

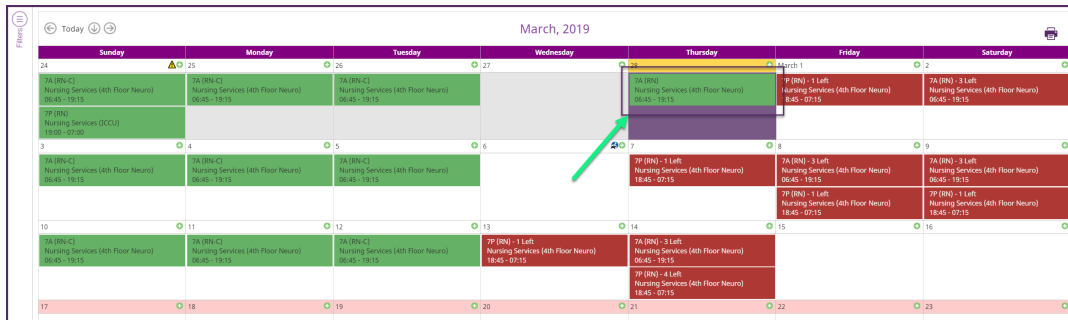
Shift Swap Overview

The new Shift Swap functionality allows staff members and managers to:

- Swap Shift: Swap a shift with a staff member
- Give Shift: Post a shift for another staff member to take without offering a shift to trade
- Give Shift To: Give a shift **directly** to another staff member, bypassing the posting board
- Shift Swap With: Swap a shift **directly** with another staff member, bypassing the posting board.

How to use the new Swap/Give Shift functionality:

Click on the **green** shift you would like to post to give away.



Swapping a Shift:

The Staff Shift Details popup box will appear. Select Shift Swap button as shown below. Add any notes, if desired. To continue to post, click on the **green** Submit button. Otherwise, click the red Cancel button to return to your calendar.

Staff Shift Details ✕

My Calendar Shift Details for Nursing Services : 4th Floor Neuro

Position:	RN-C		
Shift Date:	3/5/2019		
Shift Time:	06:45 - 19:15		
Shift Hours:	11		

Coworkers			
Shift	Shift Time	Name	
E	15:00 - 23:00	Tom Brad	
7P	18:45 - 07:15	Mark Chiarenza	
7A	06:45 - 19:15	Cindy Crawfish	
7P	18:45 - 07:15	Cam Duke	
7P	18:45 - 07:15	Stephanie Grimes	
7A	06:45 - 19:15	Terry Jones	
7A	06:45 - 19:15	Dorit Kline	
7A	06:45 - 19:15	Michael Mawick	

The 'Shift Swap' option posts your shift to the Shift Swap boards, allowing your team member to offer you one of their shift in trade.

Shift Swap
 Give Shift
 Give Shift To
 Shift Swap With

Note:

✔ Submit
✖ Cancel



Once another staff member accepts the swap to swap that shift, ***the request goes to the manager to approve or deny.***

Giving a Shift:

The Staff Shift Details popup box will appear. Select Give Shift button as shown below. Add any notes, if desired. To continue to post, click on the **green** Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once another staff member accepts the shift, ***the request goes to the manager to approve or deny.***

Shift	Shift Time	Name
E	15:00 - 23:00	Tom Brad
7P	18:45 - 07:15	Mark Chiarenza
7A	06:45 - 19:15	Cindy Crawfish
7P	18:45 - 07:15	Cam Duke
7P	18:45 - 07:15	Stephanie Grimes
7A	06:45 - 19:15	Terry Jones
7A	06:45 - 19:15	Dorit Kline
7A	06:45 - 19:15	Michael Moeck

How to use the new Give Shift to functionality to give a shift to:

Click on the **green** shift you would like to give away. The Staff Shift Details popup box will appear. Select Give Shift To button as shown below. Select the staff member you have already identified who wants to take that shift. Add any notes, if desired. To continue, click on the **green** Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once submitted, the request will go directly to the staff member taking that shift for acceptance. Once accepted, ***the request will go to the manager to approve or deny.***

Staff Shift Details
✕

My Calendar
Shift Details for Nursing Services : 4th Floor Neuro

Position: RN-C

Shift Date: 3/5/2019

Shift Time: 06:45 - 19:15

Shift Hours: 11

Coworkers		
Shift	Shift Time	Name
E	15:00 - 23:00	Tom Brad
7P	18:45 - 07:15	Mark Chiarenza
7A	06:45 - 19:15	Cindy Crawfish
7P	18:45 - 07:15	Cam Duke
7P	18:45 - 07:15	Stephanie Grimes
7A	06:45 - 19:15	Terry Jones
7A	06:45 - 19:15	Dorit Kline
7A	06:45 - 19:15	Michael Maerick

The 'Give Shift To' option allows you to give your shift to someone you know who already wants to take it.

Shift Swap
 Give Shift
 Give Shift To
 Shift Swap With

Select: Evan Peters

Note: please!

✔ Submit
✖ Cancel

How to use the new Shift Swap With functionality to swap a shift with:

Click on the green shift you would like to give away. The Staff Shift Details popup box will appear. Select Shift Swap With button as shown below. Select the staff member you have already identified who wants to swap for that shift. Select the other staff member's Shift and Date that was agreed to swap. Add any notes, if desired. To continue, click on the green Submit button. Otherwise, click the red Cancel button to return to your calendar.

Once submitted, the request will go directly to the staff member swapping for that shift for acceptance. Once accepted, ***the request will go to the manager to approve or deny.***

Staff Shift Details
✕

My Calendar
Shift Details for Nursing Services : 4th Floor Neuro

Position: RN-C

Shift Date: 3/10/2019

Shift Time: 06:45 - 19:15

Shift Hours: 11

Coworkers		
Shift	Shift Time	Name
7A	06:45 - 19:15	Cindy Crawfish
7P	18:45 - 07:15	Stephanie Grimes
7A	06:45 - 19:15	Terry Jones
7A	06:45 - 19:15	Dorit Kline
7P	18:45 - 07:15	Melissa Sharp
7A	06:45 - 19:15	Stassi Smith

The 'Shift Swap With' option allows you to swap your shift to someone you know who already wants to take it.

Shift Swap
 Give Shift
 Give Shift To
 Shift Swap With

Select: Robert Dittmyer Shift: 7A Date: 3/2/2019

Note: per our discussion

✔ Submit
✖ Cancel

Accepting a Shift/Shift Swap:

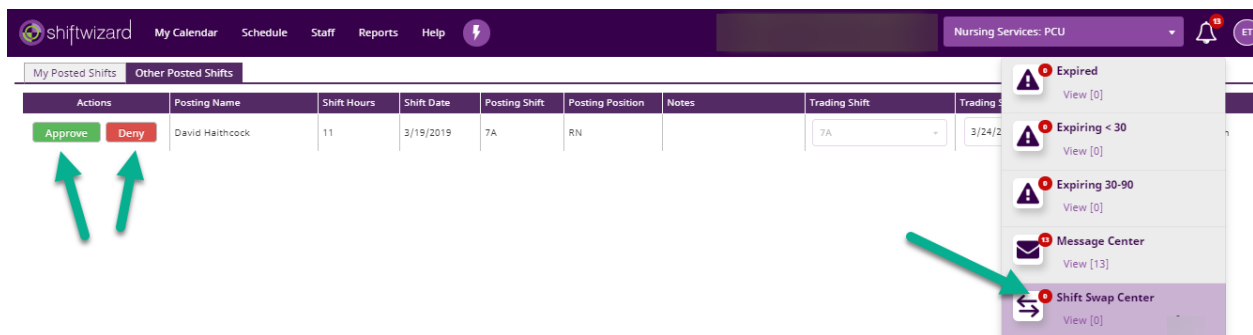
Click on the notification bell and go to the Shift Swap Center

Click on the Other Posted Shifts tab

Click **Approve** to accept the shift

Click **Deny** to decline the shift

After accepting the shift, ***the request will go to the manager for final approval.***



The screenshot displays the ShiftWizard web application interface. At the top, there is a navigation bar with the ShiftWizard logo and menu items: My Calendar, Schedule, Staff, Reports, and Help. On the right side of the navigation bar, there is a user profile for 'Nursing Services: PCU' and a notification bell icon. Below the navigation bar, there are two tabs: 'My Posted Shifts' and 'Other Posted Shifts'. The 'Other Posted Shifts' tab is active, showing a table with the following columns: Actions, Posting Name, Shift Hours, Shift Date, Posting Shift, Posting Position, Notes, Trading Shift, and Trading Date. The table contains one row with the following data: Actions (Approve, Deny), Posting Name (David Halthcock), Shift Hours (11), Shift Date (3/19/2019), Posting Shift (7A), Posting Position (RN), Notes, Trading Shift (7A), and Trading Date (3/24/2019). Two green arrows point to the 'Approve' and 'Deny' buttons. On the right side of the interface, a notification dropdown menu is open, showing several notifications: 'Expired' (View [0]), 'Expiring < 30' (View [0]), 'Expiring 30-90' (View [0]), 'Message Center' (View [13]), and 'Shift Swap Center' (View [0]). A green arrow points to the 'Shift Swap Center' notification.

Actions	Posting Name	Shift Hours	Shift Date	Posting Shift	Posting Position	Notes	Trading Shift	Trading Date
Approve Deny	David Halthcock	11	3/19/2019	7A	RN		7A	3/24/2019

- Expired (View [0])
- Expiring < 30 (View [0])
- Expiring 30-90 (View [0])
- Message Center (View [13])
- Shift Swap Center (View [0])