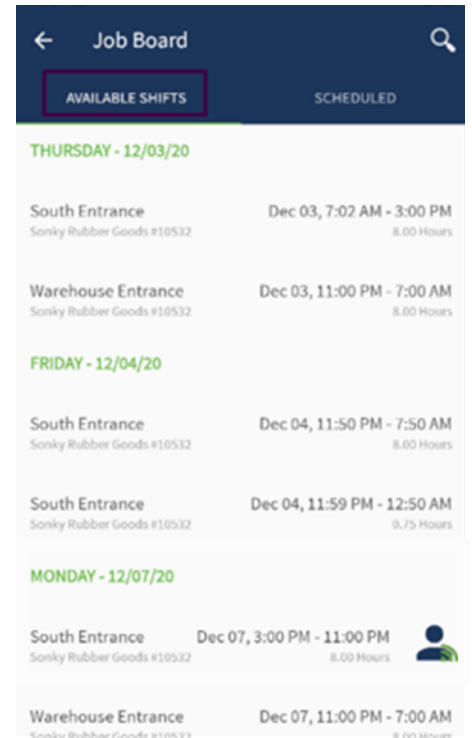
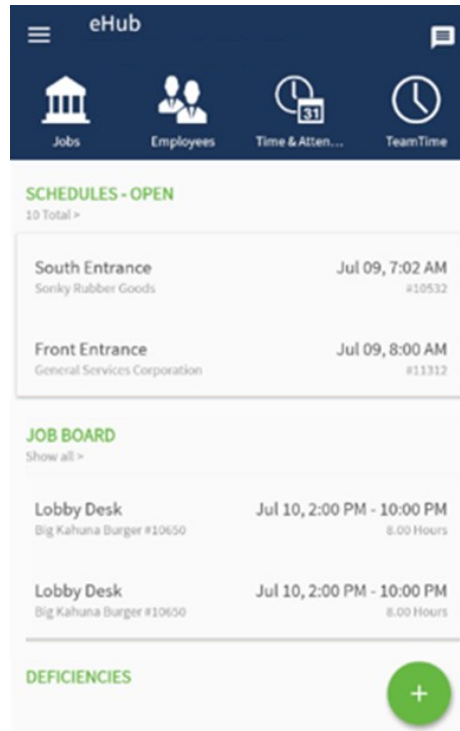


# JOB BOARD



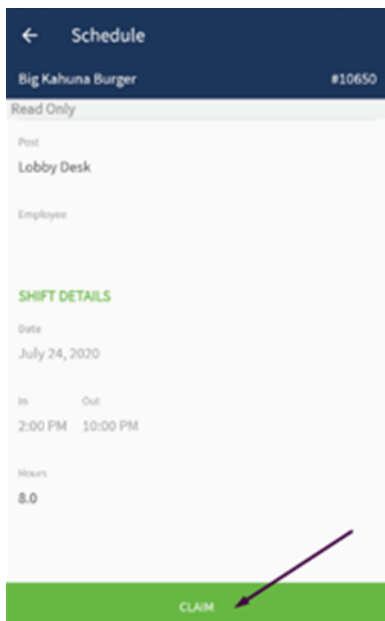
Search the Job Board for:

- Shifts you are scheduled for
- Shifts that are available

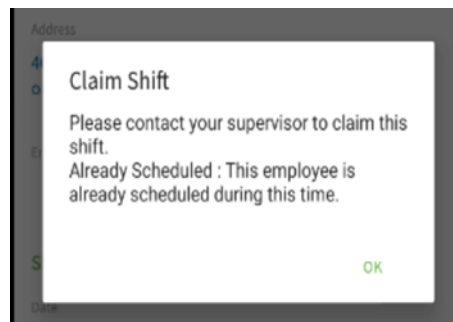


## CLAIMING A SHIFT

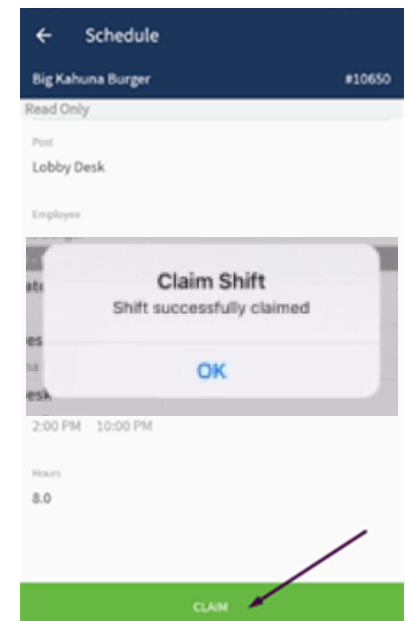
Select the shift you want and press CLAIM.



An error screen appears if you are not able to claim that shift.



If the claim is successful, your supervisor is notified.

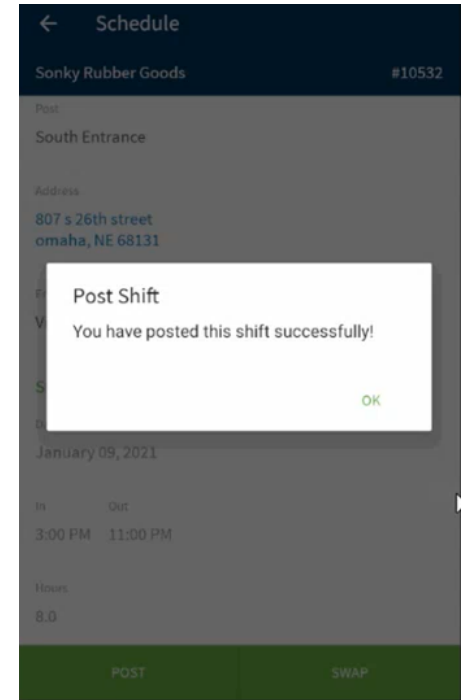
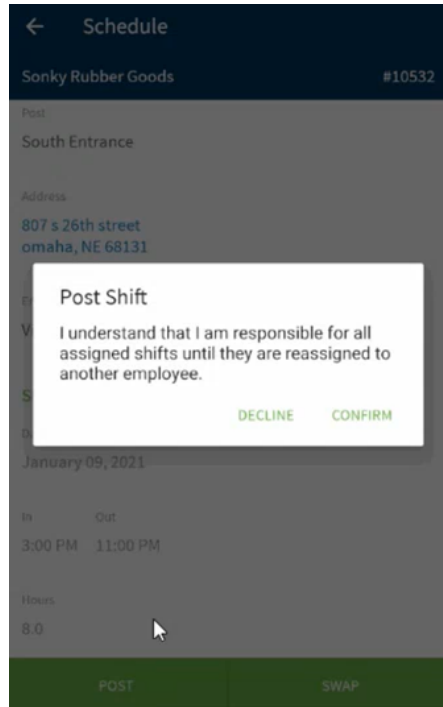
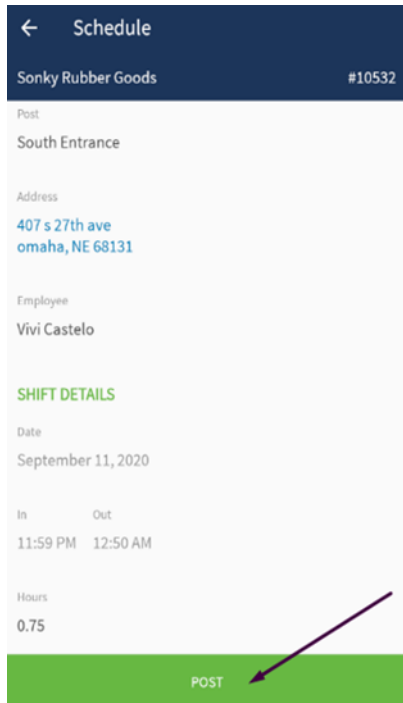


# POSTING A SHIFT

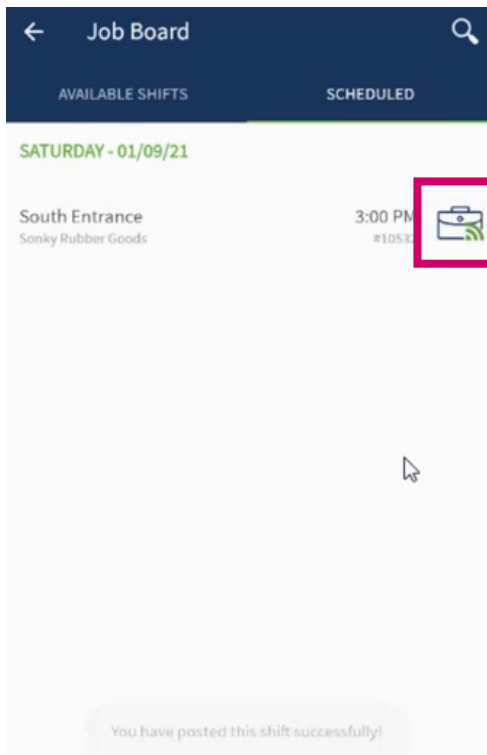
Select one of your scheduled shifts.

Click POST.

Confirm your post.



**\*if you don't see POST, you are not able to post shifts**



**Your posted shift is now available.  
It is marked by the briefcase icon.**

**Your supervisor will be notified  
when you post a shift.**



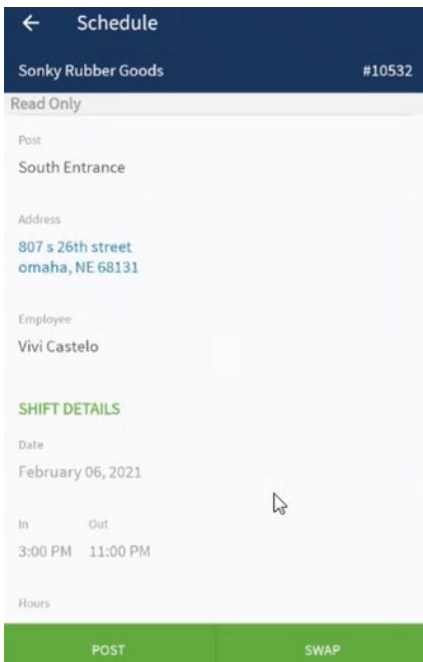
# SWAPPING SHIFTS

**\*if you don't see SWAP you are not able to swap shifts**

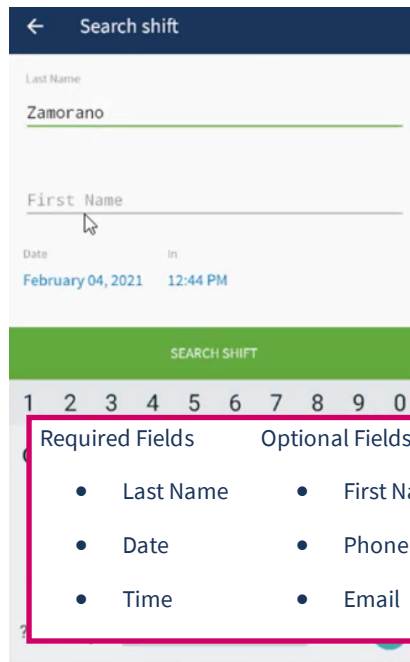
## ASKING FOR A SWAP

**Find the shift you want to swap.**

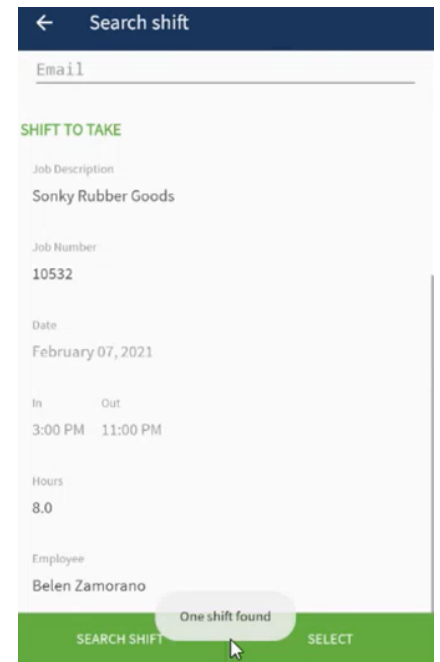
**Click SWAP.**



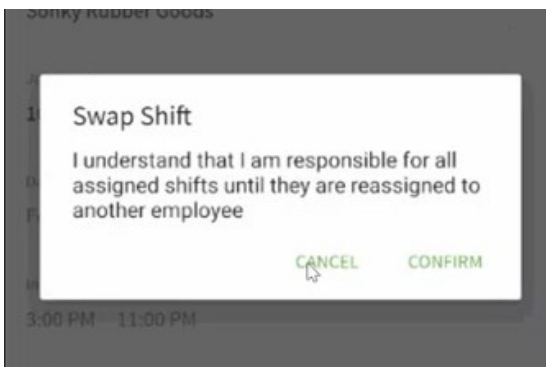
**Search for the shift you want to swap for.**



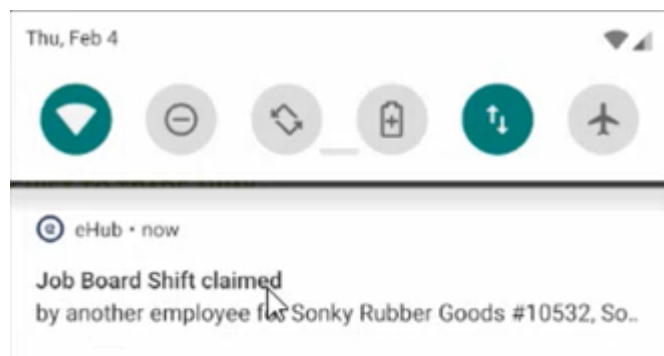
**If shifts match your search, they will appear.**



**Confirm.**



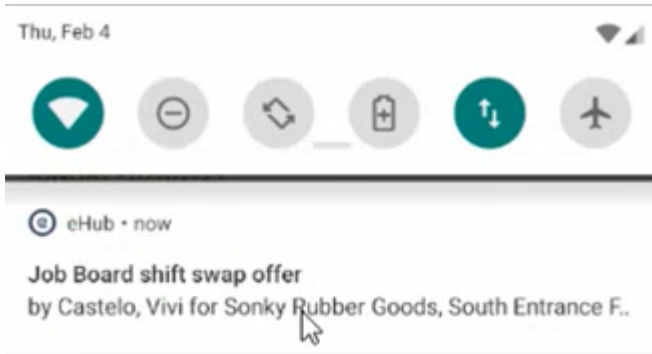
**If the swap is accepted, you will be notified.**



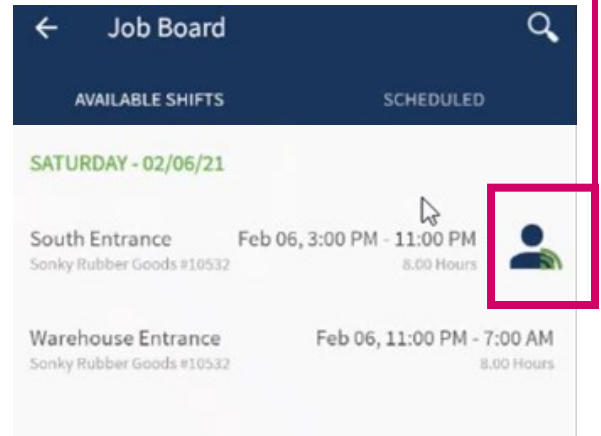
# SWAPPING SHIFTS

## ACCEPTING A SWAP

If someone wants to swap a shift with you, you will get a notification.



That shift is marked on your schedule with the person icon.



Open the shift,  
look at the offered shift,  
and either  
accept or decline the swap.

Confirm acceptance of the swap.

