View swapped shifts

Scribe

1 Click the "Dashboard" icon.
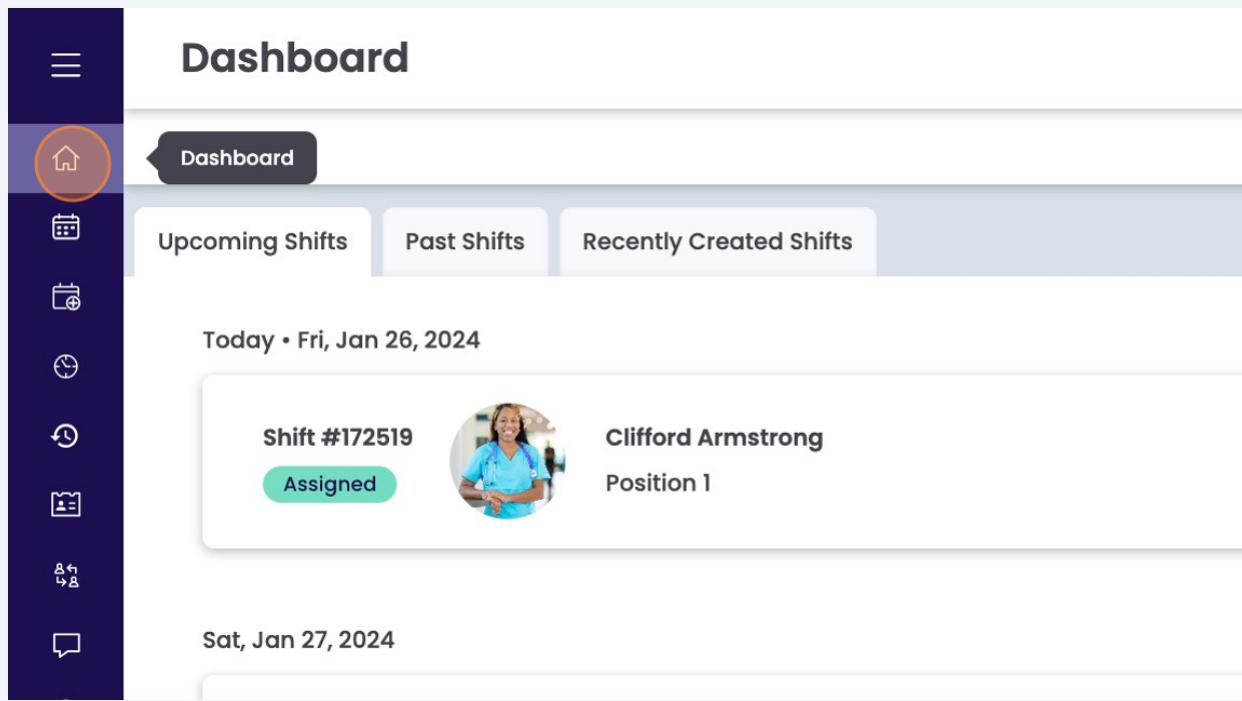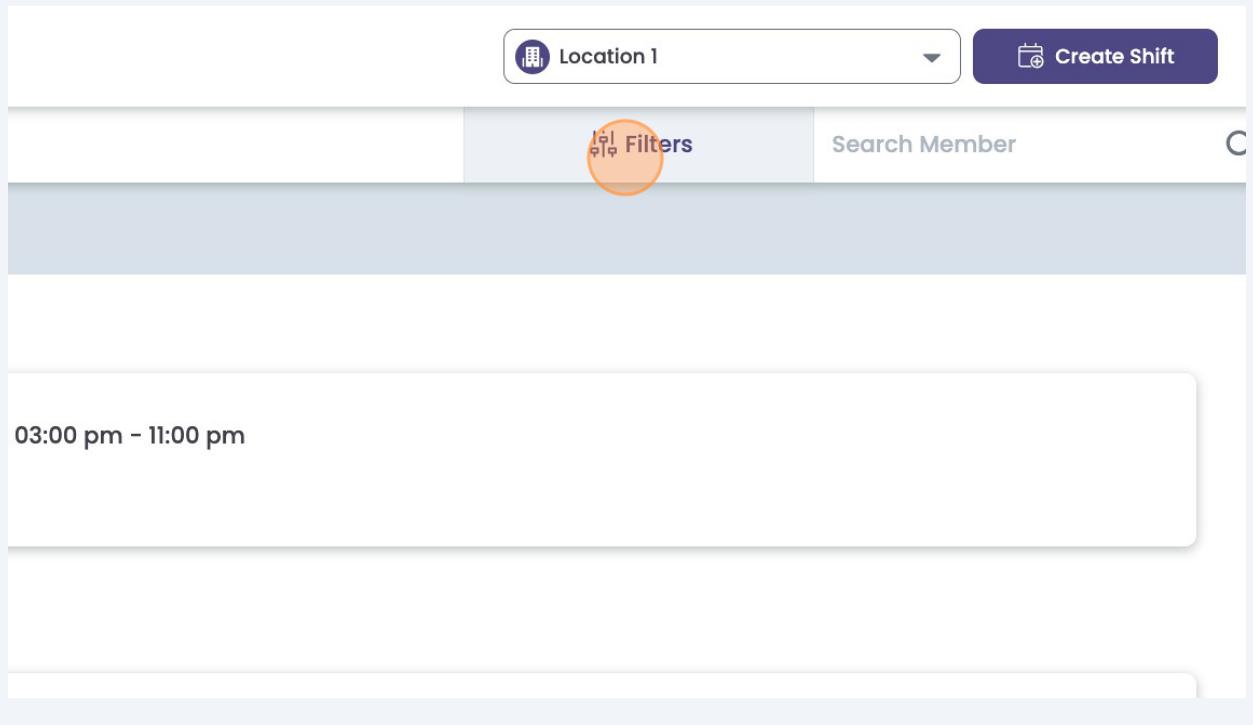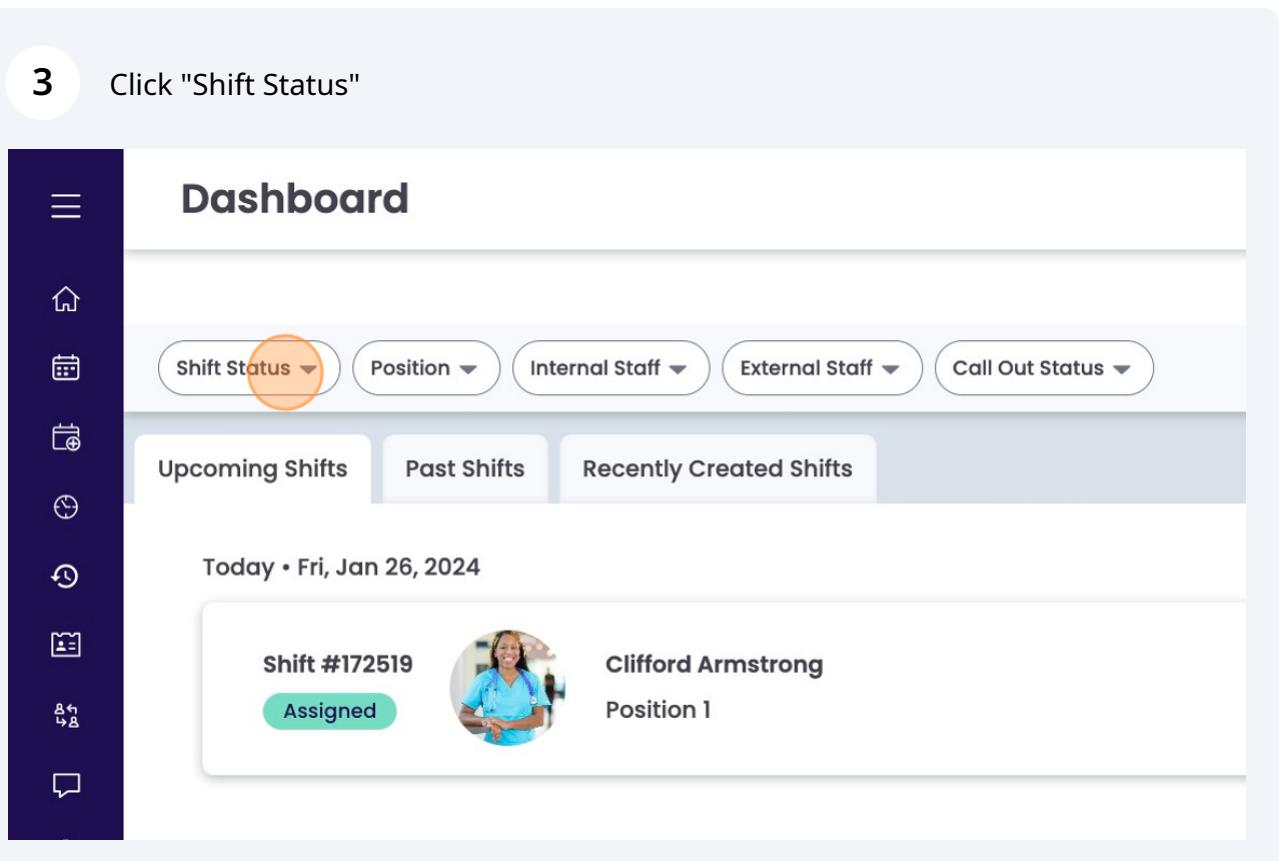
Dashboard

Dashboard

| Upcoming Shifts | Past Shifts | Recently Created Shifts |

Today • Fri, Jan 26, 2024

Shift #172519
Assigned

Clifford Armstrong
Position 1

Sat, Jan 27, 2024

2 Click "Filters"

Location 1 ▼   📅 Create Shift

⚙️ Filters   Search Member   🔍

03:00 pm - 11:00 pm

3 Click "Shift Status"

Dashboard

Shift Status ▼   Position ▼   Internal Staff ▼   External Staff ▼   Call Out Status ▼

Upcoming Shifts   Past Shifts   Recently Created Shifts

Today • Fri, Jan 26, 2024

Shift #172519   **Clifford Armstrong**
Assigned   Position 1

4 Click "Swapped"

	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.

l 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)**

07:00 am - 03:00 pm

Total Paid Duration
7 hrs 30 mins

Unpaid Break Time
30 mins

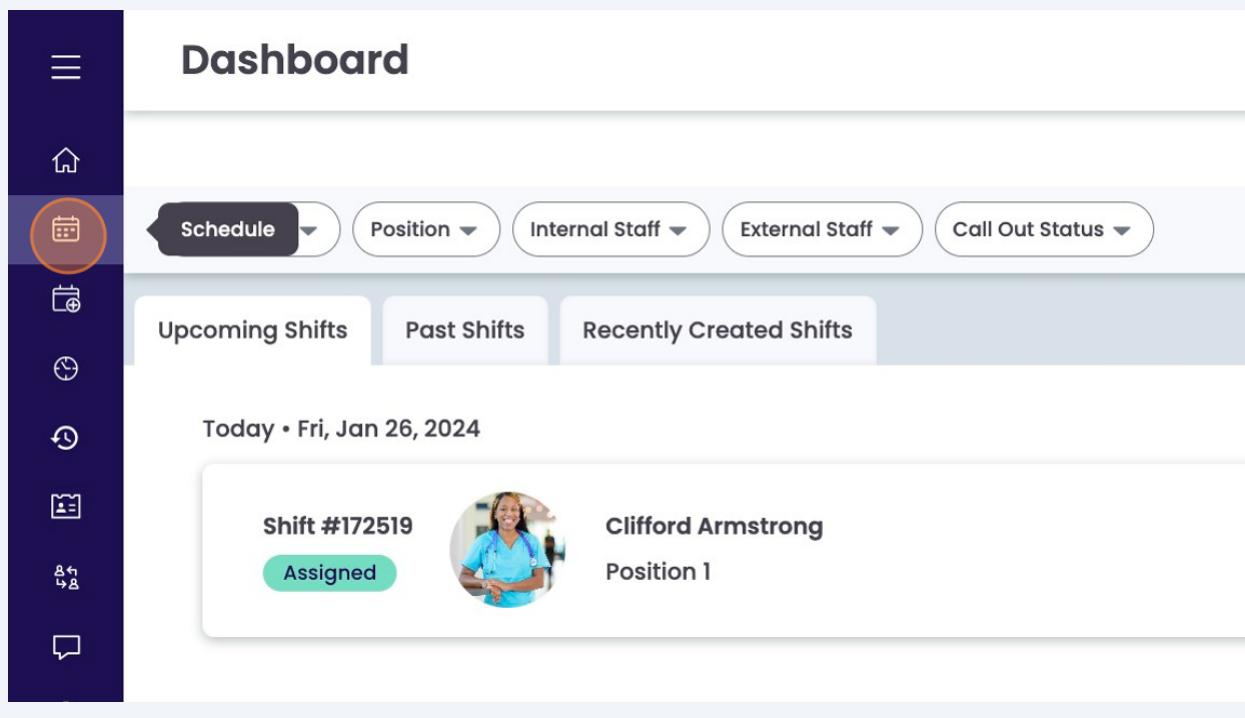**7** You can see both when the "Swap (was) Initiated" and when it was "Swapped"

Shift #172521 ✕

General   Activity
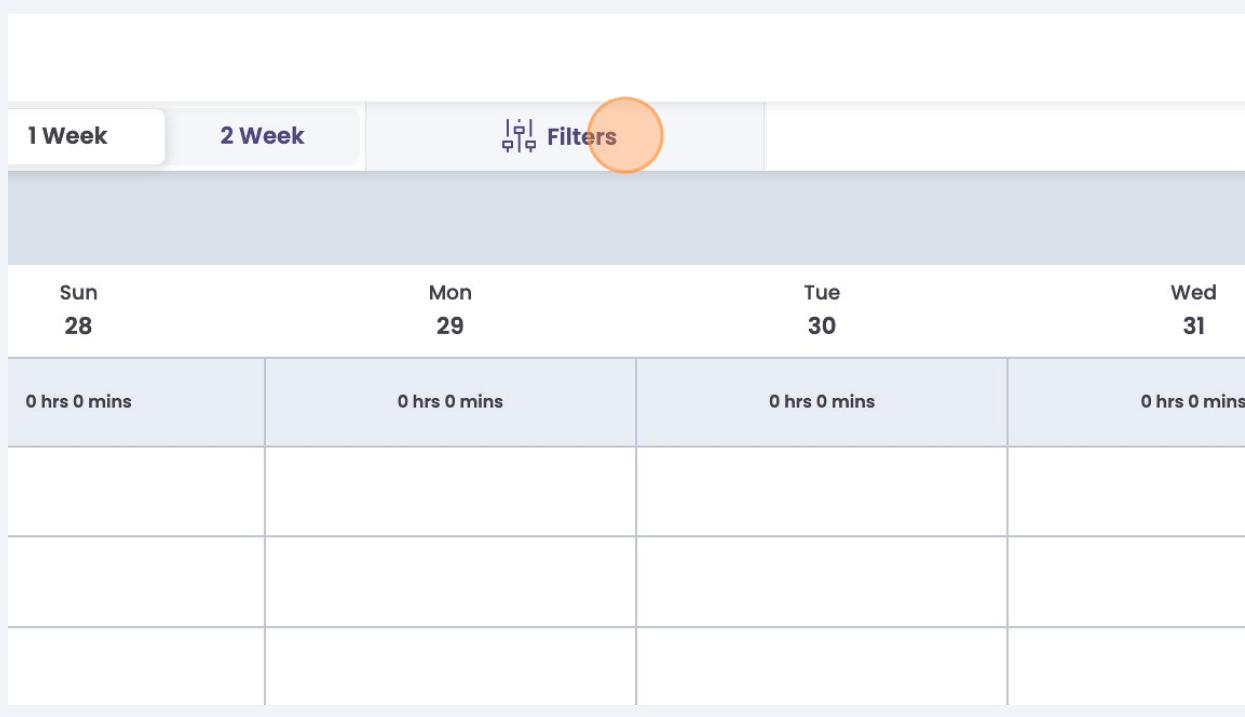
Time	Activity	Details
9:15 am	● Swapped	Clifford Armstrong
9:12 am	● Swap Initiated	Clifford Armstrong
9:10 am	● Callout List Created	View
9:10 am	● Assigned	J360 Training

07:00 am - 03:00 pm

8   Click the "Schedule" icon.

Dashboard

Schedule ▼   Position ▼   Internal Staff ▼   External Staff ▼   Call Out Status ▼

Upcoming Shifts   Past Shifts   Recently Created Shifts

Today • Fri, Jan 26, 2024

Shift #172519   **Clifford Armstrong**
Assigned   Position 1

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9   Click on "Filters"

| 1 Week | 2 Week | Filters | |

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"
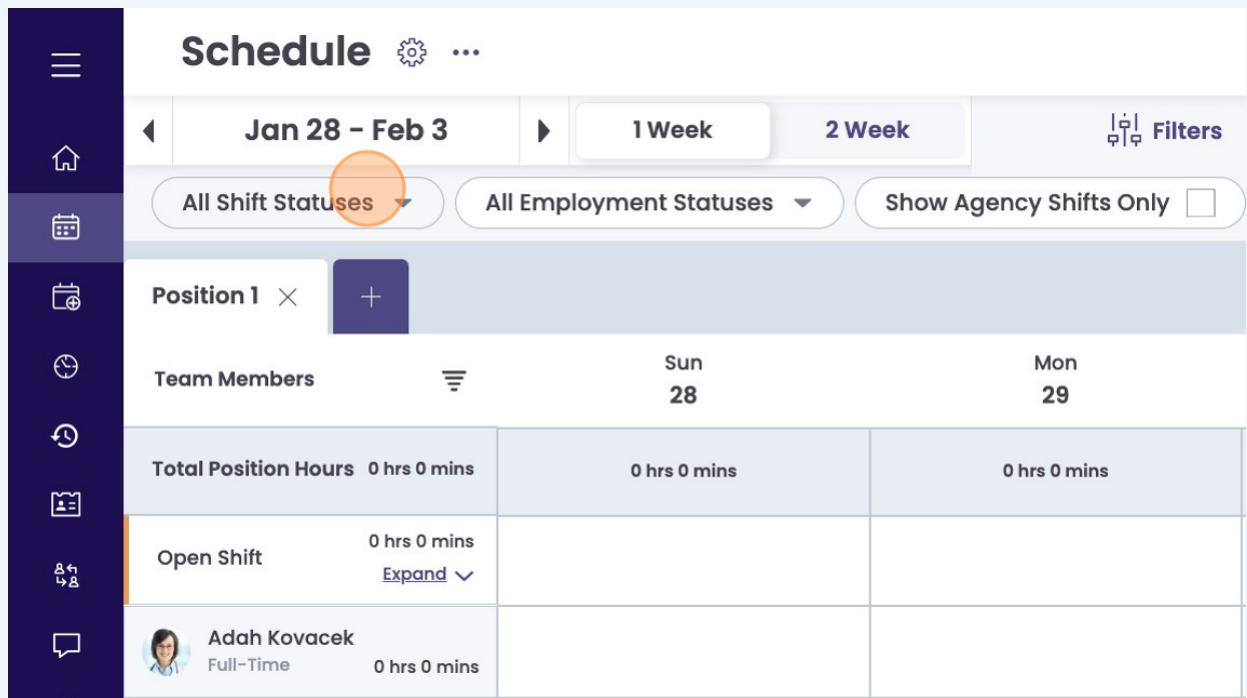
Schedule ⚙ ⋯

◀ **Jan 28 – Feb 3** ▶ | 1 Week | **2 Week** | ⫴⫴ Filters

All Shift Statuses ▾ | All Employment Statuses ▾ | Show Agency Shifts Only ☐

Position 1 ✕	➕		
Team Members ≂		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 ⌄		
Adah Kovacek Full-Time	0 hrs 0 mins		

11 Click "Swapped"
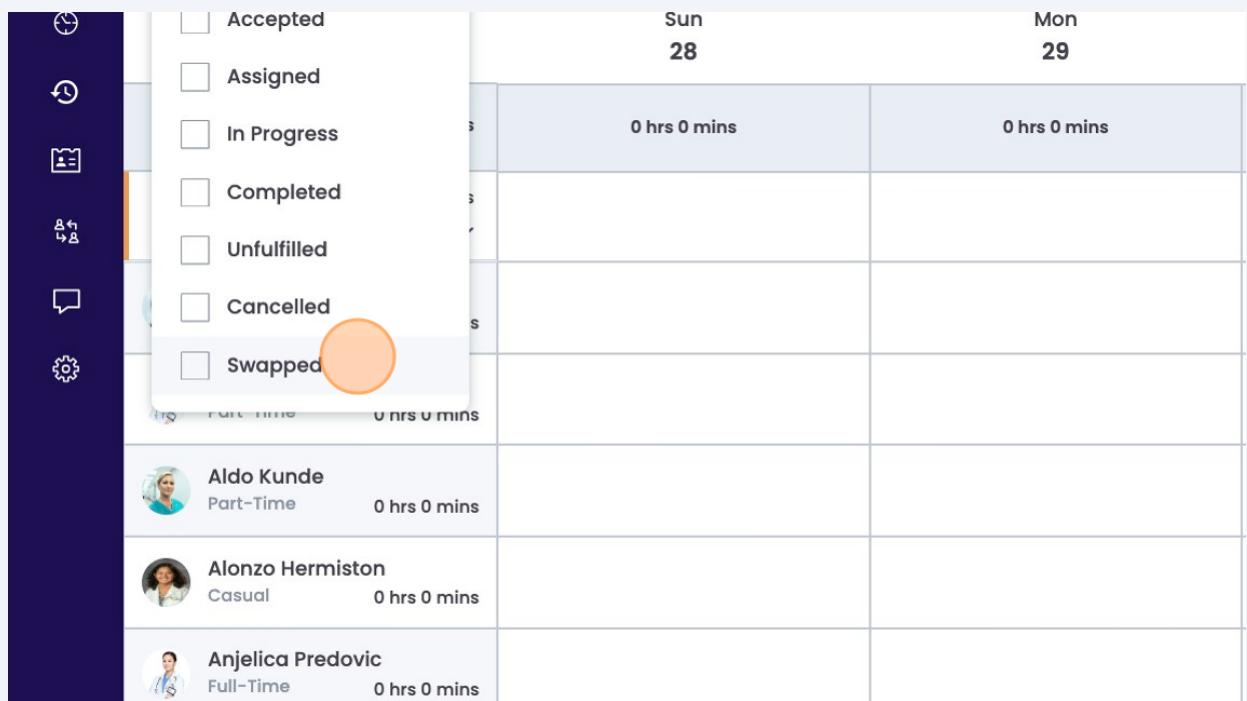
		Sun **28**	Mon **29**
☐ Accepted			
☐ Assigned		0 hrs 0 mins	0 hrs 0 mins
☐ In Progress			
☐ Completed			
☐ Unfulfilled			
☐ Cancelled			
☐ Swapped			
Part-Time	0 hrs 0 mins		
Aldo Kunde Part-Time	0 hrs 0 mins		
Alonzo Hermiston Casual	0 hrs 0 mins		
Anjelica Predovic Full-Time	0 hrs 0 mins		

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** ☐ | Sho

Position 1 ✕ | **+**

Shifts

	mbers	☰	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"

☐	Accepted	
☐	Assigned	**Mon**
☐	Cancelled	**01**
☐	Completed	
☐	In Progress	
☐	Pending	
☐	Swapped	**08**

14   15
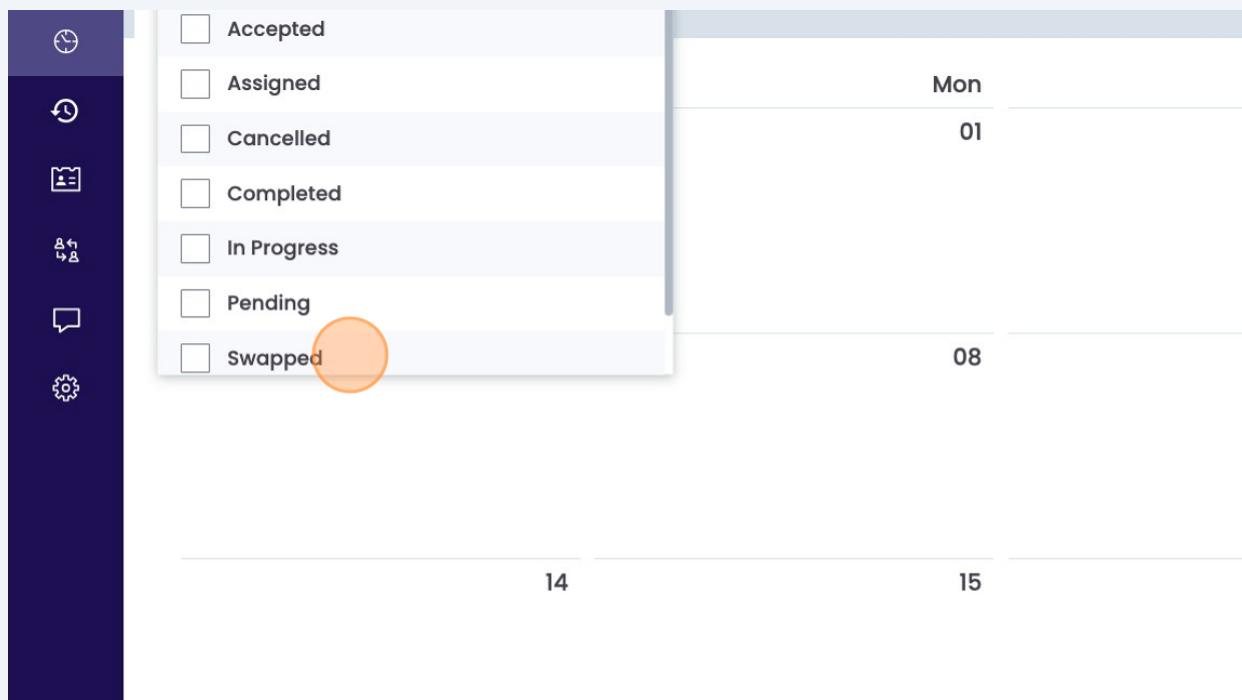
15 Click on the Date to view details of the "Swapped" shifts

21	22	23
28	29	30
	2 Swapped	

January 2024 ● Pending: 0 ● Accepted: 0 ● Assigned: 0 ● Unfulfilled: 0
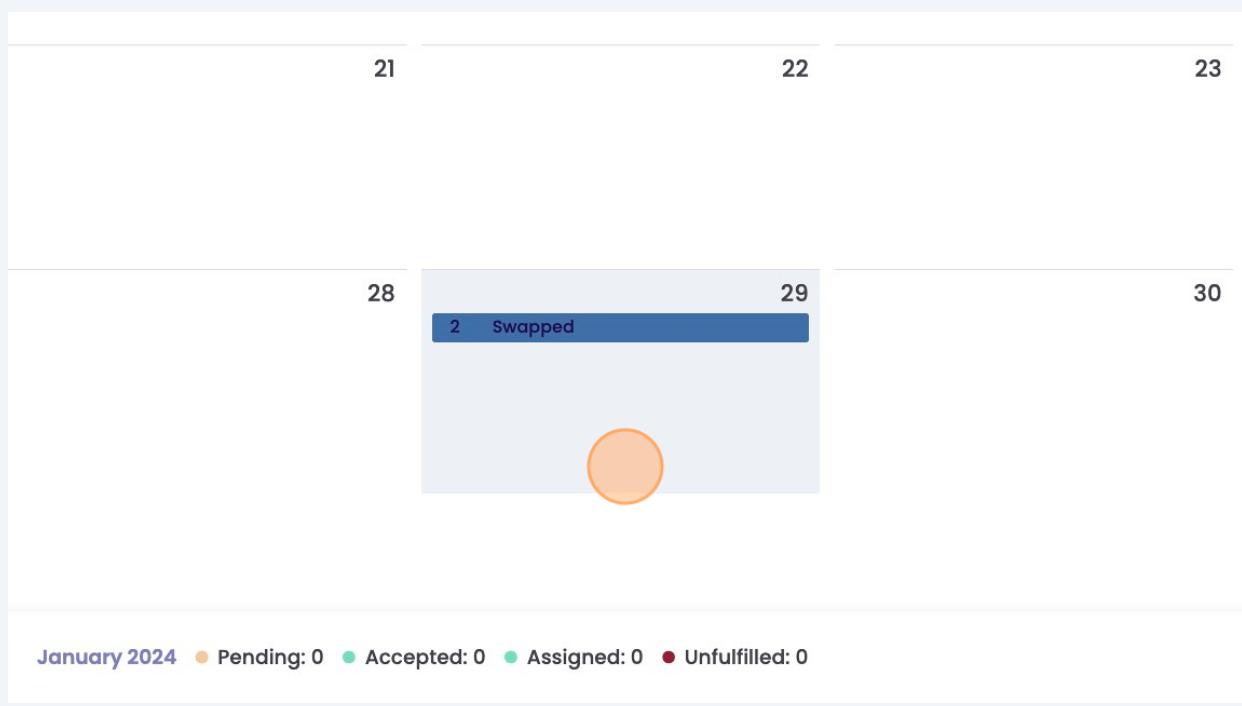
16

◀ **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...

Thu
04

11