

Schedule360 Captivate Training Job Request Form

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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

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



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

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

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Click Complete Process to add the open shifts to the schedule





Click the Scheduling tab

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1			April - 2022 -			
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28 Wolker DaBo., MA Deffered BaBo., PEA Wilson BaBa., RY	28 Raman Bacha, MA Datas Bacha, MA Jones Bacha, NCT Clark Bacha, NCT	20 Borne Bacha, MA Barrie Bacha, MA Notes: Bacha, MA Joons Bacha, NCT Cook Racha, NCT	33 Maker <u>18 - 10 -</u> 44 Kenat <u>18 - 10 -</u> 44 Milan <u>10 - 0 -</u> 47	3. 1950:05 8850., MA Roma Ba50., MA 2006:0850., NCT Clark 6950., NCT	2 Deffacts Ba - So., PSA Color, Ba - So., WY	3 Barnari Ba - Sa, MA Gertano Ba - Sa, MA Milson Ba - Sa, MT
6 Read Balling, LMR Wolker Dalling, MA Router Balling, LMR	5 Witten Ba-Ja, RT Band Ba-Ja, RT Witten Ba-Ja, HA Audite Ba-Ja, HA	S Nation Section, HA Jacob Section, HA Nation Gaulia, Stu. HA Read South Jack HA	7 Jonas Ba., Bu, MCF Remain Ba., Bu, MA Motoogr Ba., Bu, LMR	E PARDAY Sone BaBoNCT Netror BaBoLHR Mison BaBoNT Clark BaBoNCT	B Deffares Ba., So., PSA Clark Ba., So., NCT	10 History Ba., So., LMR Barnaro Ga., So., MA Clock Ba., So., MCT
11 Narman Sa., Bo., MA Michael Ga., So., MA Michael Ga., So., LANK	12 Winto Ba-Ja, RT Historr Ba-Ja, KA Wilter Ba-Ja, HA Audio: Ba-Ja, LHR	53 Notice En-Su, HA Case Sa., Su, NCT Seed Sa., Su, Su, Su, Su, Su, Su, Su, Su, Su, Su	14 Million Ba., Ba., N7 Remat: Ba., Ba., NA U.S., Da., LANK U.S., Da., LANK	15.4 Read Baulda, HAR Hermig Wilson Raulta, HY Clean Raulta, HA Jones Zaulta, NKT	188 Defano Ba., 50., PSA Clark Ba., 56., NCT	12.6 Happy Basker Jones So., 30, NCY Barrier Ba., 50, NCY Clock Ba., 50, NCY
IIA Read Ba., Ba., LMR Macher Ba., Ba., MA Souther Ba., Ba., LMR	194 Wisco Ba,Ja, RY Barraro Ba, Ba, MA Walker Ba, Ba, MA Cart Ba, Ba, NCT	204 Robert Robert An Josef Robert And Robert Robert And Robert And Robert And Pharmer Robert And Pharmer Robert And	Co. S. Cool, S., Co. MA Training Door, S., Co. MA Training Microor So. So. UNIT Wilson So. So. UNIT	22.8 PAYDAY Deen Sa., So, HA Heldan Ba., Ba., LMH Rood Ba., Ba., LMH Jones Ba., So., NCY Houder Ba., So., LMR	234 Cont. Re., Se., MA Clark Re., Se., NCT Read Re., Se., LMR	244 Janua Ballida, NCT Raman Ballida, NCT Clock Ballida, NCT
154 Inne <u>fa - Se</u> , NCT Wather <u>Sa - Se</u> , MA Joulie <u>Sa - Se</u> , MR	264 Wisco Ballian, MY Beed Ballian, Bollows Willier Ballian, HA Historer Ballian, Fall	274 Water (sc.)o. HA Jones SoSo. HKT Petron SoSo. LHK Wilson SoSo. HKT Circle SoSo. HKT	284 Sood So - So Lives Sondar Sa - So - HA Analar Sa - So - UMR	20.4 Incol 6a - 6a - MOT Recol 6a - 6a - MAR Bernon 6a - 6a - MAR Router 6a - 6a - MAR	304 Clerk for 30, NCF Witten Stat. 30, NT	54 Conside_Se, WCV Barran Ba-Se, MA Metrour Ba-Se, LMR
40001		11.000				

The open shifts now appear on the schedule

