



# Swap Shifts

If you're unable to work on a scheduled shift, then you can swap the shift with your colleague.

**Note:** You are responsible for the shift until the swap is accepted by your colleague and if manager approval is enabled, it needs to be approved by your manager.

To swap the shift from your **Computer:**

1. Select **My Schedule** from **Schedule** dropdown.
2. Select the shift you want to swap.
3. Select **Swap**. (**Note:** The swap button will be hidden if your manager has disabled the swap shifts feature.)
4. Enter **Reason** (optional).
5. Select **Send Request**.

**Note:** If you would like to cancel the swap shift request from your computer:

1. Select **Requests** from **Schedule** dropdown.
2. Select **Swaps**, select the required shift and select **Cancel Request** in the pop-up window.

To swap the shift from your **Mobile:**

1. Tap **Schedule** in the bottom of the **Home** page.
2. Tap the shift you want to swap
3. Tap **Swap** from the bottom of the page
4. Tap the shift you want to swap with.
5. Enter **Reason** (optional).
6. Tap **Send**

**Note:** If you would like to cancel the swap shift request from your mobile:

1. Tap **Requests** from the bottom of the page.
2. Tap **Swaps**, choose the required shift and tap **Cancel Request**.