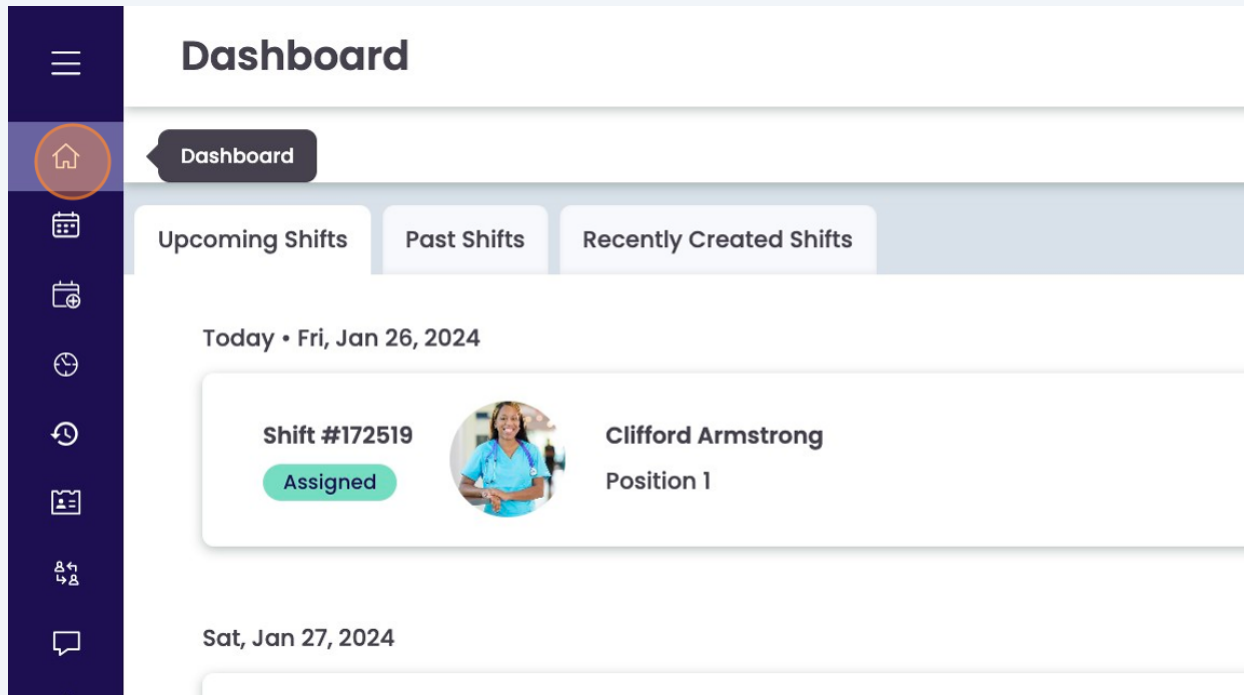
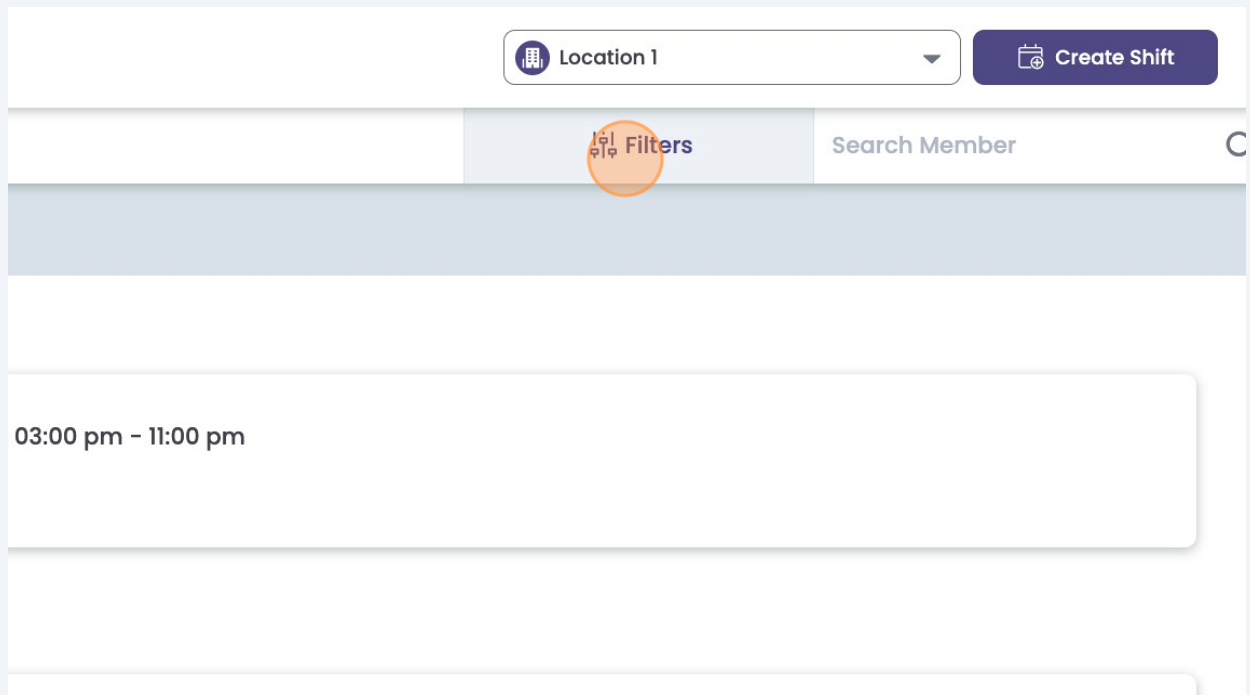


View swapped shifts

- 1 Click the "Dashboard" icon.

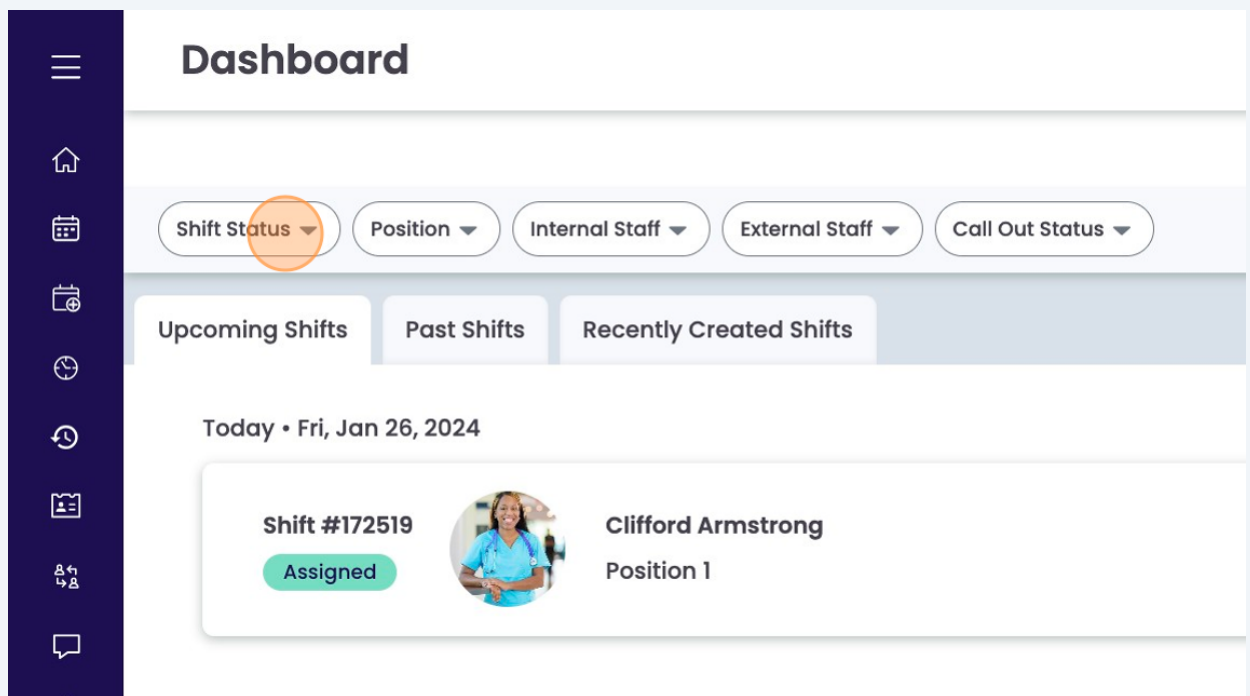


2 Click "Filters"



The screenshot shows a web interface for shift management. At the top, there is a dropdown menu labeled "Location 1" and a button labeled "Create Shift". Below these, there is a navigation bar with a "Filters" button (highlighted with an orange circle) and a "Search Member" input field. The main content area displays a shift time range "03:00 pm - 11:00 pm".

3 Click "Shift Status"



The screenshot shows a dashboard interface. On the left, there is a dark blue sidebar with various icons. The main content area is titled "Dashboard". Below the title, there are several filter buttons: "Shift Status" (highlighted with an orange circle), "Position", "Internal Staff", "External Staff", and "Call Out Status". Below these filters, there are three tabs: "Upcoming Shifts", "Past Shifts", and "Recently Created Shifts". The "Upcoming Shifts" tab is active, showing a list of shifts. The first shift is "Shift #172519" with a status of "Assigned" (in a green box), a profile picture of Clifford Armstrong, and the text "Clifford Armstrong Position 1". The date "Today • Fri, Jan 26, 2024" is displayed above the shift list.

4 Click "Swapped"

The screenshot shows a sidebar with icons for clock, calendar, people, swap, chat, and settings. A dropdown menu is open, listing shift statuses: Accepted, Assigned, Cancelled, Completed, In Progress, Pending, and Swapped. The 'Swapped' option is highlighted with an orange circle. Below the menu, the date 'Sat, Jan 27, 2024' is displayed. A shift card for 'Shift #172518' is shown, featuring a profile picture of Dalila Donnelly, her name, 'Position 1', and a green 'Assigned' button. The date 'Mon. Jan 29, 2024' is at the bottom.

Accepted
Assigned
Cancelled
Completed
In Progress
Pending
Swapped

Sat, Jan 27, 2024

Shift #172518

Assigned

Dalila Donnelly
Position 1

Mon. Jan 29, 2024

5 Click on a "Swapped" shift to view the details.

The screenshot shows a filter bar with 'All Staff', 'External Staff', and 'Call Out Status' dropdowns. Below is a section titled 'Recently Created Shifts'. It contains two shift cards. The first card is for Dalila Donnelly, Position 1, with a date of Mon, Jan, 2 and Location 1. The second card is for Clifford Armstrong, Position 1, with a date of Mon, Jan, 2 and Location 1. An orange circle highlights the first shift card.

All Staff External Staff Call Out Status

Recently Created Shifts

Dalila Donnelly
Position 1

Mon, Jan, 2
Location 1

Clifford Armstrong
Position 1

Mon, Jan, 2
Location 1

6 Click "Activity"

Shift #172521

General Activity

Position 1

- Swapped

Dalila Donnelly
Location 1

Mon, Jan, 29, 2024
07:00 am - 03:00 pm (8 hrs)

Total Paid Duration: 7 hrs 30 mins
Unpaid Break Time: 30 mins

7 You can see both when the "Swap (was) Initiated" and when it was "Swapped"

Shift #172521

General Activity

Time	Activity	Details
9:15 am	Swapped	Clifford Armstrong
9:12 am	Swap Initiated	Clifford Armstrong
9:10 am	Callout List Created	<button>View</button>
9:10 am	Assigned	J360 Training

8 Click the "Schedule" icon.

The screenshot shows a dashboard with a dark sidebar on the left containing various icons. The 'Schedule' icon, which is a calendar with a checkmark, is highlighted with an orange circle. The main content area is titled 'Dashboard' and features a navigation bar with buttons for 'Schedule', 'Position', 'Internal Staff', 'External Staff', and 'Call Out Status'. Below this, there are tabs for 'Upcoming Shifts', 'Past Shifts', and 'Recently Created Shifts'. The date 'Today • Fri, Jan 26, 2024' is displayed. A shift card for 'Shift #172519' is shown, with a status of 'Assigned' in a green pill, a profile picture of Clifford Armstrong, and the text 'Clifford Armstrong Position 1'.

9 Click on "Filters"

The screenshot shows a 'Filters' interface. At the top, there are tabs for '1 Week' and '2 Week', followed by a 'Filters' button with a funnel icon, which is highlighted with an orange circle. Below the tabs is a table with four columns representing days: Sun 28, Mon 29, Tue 30, and Wed 31. Each column has a header row and three data rows. The header row for each column shows '0 hrs 0 mins'. The data rows are currently empty.

Sun 28	Mon 29	Tue 30	Wed 31
0 hrs 0 mins	0 hrs 0 mins	0 hrs 0 mins	0 hrs 0 mins

10 Click "All Shift Statuses"

The screenshot shows the 'Schedule' interface. At the top, there's a header with 'Schedule' and a gear icon. Below it, a date range 'Jan 28 - Feb 3' is displayed, along with '1 Week' and '2 Week' buttons. A 'Filters' button is on the right. Below the date range, there are three dropdown menus: 'All Shift Statuses' (highlighted with an orange circle), 'All Employment Statuses', and 'Show Agency Shifts Only' with a checkbox. Below these, there's a section for 'Position 1' with a plus icon. The main table has columns for 'Team Members', 'Sun 28', and 'Mon 29'. The first row shows 'Total Position Hours' as '0 hrs 0 mins' for each day. The second row shows 'Open Shift' as '0 hrs 0 mins' with an 'Expand' link. The third row shows 'Adah Kovacek' as 'Full-Time' with '0 hrs 0 mins' for each day.

Team Members	Sun 28	Mon 29
Total Position Hours	0 hrs 0 mins	0 hrs 0 mins
Open Shift	0 hrs 0 mins Expand	
Adah Kovacek Full-Time	0 hrs 0 mins	

11 Click "Swapped"

The screenshot shows the 'Schedule' interface with a dropdown menu open. The dropdown menu lists several status options: 'Accepted', 'Assigned', 'In Progress', 'Completed', 'Unfulfilled', 'Cancelled', and 'Swapped' (highlighted with an orange circle). The main table has columns for 'Sun 28' and 'Mon 29'. The first row shows '0 hrs 0 mins' for each day. The second row shows 'Aldo Kunde' as 'Part-Time' with '0 hrs 0 mins' for each day. The third row shows 'Alonzo Hermiston' as 'Casual' with '0 hrs 0 mins' for each day. The fourth row shows 'Anjelica Predovic' as 'Full-Time' with '0 hrs 0 mins' for each day.

	Sun 28	Mon 29
	0 hrs 0 mins	0 hrs 0 mins
Aldo Kunde Part-Time	0 hrs 0 mins	
Alonzo Hermiston Casual	0 hrs 0 mins	
Anjelica Predovic Full-Time	0 hrs 0 mins	

12 Click on the "Shifts" page icon.

Schedule ⚙️ ...

Jan 28 - Feb 3 1 Week 2 Week Filters 1

Swapped All Employment Statuses Show Agency Shifts Only ☐ Show

Position 1 × +

Shifts	Sun 28	Mon 29
Total Position Hours 0 hrs 0 mins	0 hrs 0 mins	0 hrs 0 mins
Open Shift 0 hrs 0 mins Expand ✓		
Clifford Armstrong Full-Time 0 hrs 0 mins		3:00p - 11:00p Swapped

13 Click "Shift Status"

Shifts ...

January, 2024

Shift Status Position Internal Staff External Staff Call Out Status

Calendar View List View

Sun	Mon
31	01
07	08

14 Click "Swapped"

The screenshot shows a dark blue sidebar on the left with icons for clock, refresh, calendar, group of people, chat, and settings. A dropdown menu is open, listing shift statuses: Accepted, Assigned, Cancelled, Completed, In Progress, Pending, and Swapped. The 'Swapped' option is highlighted with an orange circle. The background shows a calendar grid with dates 01, 08, 14, and 15. The word 'Mon' is visible above date 01.

Status
Accepted
Assigned
Cancelled
Completed
In Progress
Pending
Swapped

Calendar view showing dates: 01, 08, 14, 15. 'Mon' is indicated above 01.

15 Click on the Date to view details of the "Swapped" shifts

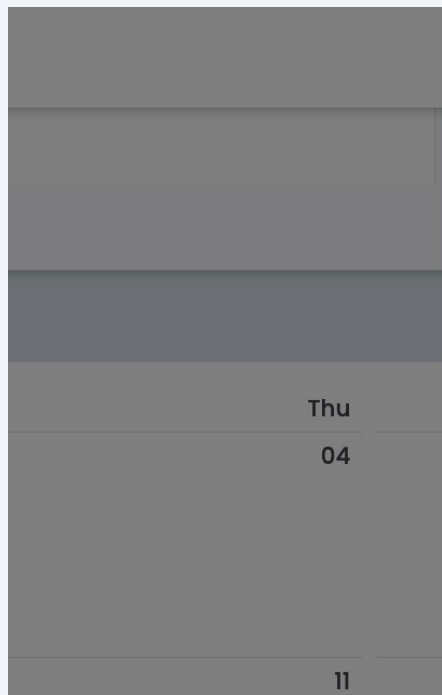
The screenshot shows a calendar view for January 2024. The dates 21, 22, 23, 28, 29, and 30 are visible. A pop-up window for January 29th shows '2 Swapped' shifts. An orange circle highlights the bottom of the pop-up. At the bottom, a status bar shows: January 2024, Pending: 0, Accepted: 0, Assigned: 0, Unfulfilled: 0.

Calendar view showing dates: 21, 22, 23, 28, 29, 30.

Pop-up for January 29th: 2 Swapped

January 2024 ● Pending: 0 ● Accepted: 0 ● Assigned: 0 ● Unfulfilled: 0

16



Jan, 29, 2024



1 Filters Applied [Clear](#)

Swapped



Dalila Donnelly

Shift #172521

Position 1

Mon, Jan, 29 at 07:00 am - 03:00 pm • Locati...

Swapped



Clifford Armstrong

Shift #172520

Position 1

Mon, Jan, 29 at 03:00 pm - 11:00 pm • Locatio...