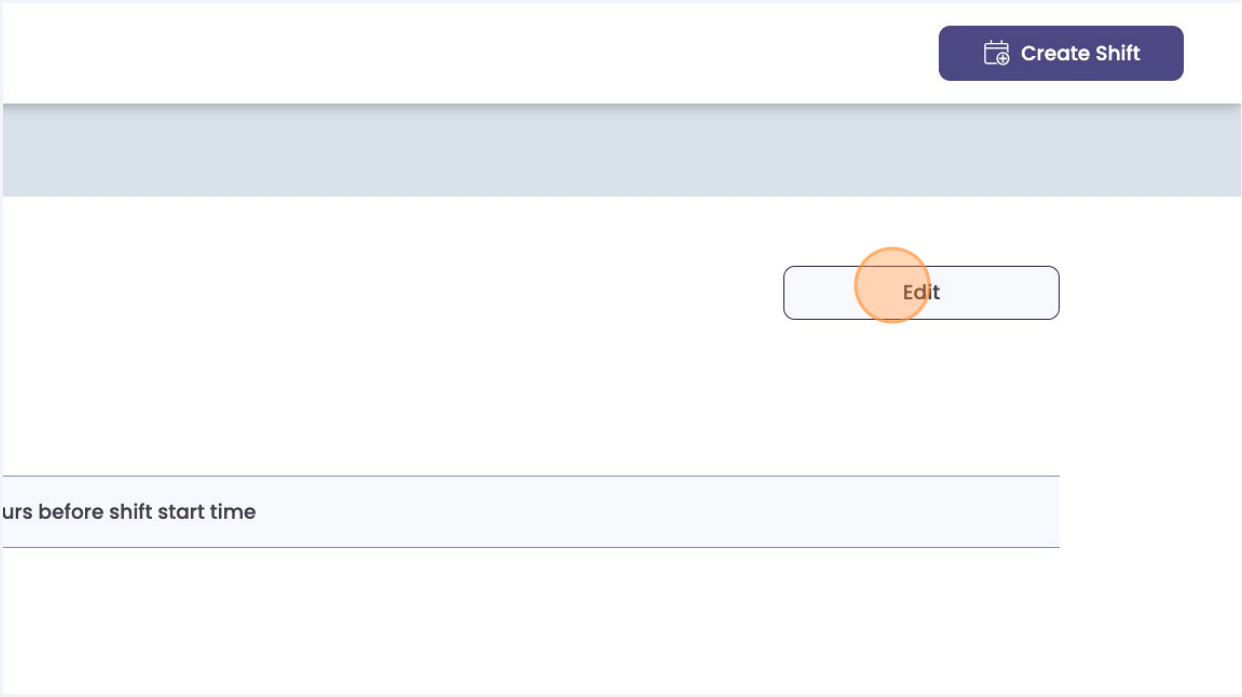
3 Click "Location 1"



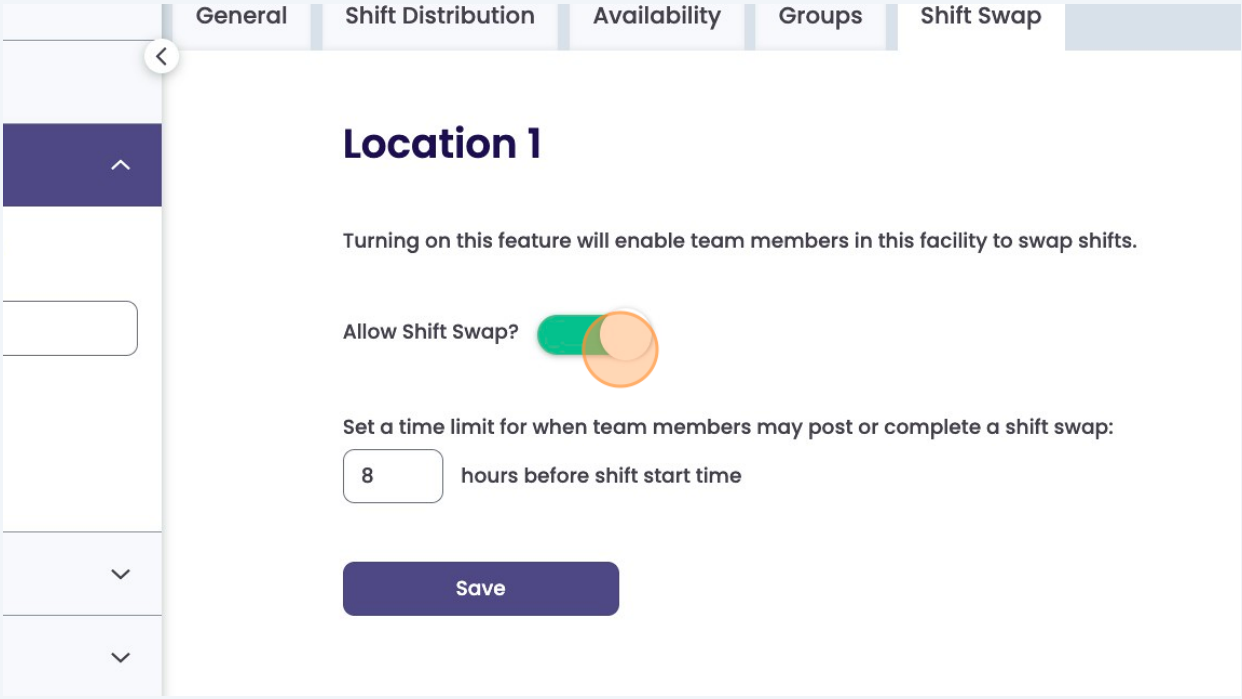
4 Click "Shift Swap"



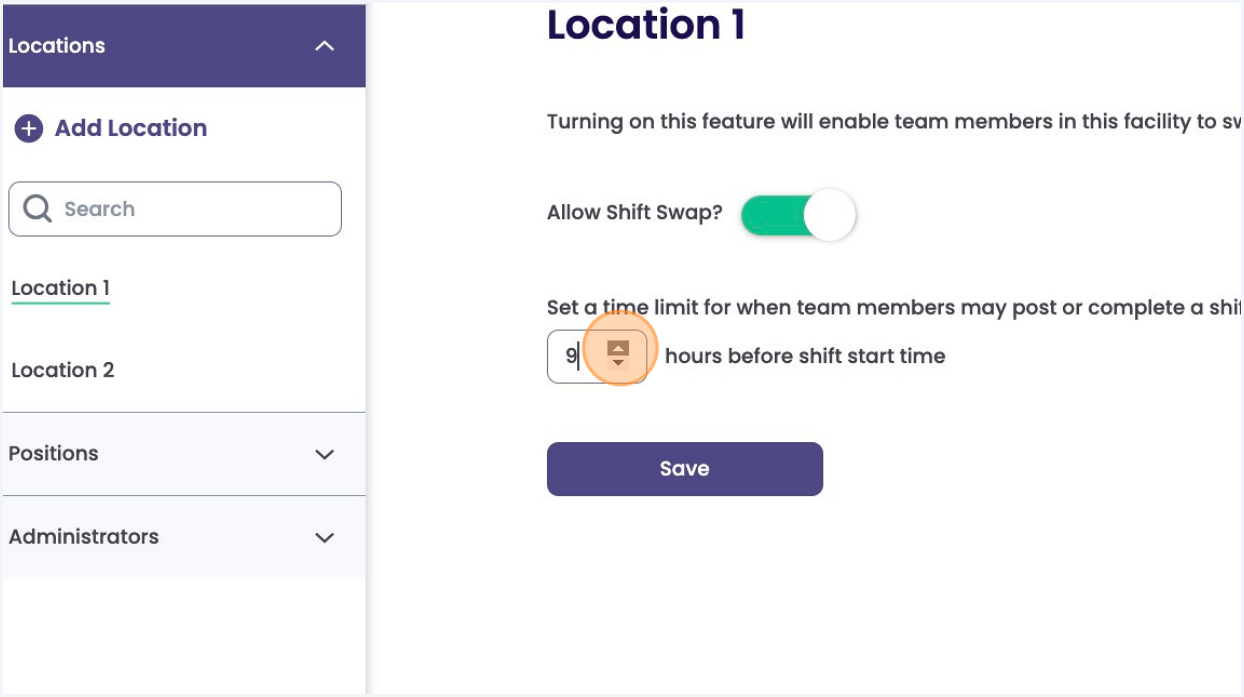
5 Click "Edit"



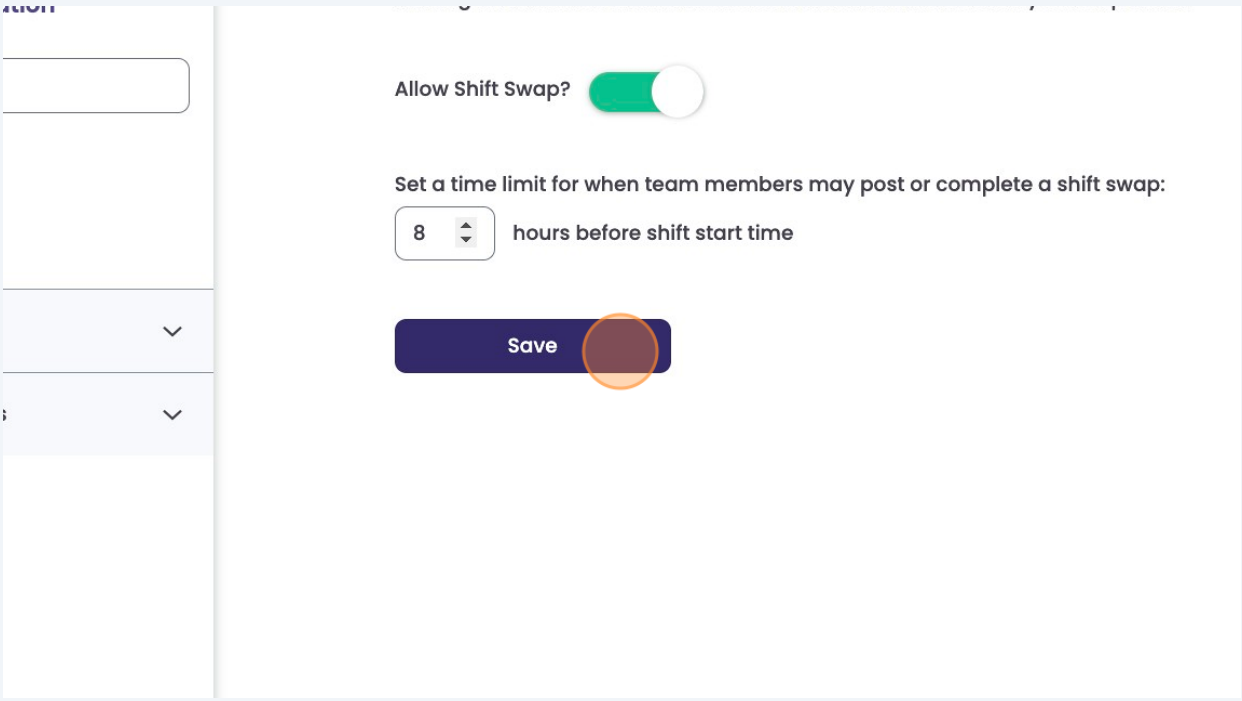
6 Click on the "Allow Shift Swap" toggle to turn the feature on (green) or off (grey)



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