

How to: Locate and respond to shift swaps and giveaways that are available from your colleagues.

Responding to shift swaps and give aways

- From the calendar screen, tap on the “Swaps” tab to view publicly available swaps (A). *Swaps sent directly to you will appear in the activity feed, in addition to your swaps tab.
- Tap the day of the available swap (A). If you’re responding to a give away, skip step 3.
- Tap the day of the shift you would like to swap. You can also select multiple shifts that you would like to propose (B).
- Tap “Respond” (B). After your colleague accepts your response (C), your swap will be sent to your manager for approval (D). *You will be notified in your activity feed once approved by your colleague and manager.

