

Schedule360 Captivate Training Swap

TX - CLN - Waco Monthly

MATCH Scheduling

May - 2022

DATE	TIME	TYPE	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT
20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31	31

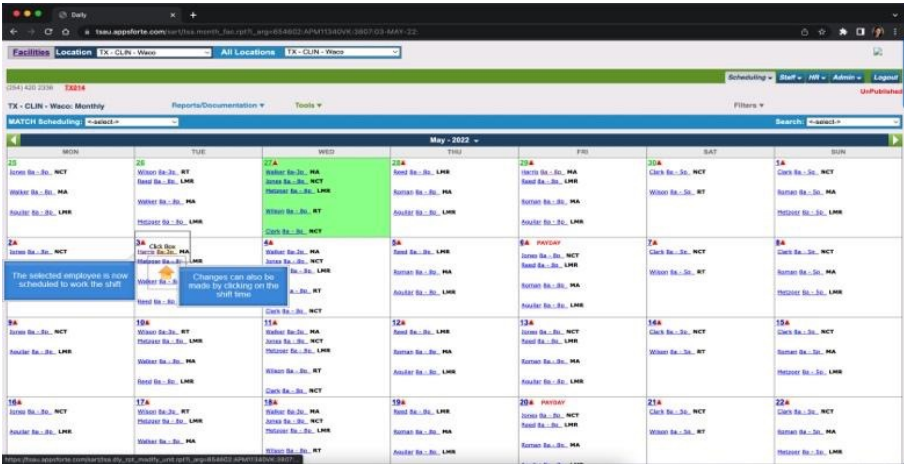
Click on the employee's name to swap someone else into the shift

TX - CLN - Waco Swap Shift

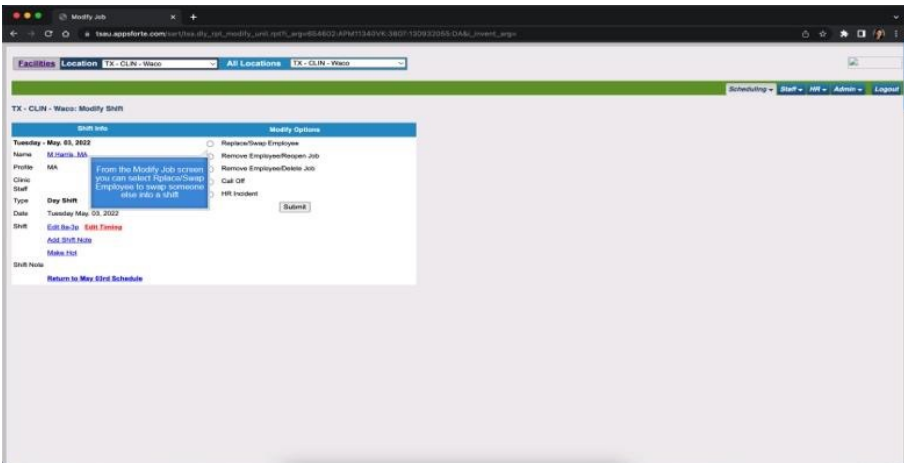
Assigned Staff

Employee Name	Shift	Availability	Action
John Doe	20	Available	Swap
Jane Smith	21	Unavailable	Swap
Mike Johnson	22	Available	Swap
Sarah Lee	23	Unavailable	Swap
David Kim	24	Available	Swap
Emily White	25	Unavailable	Swap
Chris Brown	26	Available	Swap
Alex Green	27	Unavailable	Swap
Mia Black	28	Available	Swap
Noah Gray	29	Unavailable	Swap
Olivia Red	30	Available	Swap
Liam Blue	31	Unavailable	Swap

Click Swap to the right of the employee's name



The selected employee is now scheduled to work the shift. Changes can also be made by clicking on the shift time.



From the Modify job screen you can select Replace/Swap Employee to swap someone else into a shift