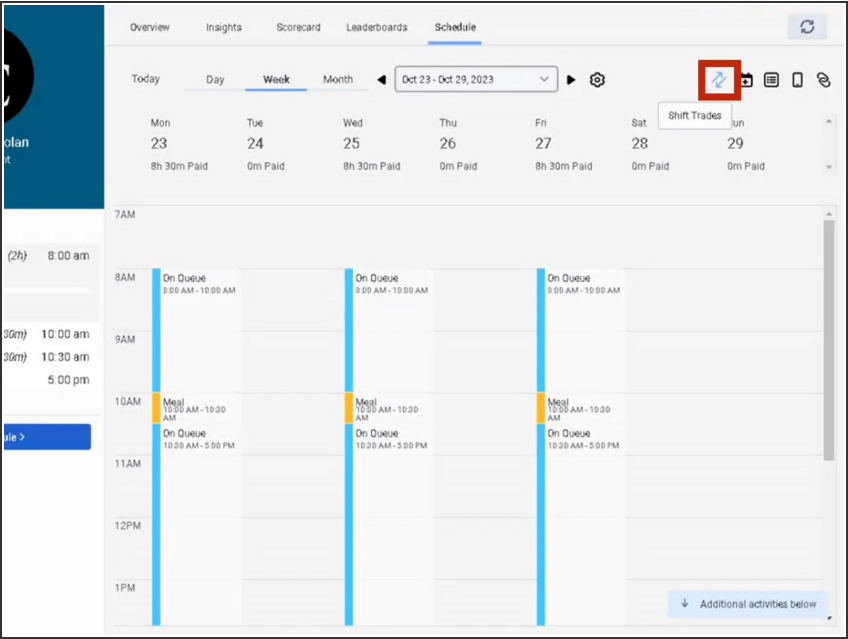




Written By: Brendon Welch

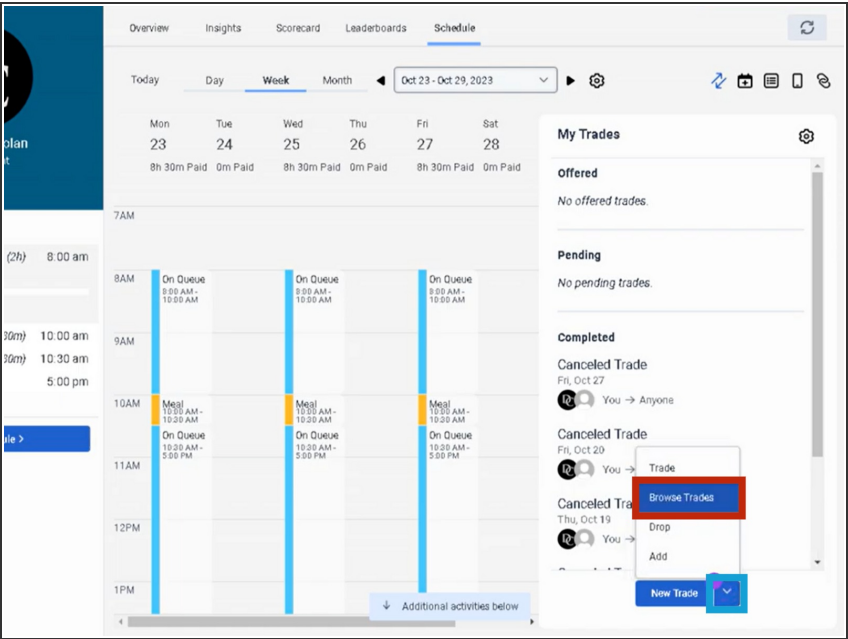


Step 1 — Accepting a Shift Trade Request



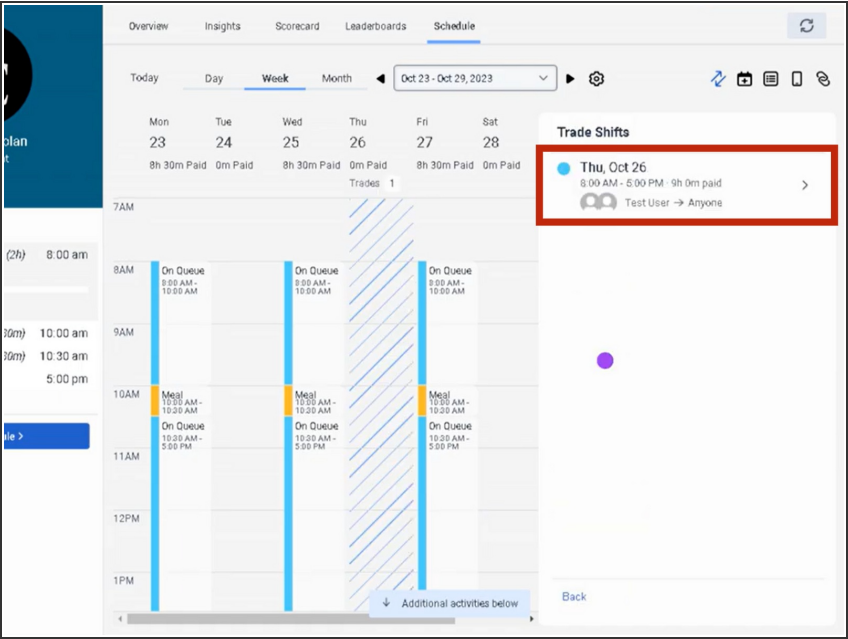
- While viewing your **Schedule**:
- Click **Shift Trades**

Step 2



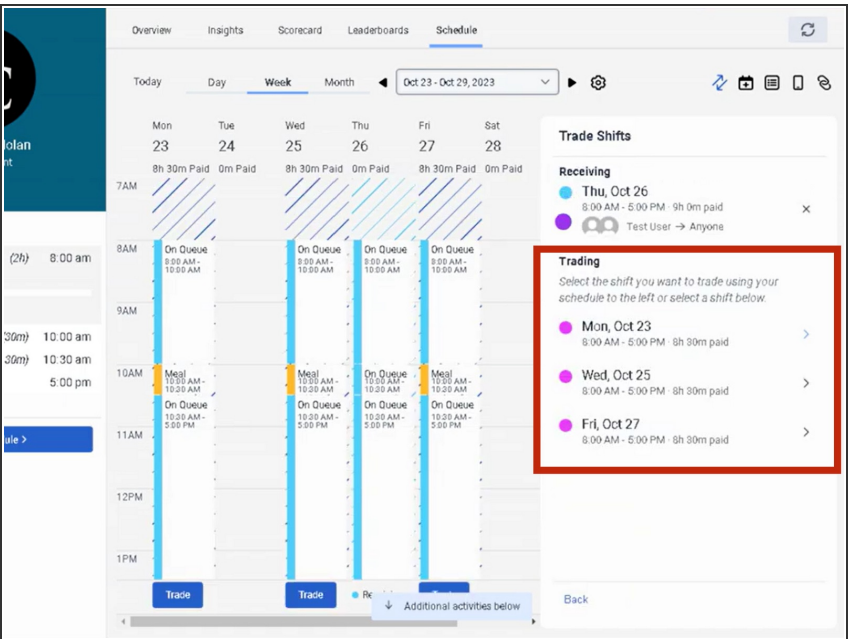
- To the right of the **New Trade** button:
- Click the **Down Arrow**
- Click **Browse Trades**

Step 3



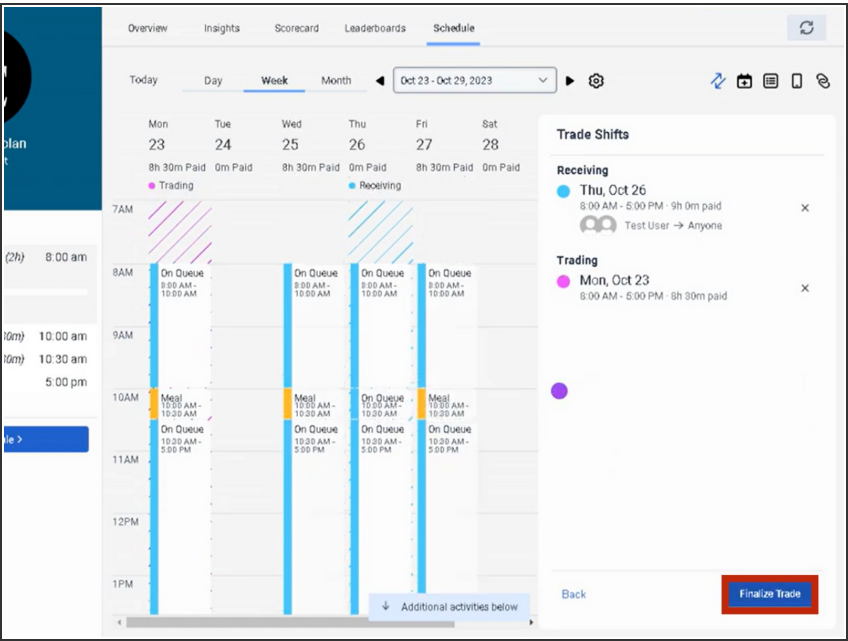
● Click the **Shift** you want to pick up

Step 4



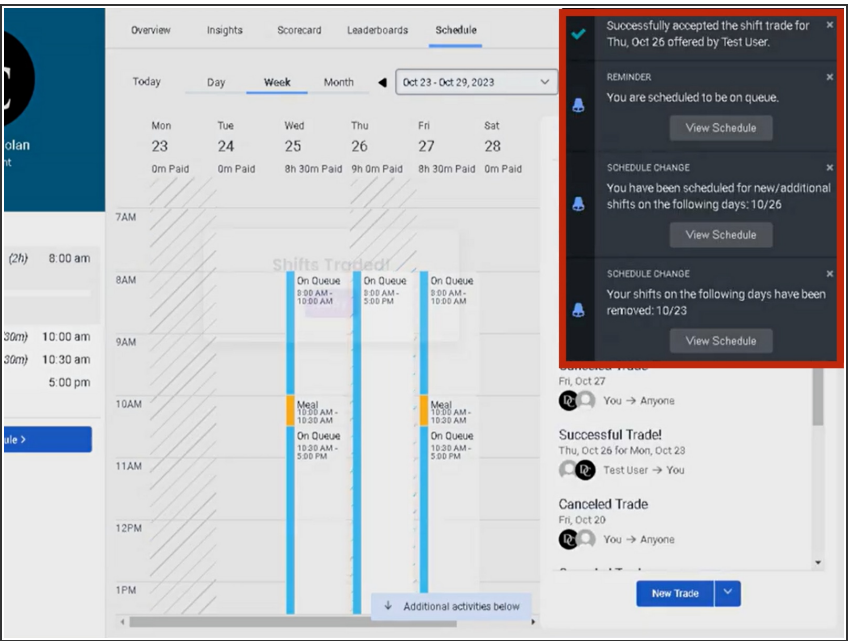
● Click the **Shift to Trade**

Step 5



- ✦ To trade the shifts:
- Click **Finalize Trade**

Step 6



⚠ *You will receive notifications confirming the shift trades and changes to your schedule.*