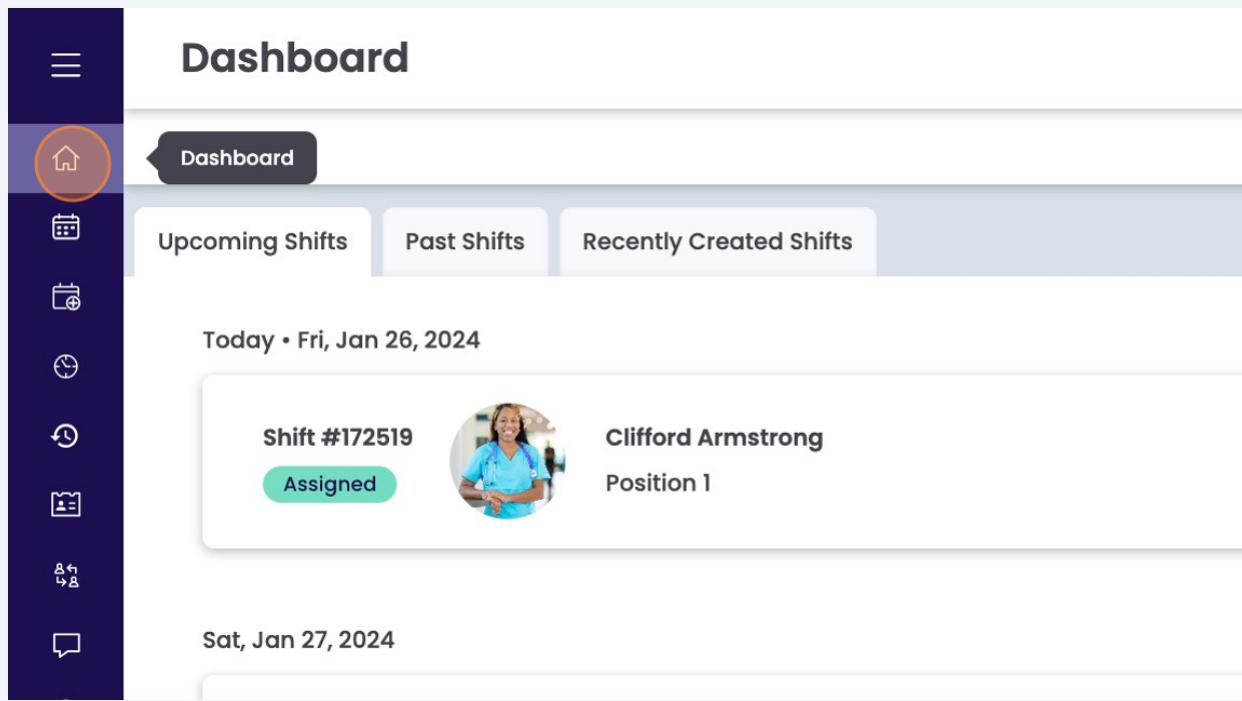
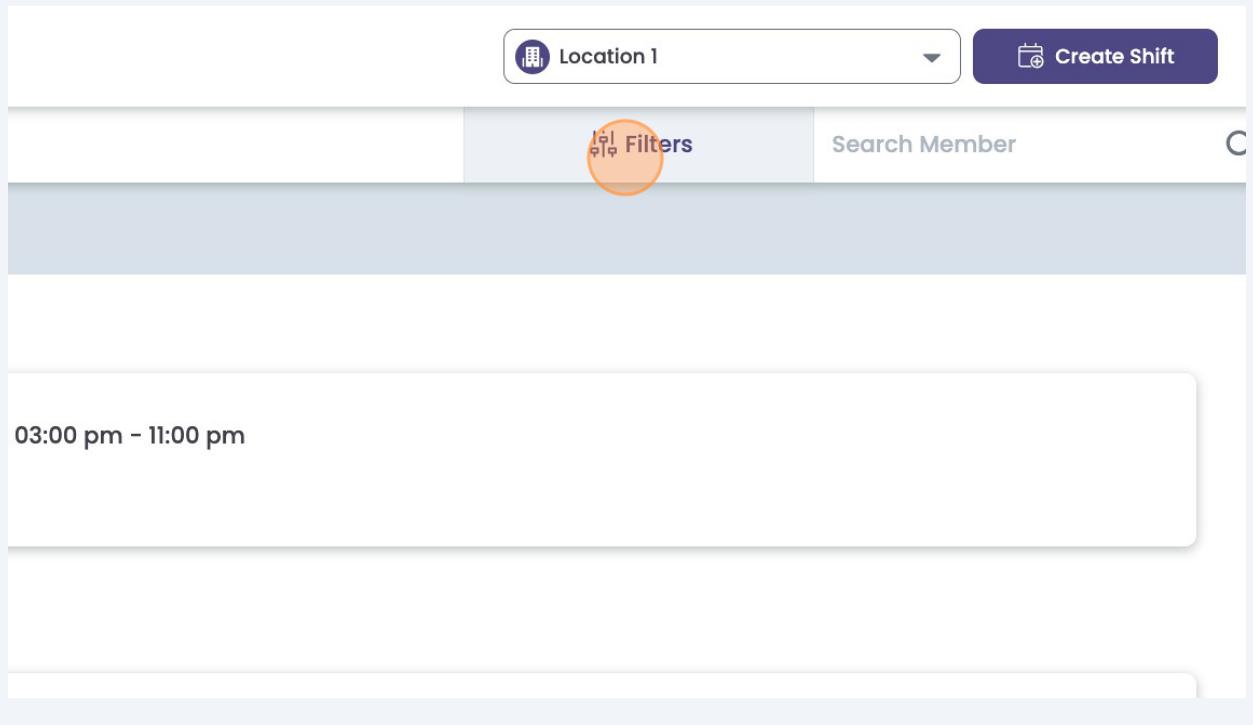


View swapped shifts

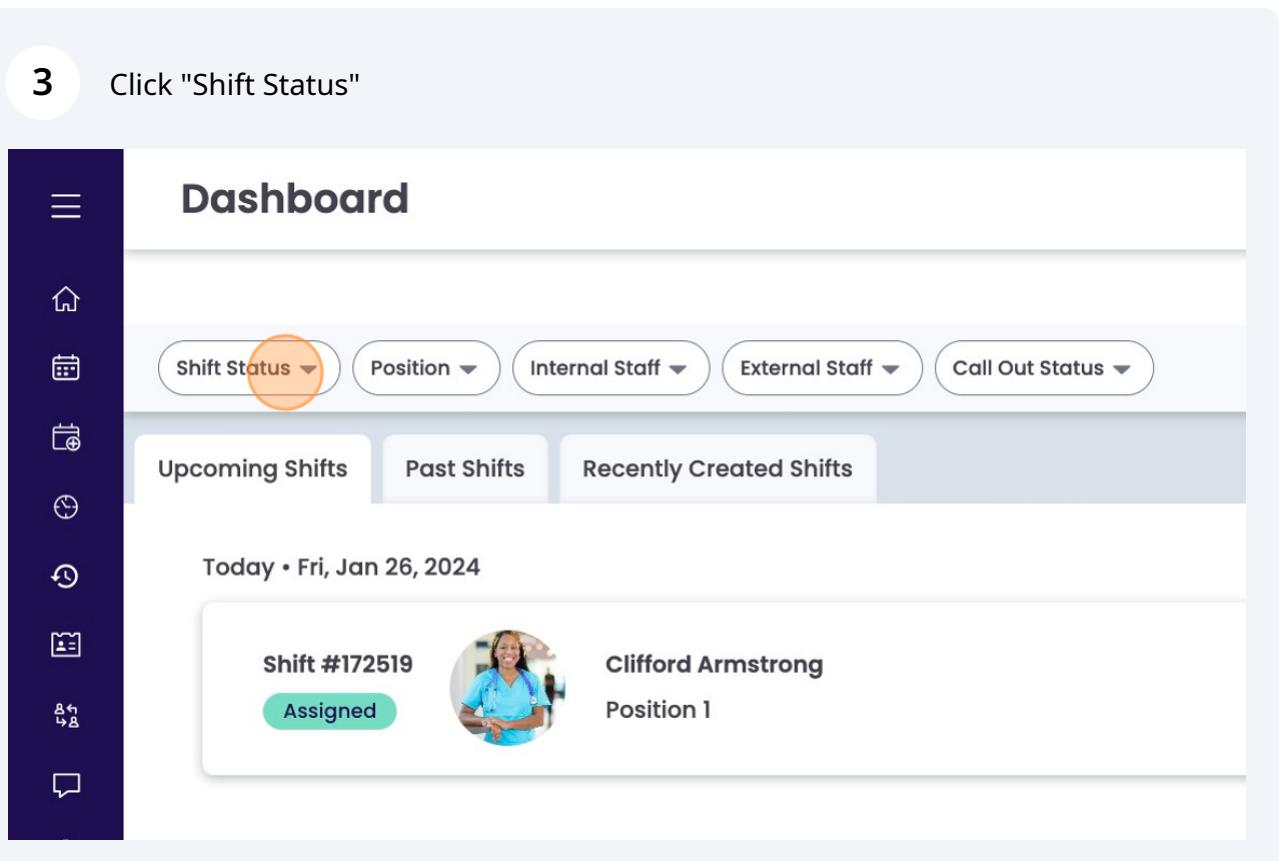
- 1 Click the "Dashboard" icon.



2 Click "Filters"



3 Click "Shift Status"



4 Click "Swapped"

The screenshot shows a mobile application interface. On the left is a vertical navigation bar with icons for Home, Staff, External Staff, Call Out Status, Shifts, Staff Details, and Settings. The main area displays a list of shift statuses with checkboxes: Accepted, Assigned, Cancelled, Completed, In Progress, Pending, and Swapped. The 'Swapped' option is highlighted with an orange circle. Below this is a date, Sat, Jan 27, 2024. A detailed view of a shift is shown for Sat, Jan 27, 2024, featuring a photo of a staff member, Dalila Donnelly, in blue scrubs, and the text 'Shift #172518 Assigned Position 1'. Below this is a date, Mon, Jan 29, 2024.

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

The screenshot shows a list of recently created shifts. At the top are three dropdown filters: Staff, External Staff, and Call Out Status. Below is a section titled 'Recently Created Shifts'. The list includes two entries: 'Dalila Donnelly Position 1' and 'Clifford Armstrong Position 1'. The 'Dalila Donnelly' entry is highlighted with an orange circle. To the right of each entry are details: a date (Mon, Jan, 2024), a location (Location 1), and a small calendar icon.

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

07:00 am - 03:00 pm

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

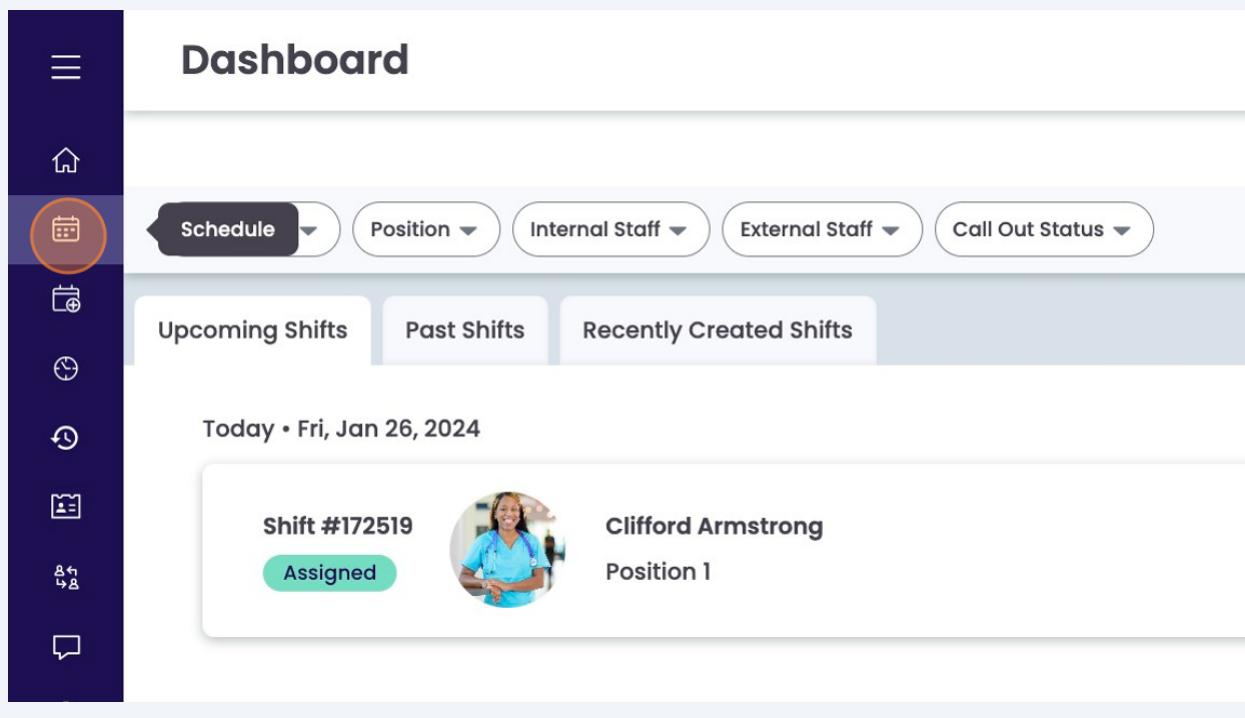
Shift #172521

General Activity

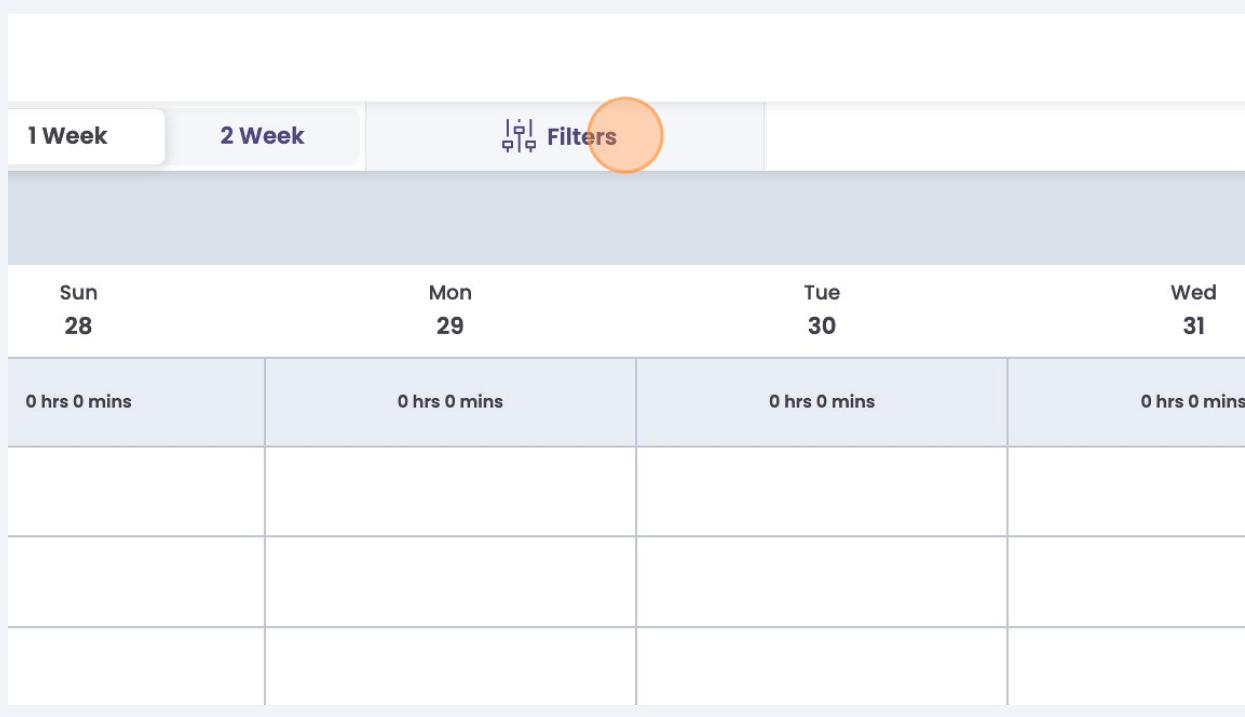
| Time | Activity | Details |
|---------|------------------------|----------------------|
| 9:15 am | • Swapped | Clifford Armstrong |
| 9:12 am | • Swap Initiated | Clifford Armstrong |
| 9:10 am | • Callout List Created | View |
| 9:10 am | • Assigned | J360 Training |

07:00 am - 03:00 pm

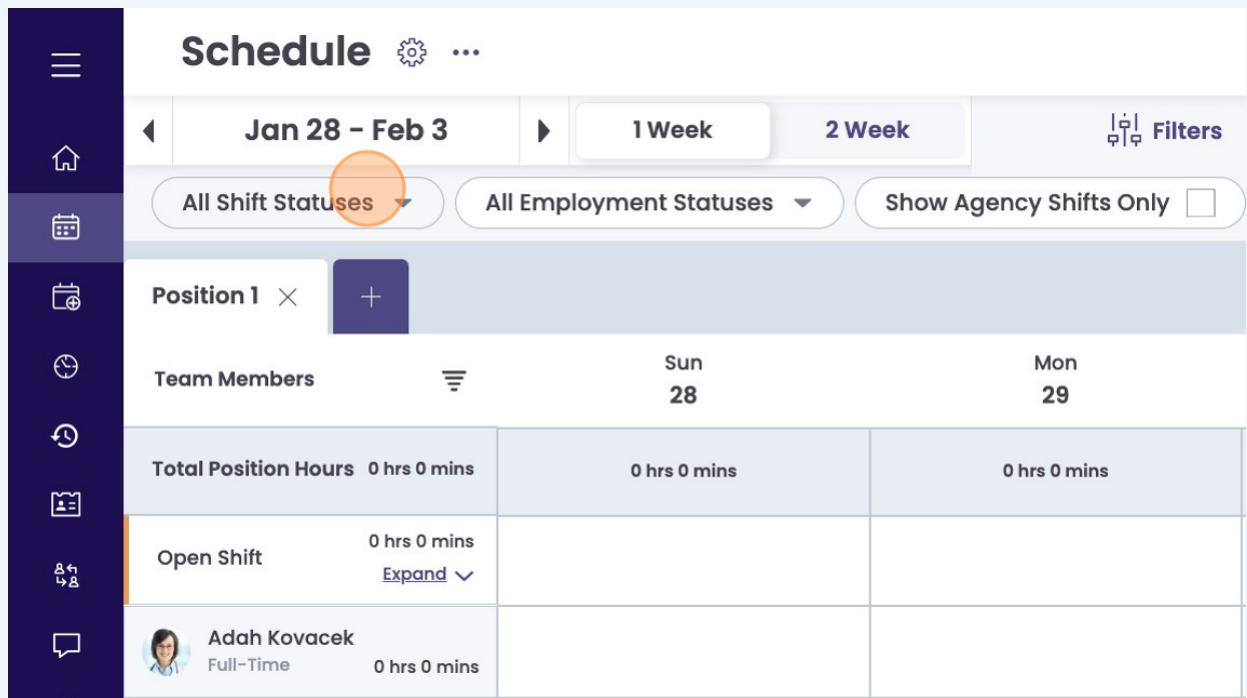
8 Click the "Schedule" icon.



9 Click on "Filters"

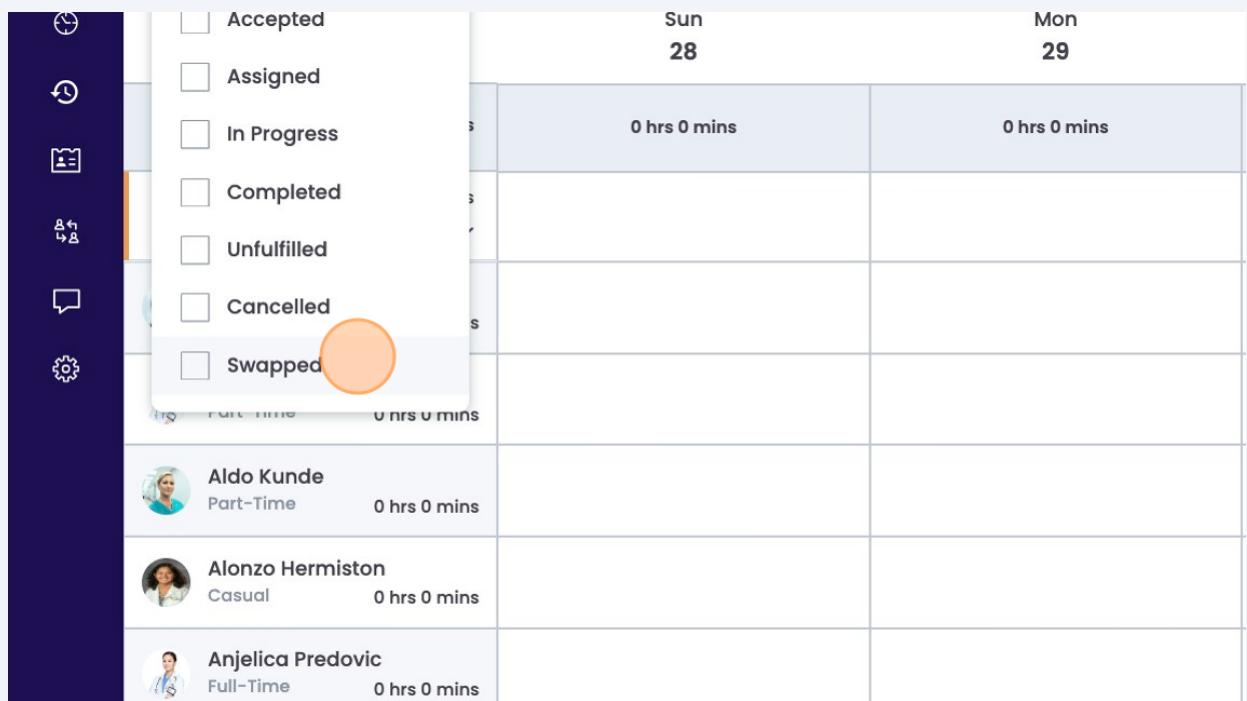


10 Click "All Shift Statuses"



The screenshot shows the 'Schedule' interface. On the left is a dark sidebar with various icons. The main area is titled 'Schedule' with a date range 'Jan 28 - Feb 3' and buttons for '1 Week' and '2 Week'. A 'Filters' button is on the right. Below this, a dropdown menu shows 'All Shift Statuses' (which is highlighted with an orange circle), 'All Employment Statuses', and 'Show Agency Shifts Only'. A 'Position 1' section is shown with a 'Team Members' table. The table has two rows: a header row with 'Total Position Hours 0 hrs 0 mins' and a data row for 'Adah Kovacek' (Full-Time) with '0 hrs 0 mins'.

11 Click "Swapped"



The screenshot shows the 'Schedule' interface. The sidebar icons are visible on the left. The main area shows a dropdown menu with several filter options: 'Accepted', 'Assigned', 'In Progress', 'Completed', 'Unfulfilled', 'Cancelled', and 'Swapped' (which is highlighted with an orange circle). Below the dropdown is a table for 'Aldo Kunde' (Part-Time) with '0 hrs 0 mins', a table for 'Alonzo Hermiston' (Casual) with '0 hrs 0 mins', and a table for 'Anjelica Predovic' (Full-Time) with '0 hrs 0 mins'. The dates 'Sun 28' and 'Mon 29' are visible above the tables.

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

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 | 0 hrs 0 mins | 0 hrs 0 mins |
| 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

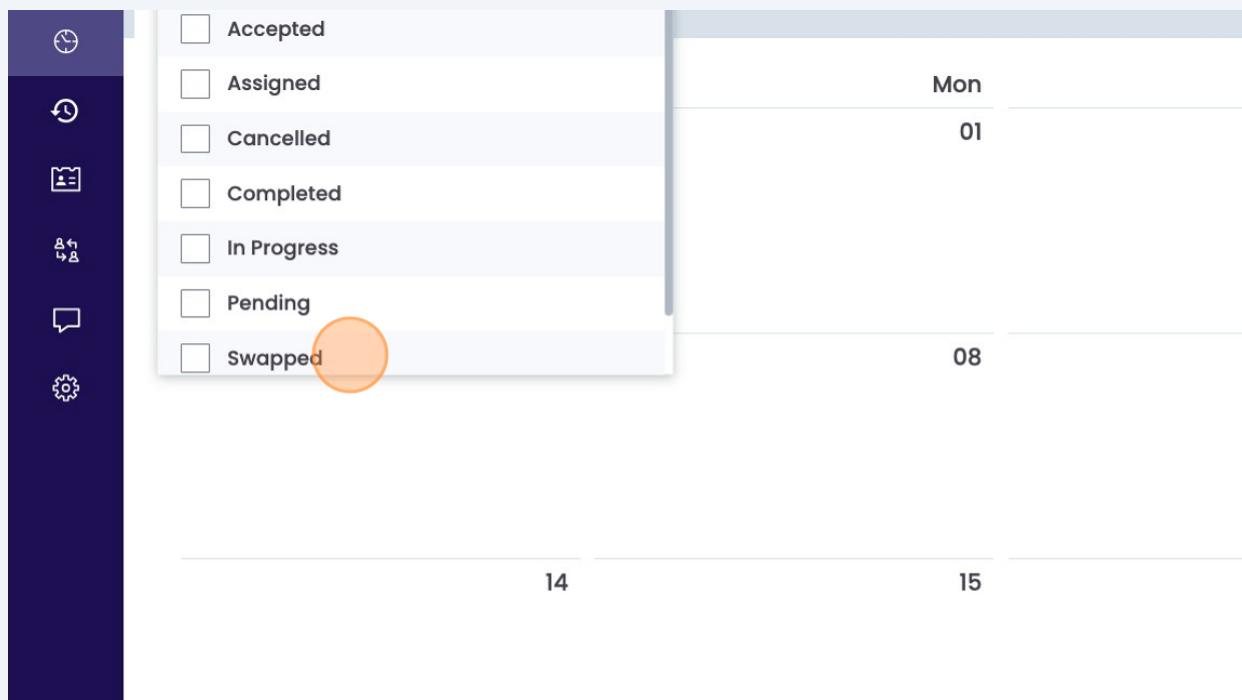
Calendar View List View

Sun Mon

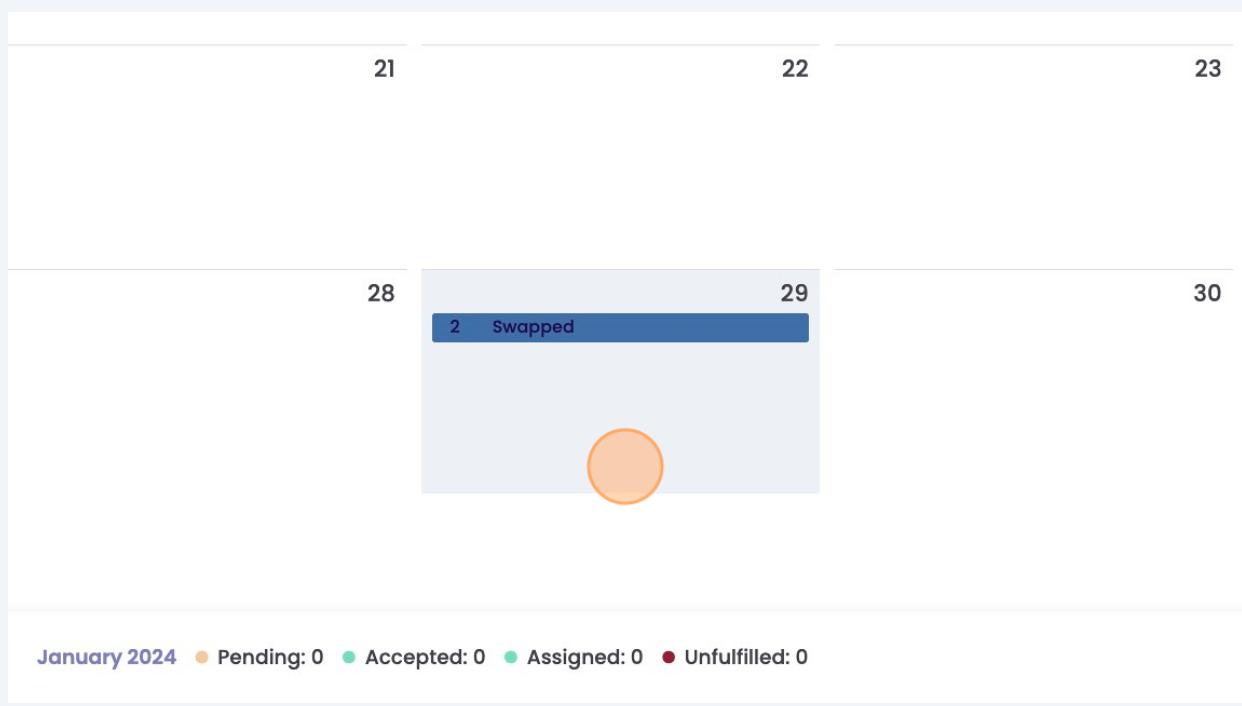
31 01

07 08

14 Click "Swapped"



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



16

Jan, 29, 2024

1 Filters Applied [Clear](#)

Swapped Shift #172521

 **Dalila Donnelly**
Position 1
Mon, Jan, 29 at 07:00 am - 03:00 pm • Location...

Swapped Shift #172520

 **Clifford Armstrong**
Position 1
Mon, Jan, 29 at 03:00 pm - 11:00 pm • Location...