

## Swap Shifts (Job Aid 18)

### Overview

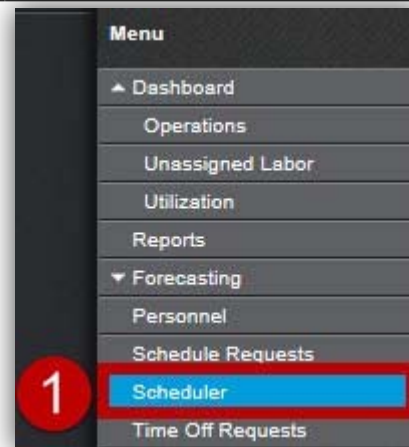
Swapping Shifts allows the Store Director/Schedule Writer the ability to swap two shifts at the same time. This is generally for employees that are working different shifts, and have the same Primary/Secondary jobs.

### Process

This process will walk you through how to swap two separate shifts.

#### From the main screen:

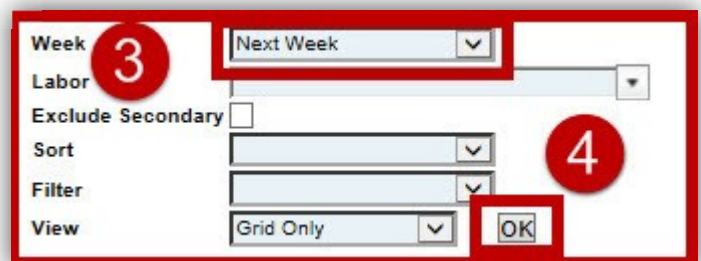
1. Click **Scheduler**.



2. Click the **Filter** icon



3. Choose the appropriate **Date** for the Schedule (**Next Week** is selected in this example)



4. To accept the filter changes select **OK**,

*Continued on next page*

## Swap Shifts (continued)

5. Select the **two shifts** that will be swapped by clicking your mouse on the first cell, hold down the **Ctrl** key, then clicking on the second cell.



5	P	Jack Skellington	Produce Clerk	38.50	0.00	2:00p-11:00p	12:00p-9:00p	1:30p-9:00p
	P	Sandy Claws	Checker	37.75	0.00	4:45p-1:45a		2:00p-11:00p

*Note: When swapping shifts both employees must have similar Primary and/or Secondary jobs*

6. Click the **Swap Shifts** icon.



*Both employees will show the swapped shift for that particular day.*

P	Jack Skellington	Produce Clerk	38.50	0.00	2:00p-11:00p	12:00p-9:00p	2:00p-11:00p
P	Sandy Claws	Checker	37.75	0.00	4:45p-1:45a		1:30p-9:00p

7. Click the **Save** icon.

