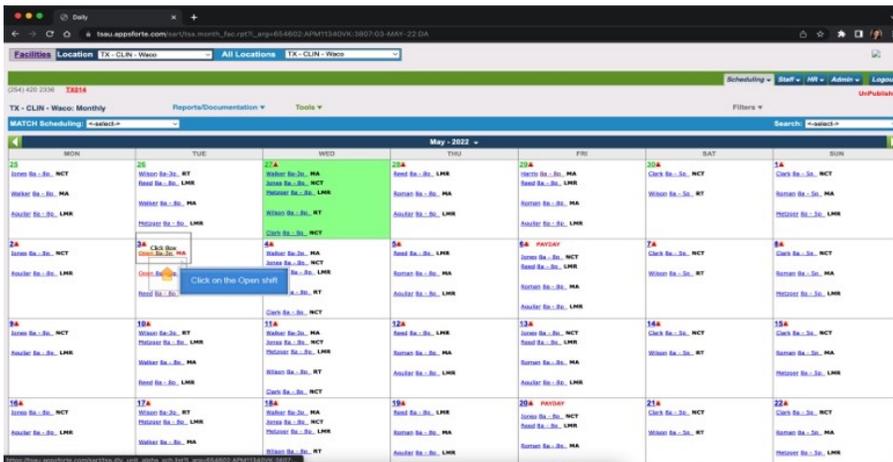
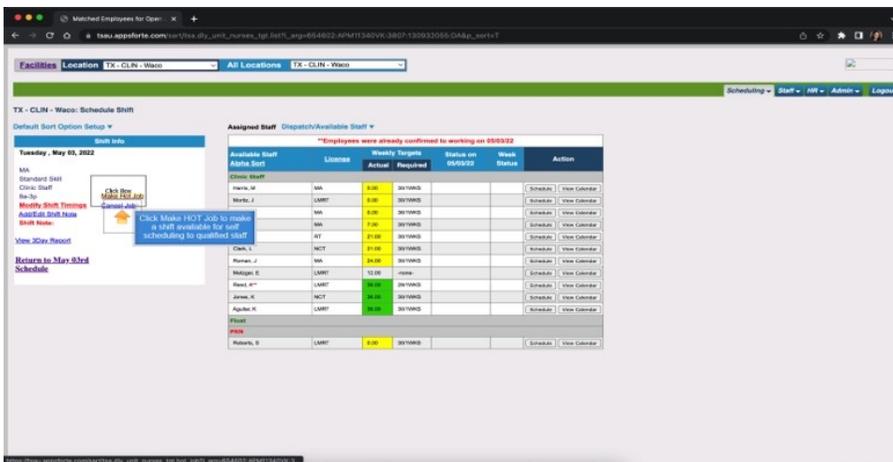


# Schedule360 Captivate Training

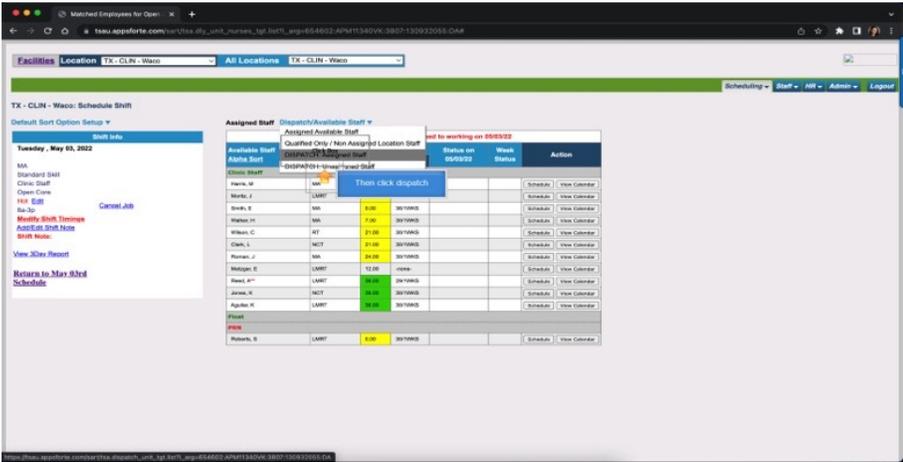
## Make an Open Shift HOT



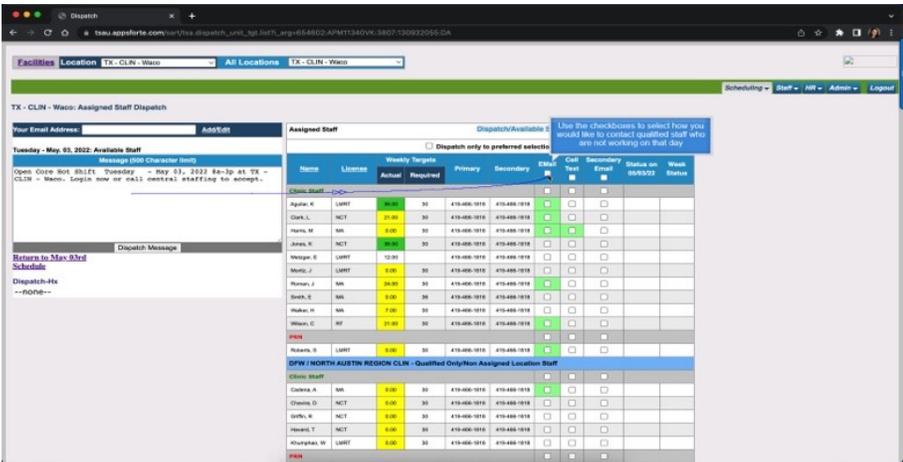
Click on the Open shift



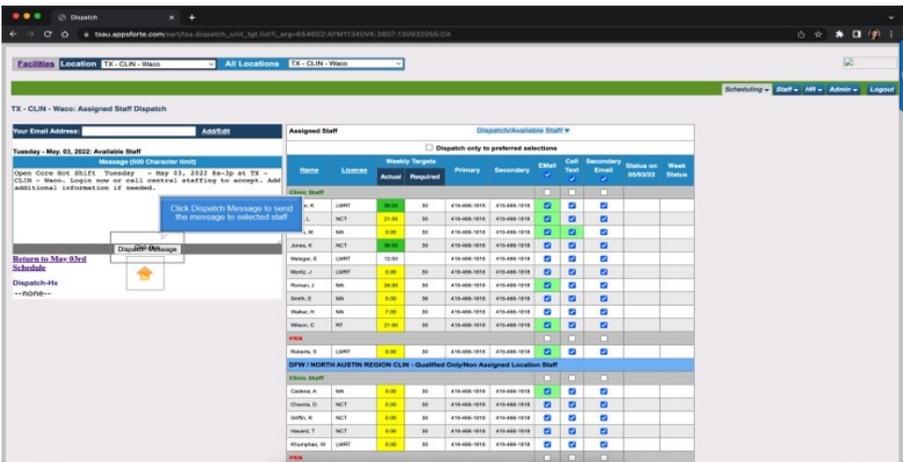
Click Make hot job to make a shift available for self scheduling to qualified staff



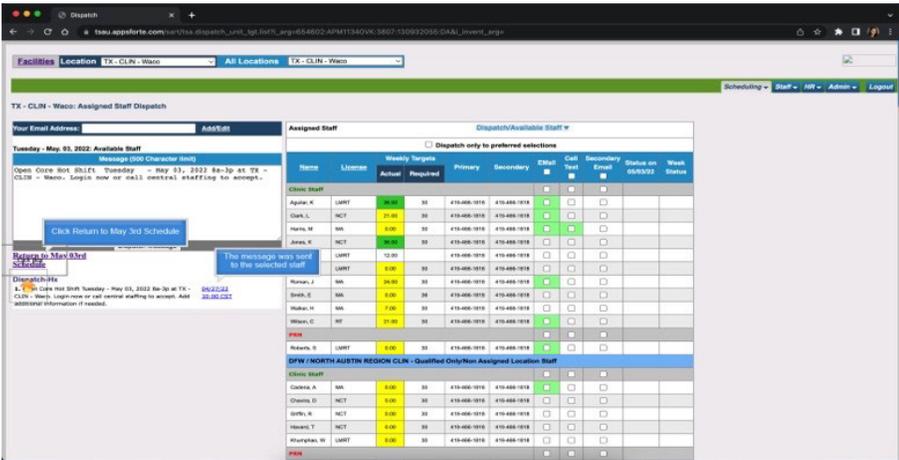
Then click dispatch



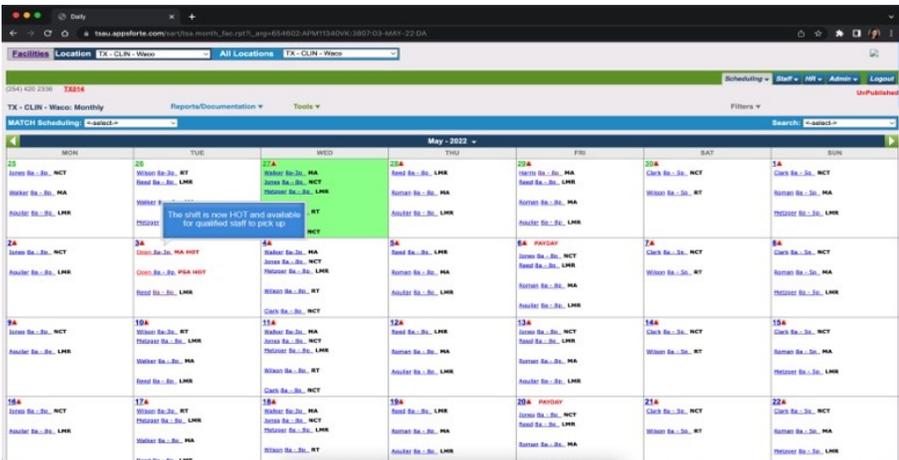
Use the checkboxes to select how you would like to contact qualified staff who are not working on that day



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