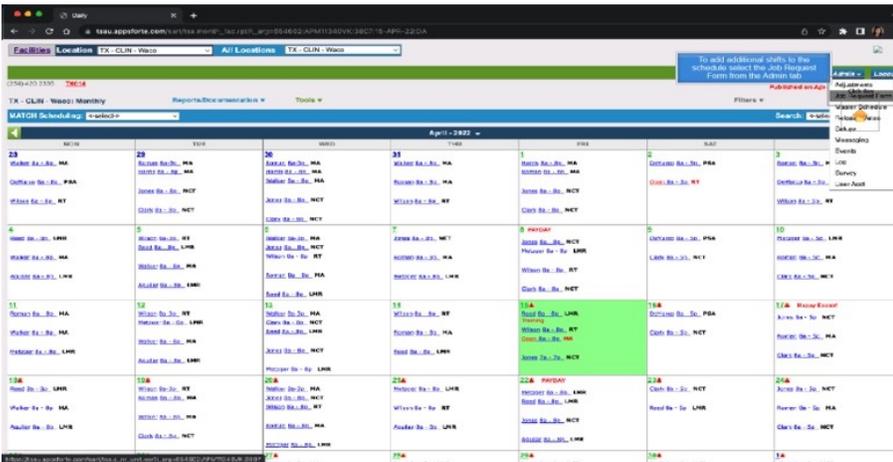
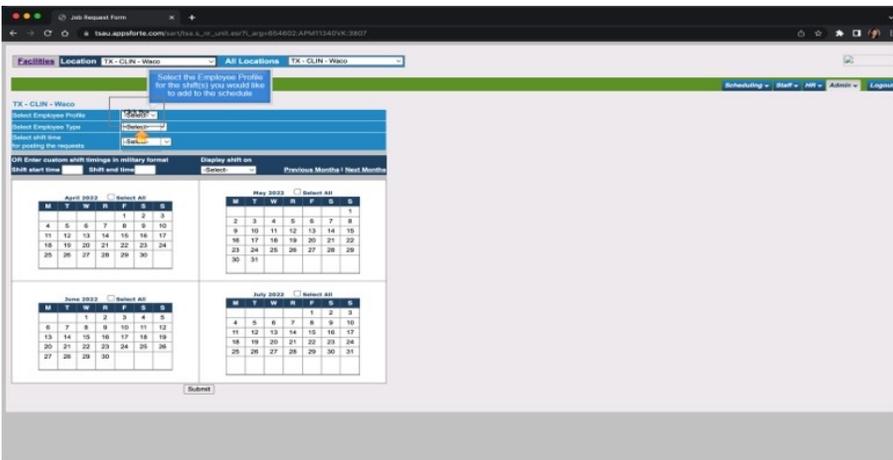


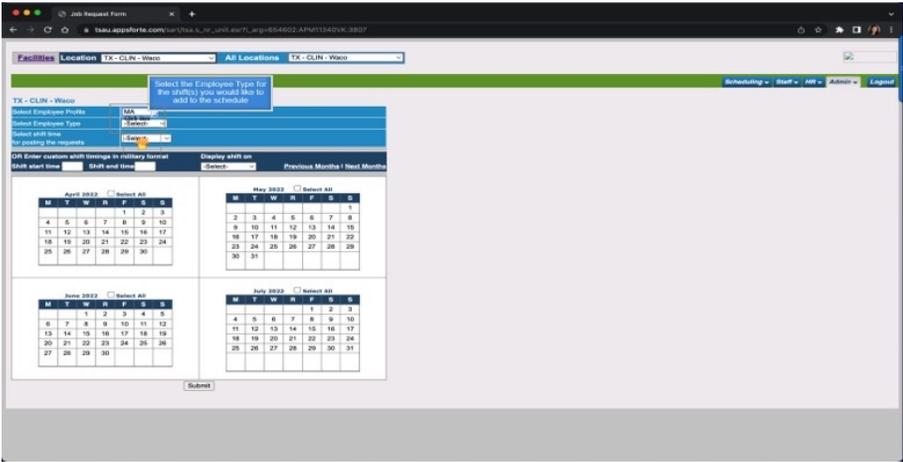
Schedule360 Captivate Training Job Request Form



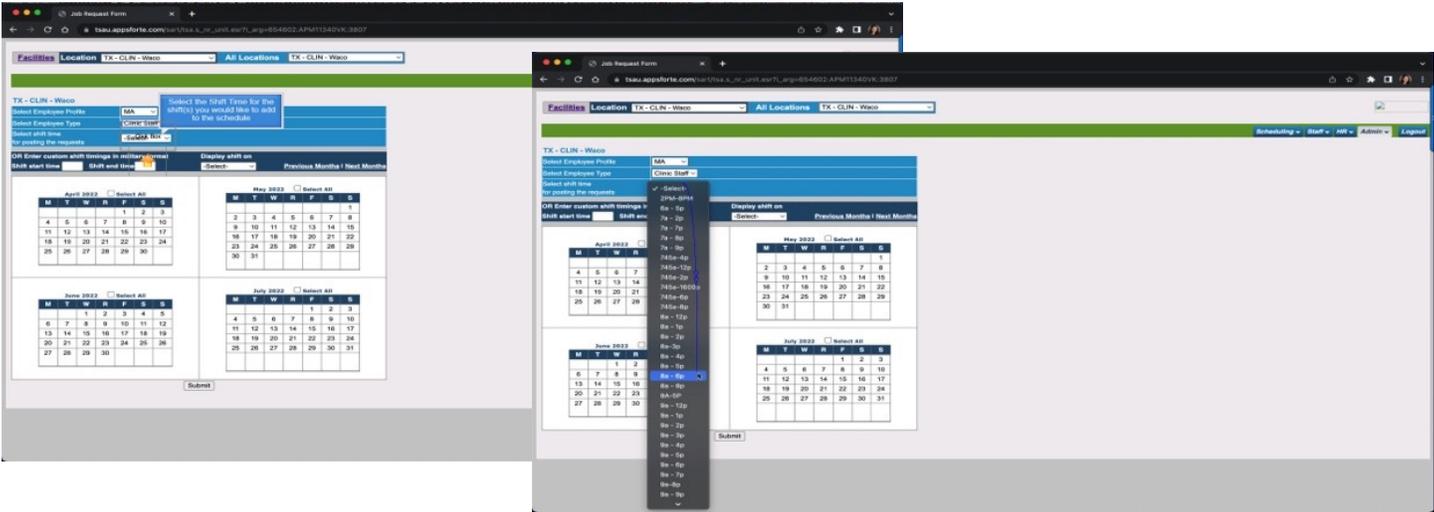
To add additional shifts to the schedule select the job Request Form from the Admin tab



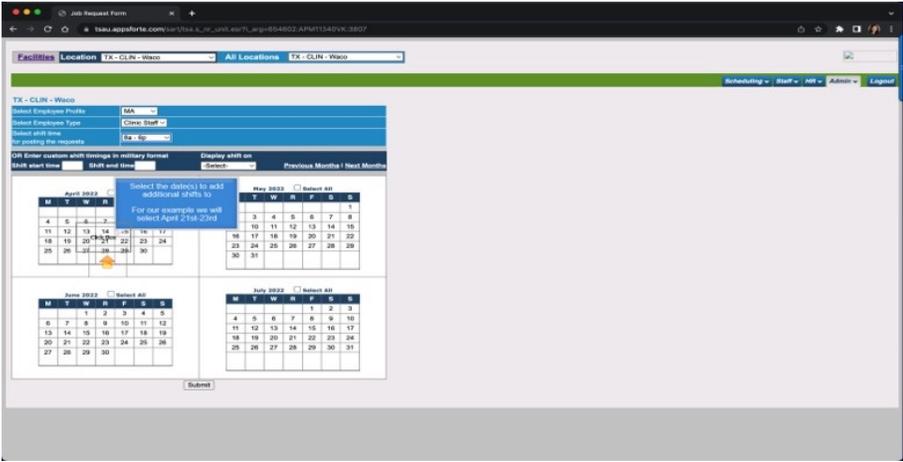
Select the Employee Profile for the shifts you would like to add to the schedule



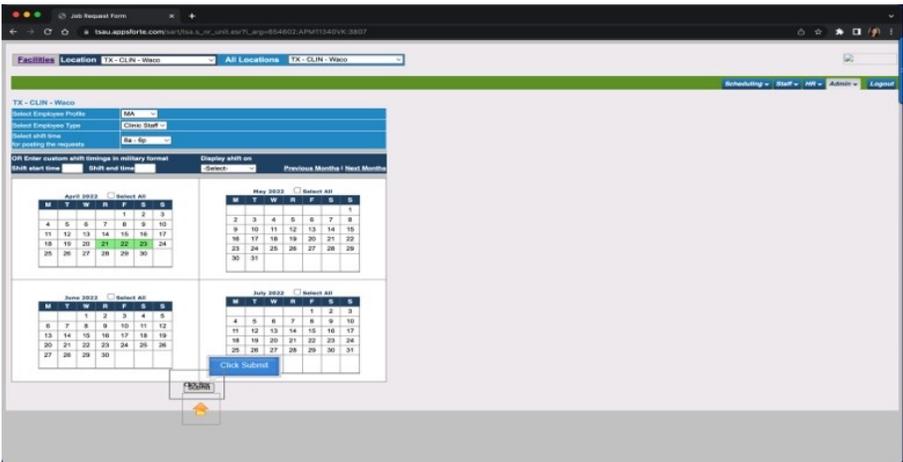
Select the Employee Type for the shifts you would like to add to the schedule



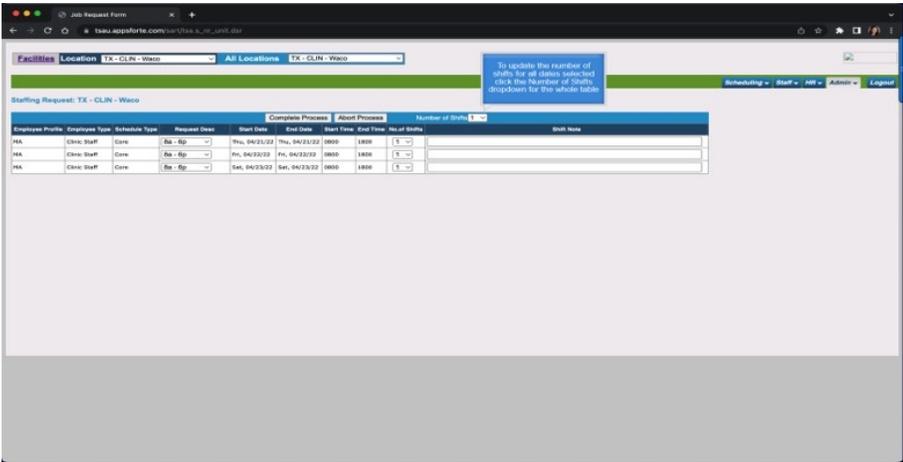
Select the Shift Time for the shifts you would like to add to the schedule



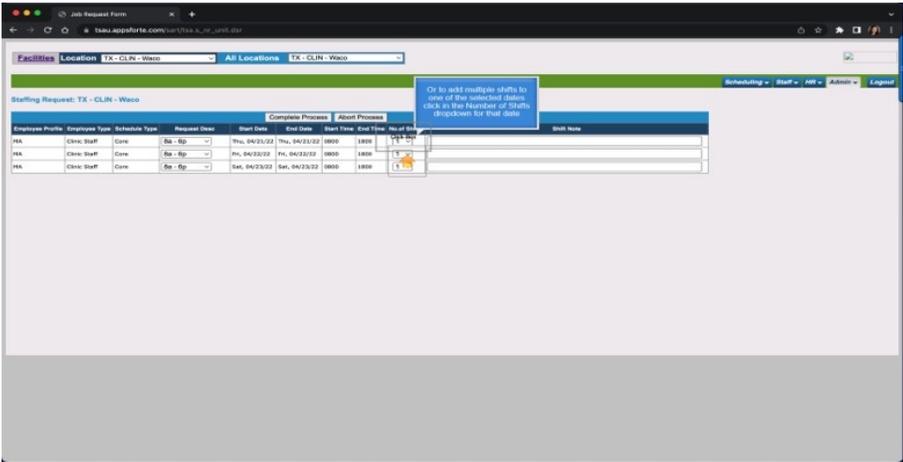
Select the date(s) to add additional shifts to. For our example we will select April 21st-23rd



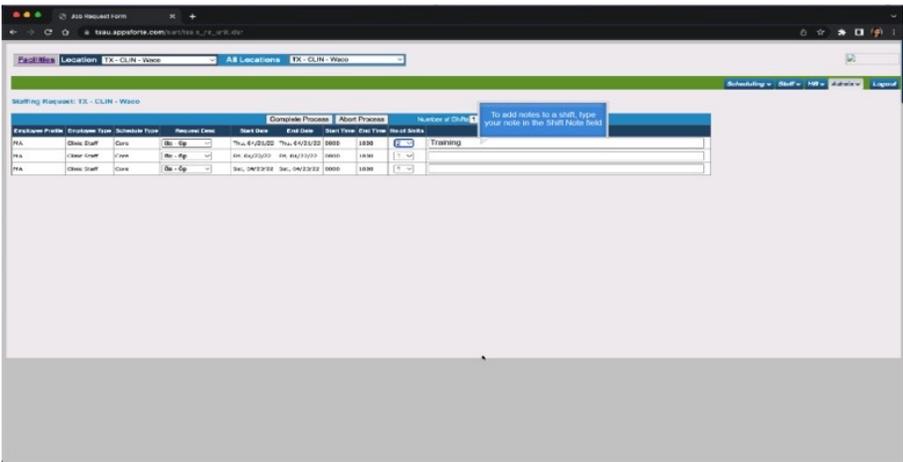
Then click submit



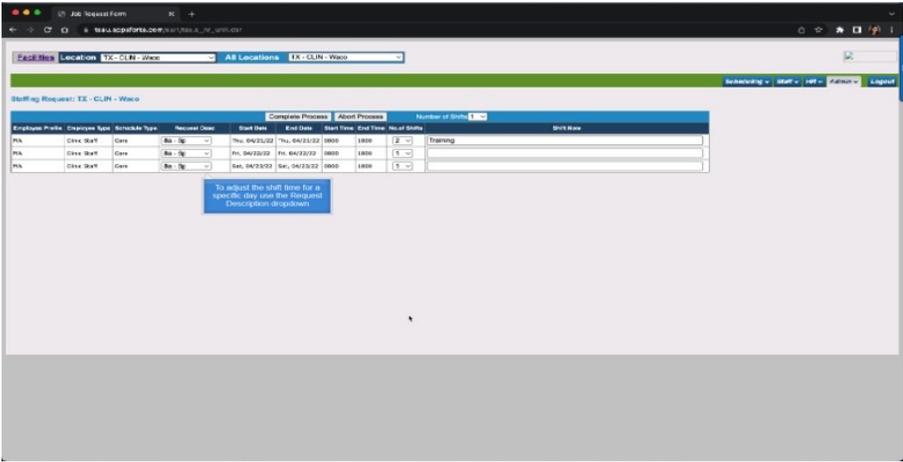
To update the number of shifts for all dates selected click the Number of Shifts dropdown for the whole table



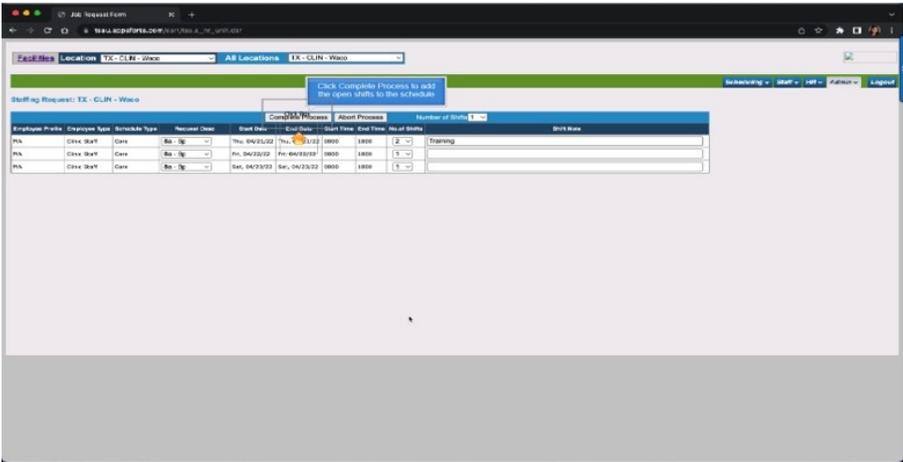
Or to add multiple shifts to one of the selected dates click in the Number of Shifts dropdown for that date



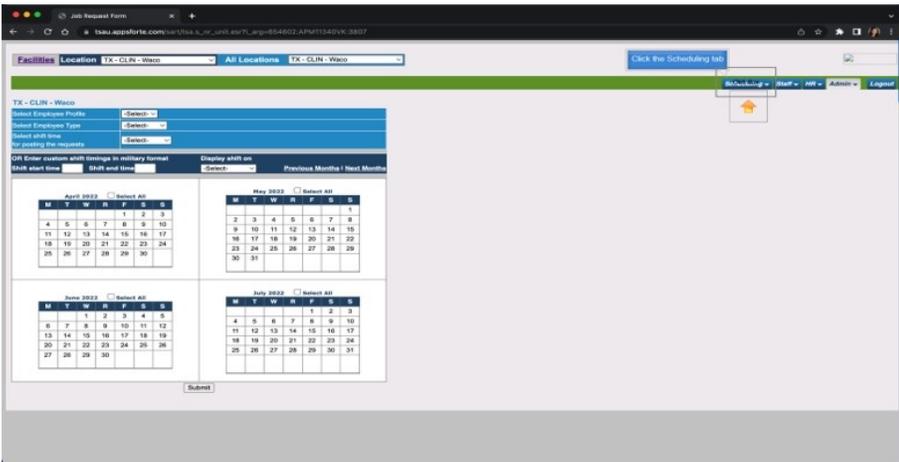
To add notes to a shift, type your note in the Shift Note field



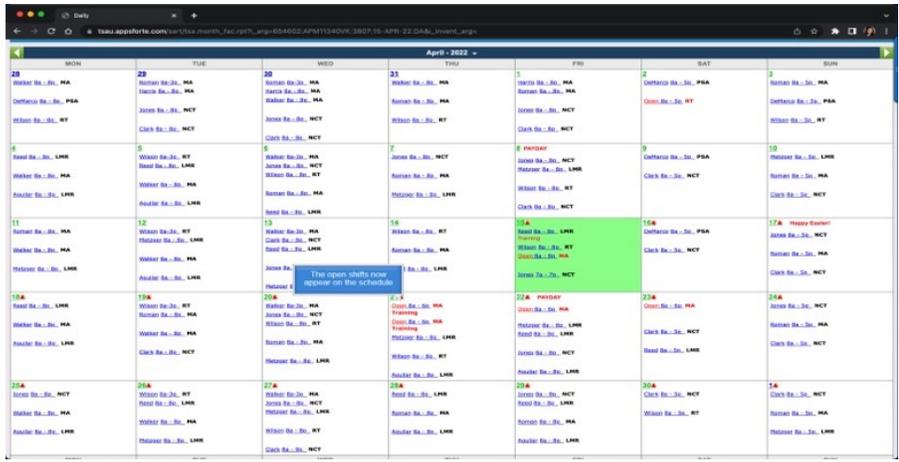
To adjust the shift time for a specific day use the Request Description dropdown



Click Complete Process to add the open shifts to the schedule



Click the Scheduling tab



The open shifts now appear on the schedule