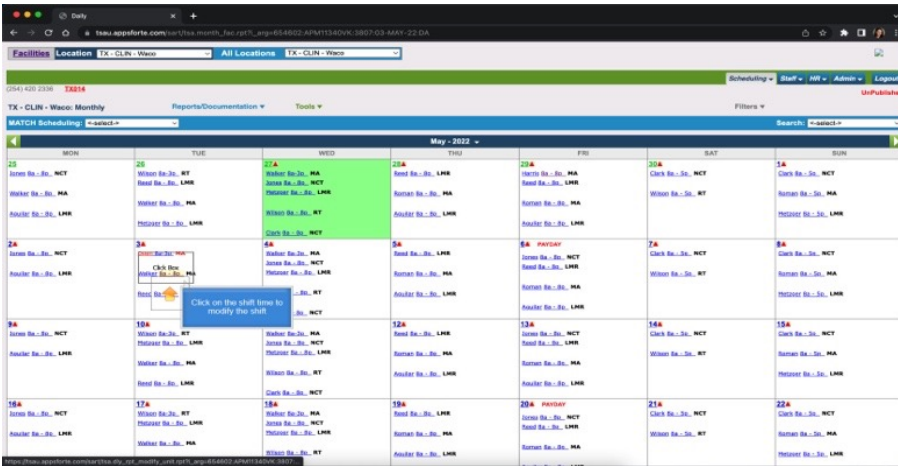
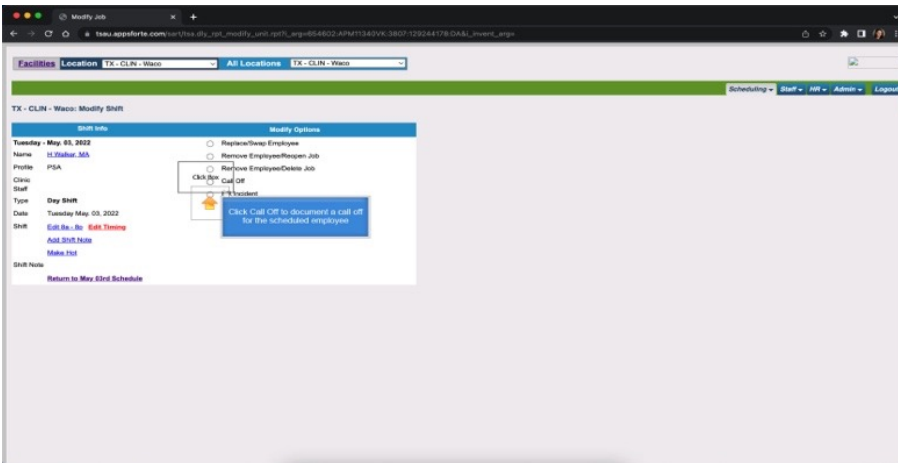


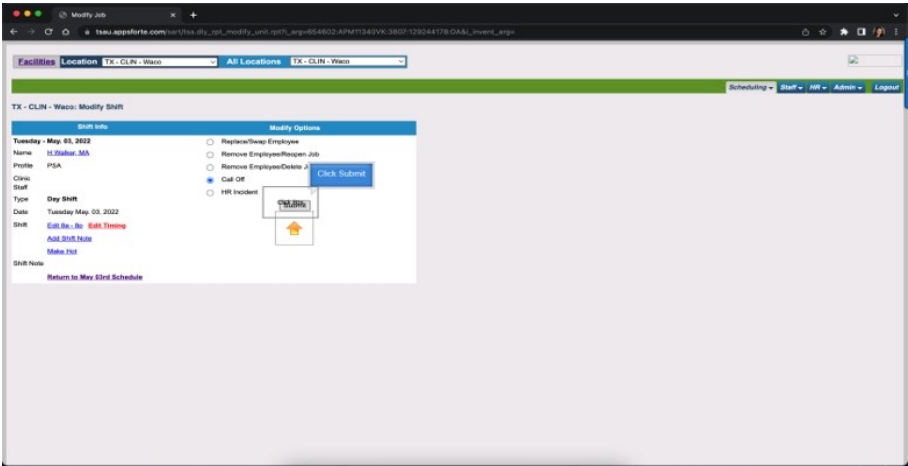
Schedule360 Captivate Training Calling Off



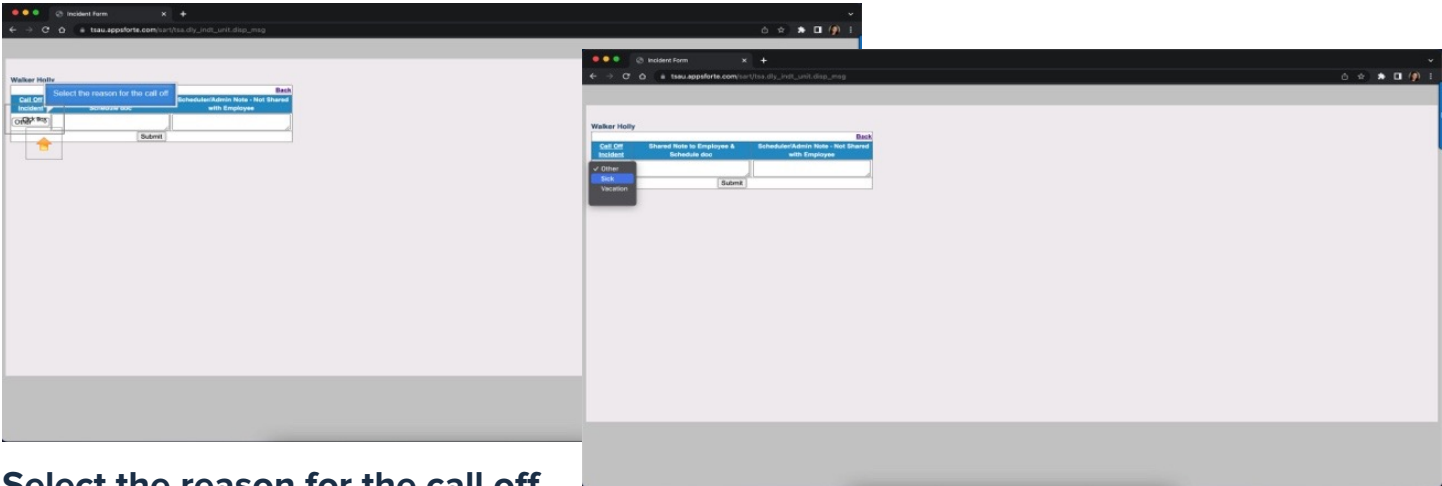
Click on the shift time to modify the shift



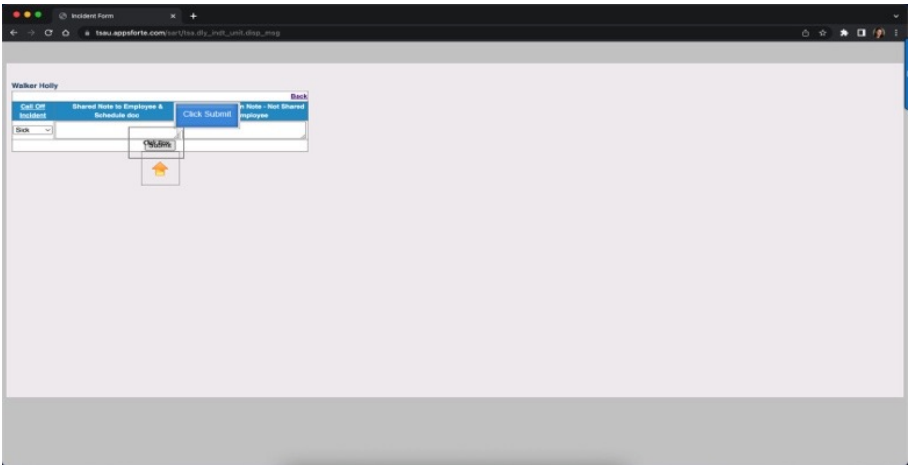
Click Call Off to document a call off for the scheduled employee



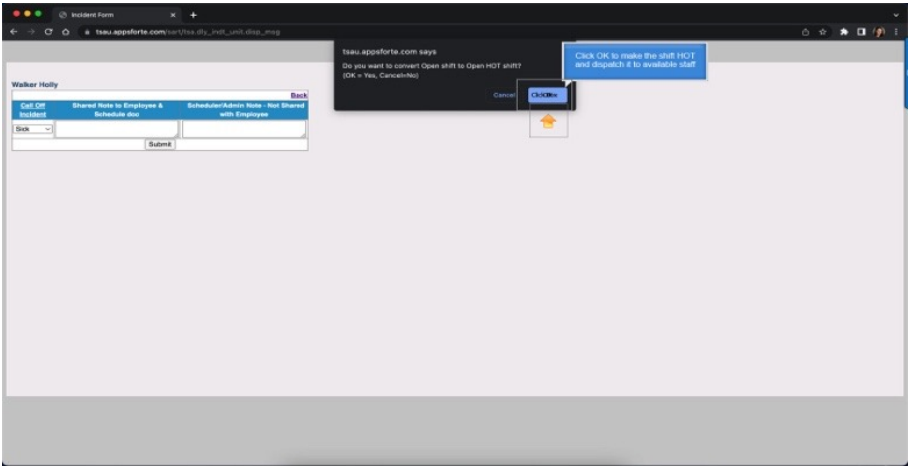
Then Click Submit



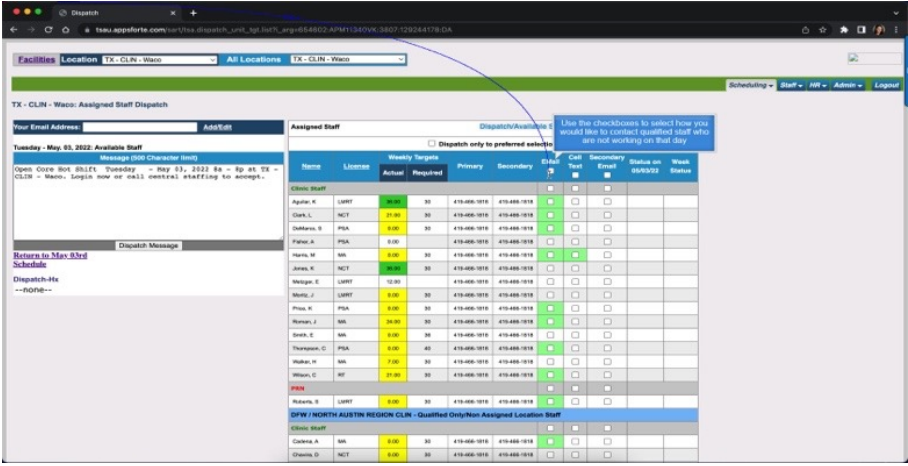
Select the reason for the call off



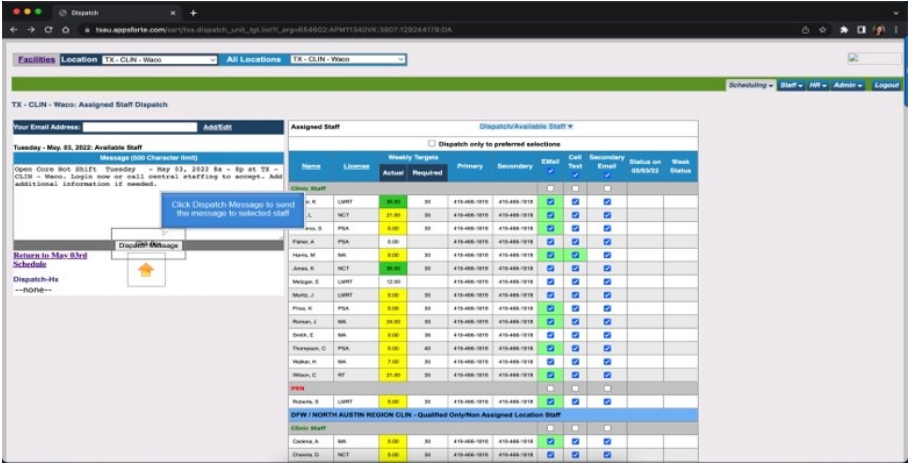
Then click submit



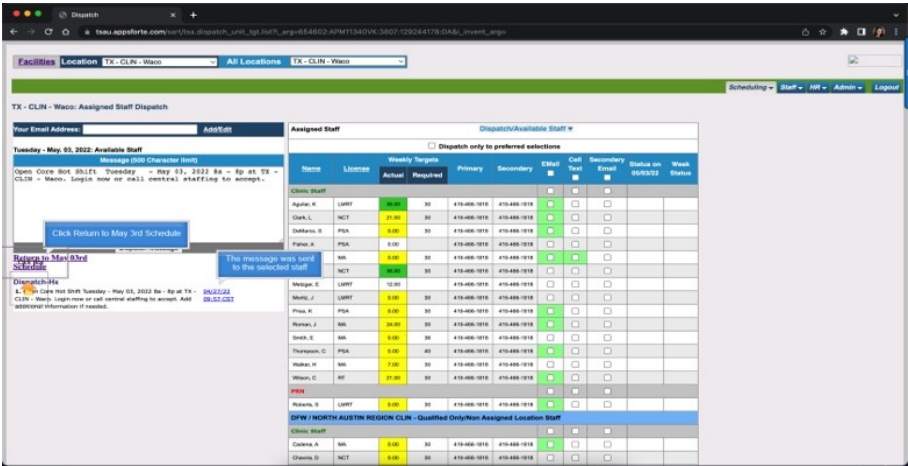
Click OK to make the shift hot and dispatch it to available staff



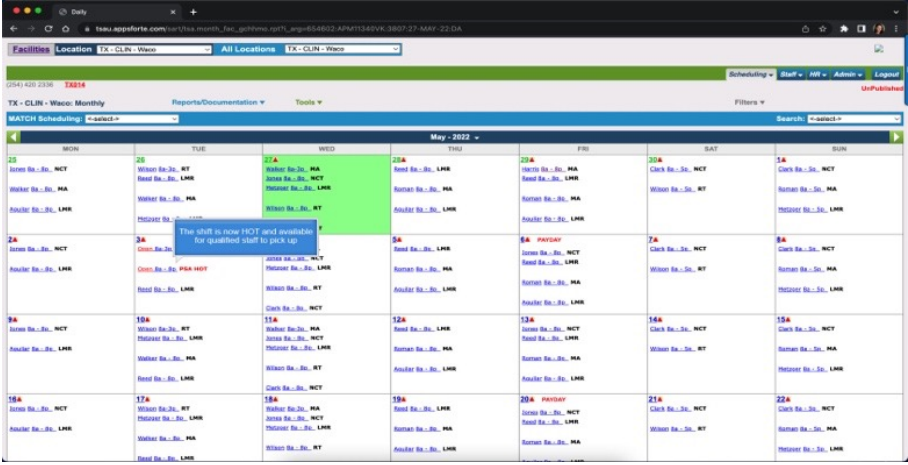
Use the checkboxes to select how you would like to contact qualified staff who are not working on that day



Click Dispatch Message to send the message to selected staff



The message was sent to the selected staff. Click Return to May 3rd Schedule



The shift is now HOT and available for qualified staff to pick up