

How to: Create shift swaps and give aways with your colleagues.

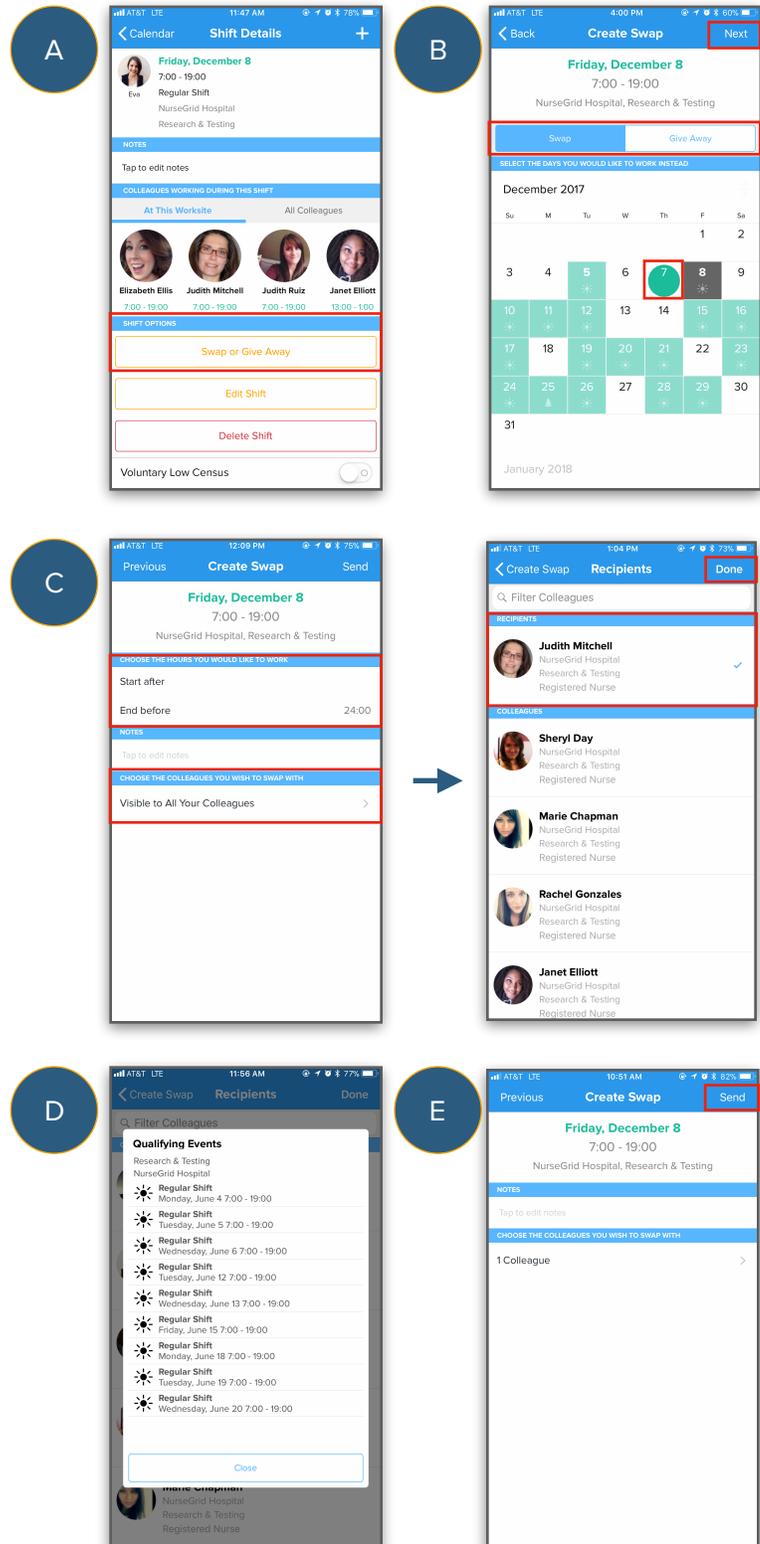
Creating a shift swap or give away

1. Tap the shift you would like to swap or give away from your calendar to access the shift details, then select “Swap” or “Give Away” (A).

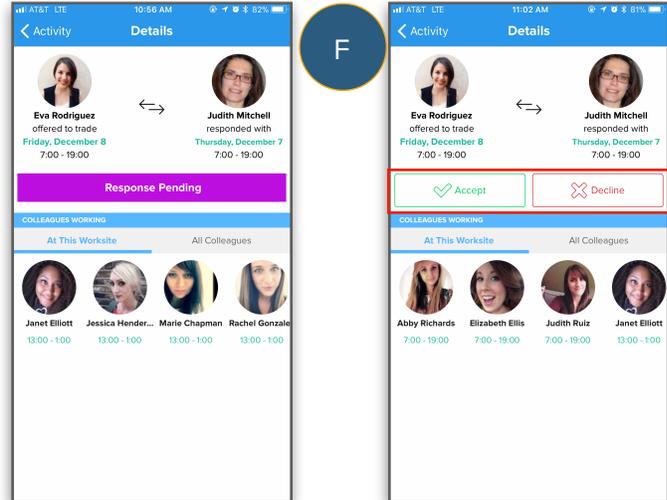
**If you’re creating a give away, skip to step 3.*

2. While you’re creating a shift swap, you can choose the hours you’d rather work by tapping the day you’d like to work, then “Next” (B). On the next screen, you can enter your preferred hours (C). If you don’t have a preference on the hours you’re swapping for, skip this step and tap “Send” (E).

3. To select a specific colleague as a recipient of your swap or give away, tap “Visible to All Your Colleagues” (C) to access a list of optional recipients. If you don’t want to select a specific colleague, tap “Send”. **To view a list of your colleague’s events that qualify for a swap, tap on their profile picture (D).*



4. After your swap or give away has been sent to, you can view the pending responses from your colleagues in your activity feed. Since multiple colleagues may respond to your swap, you will have the chance to accept the swap proposal you most prefer (F).



5. After you accept the swap or give away, the transaction will surface to your manager for approval.

