Shiftplanning - Proctor Quick Start - How to trade shifts

Go to
https://shiftplanning.com

You will have to log in and or setup your password to complete the log in process.

You should of gotten an email asking you to log on and create a password. If you didn’t get a email check with the lab manager and scheduler.

Once logged in go to Dashboard or Shiftplanning.

To trade a shift you cannot work, go to the list in the top right of the dashboard.

Next to each of your listed shifts click on Details to bring up a new menu.

Or you can click on Shiftplanning and click on the colored shift you want to trade to bring up a new menu.
Shift Details will come up and make sure this is the shift you wanna trade

Click on >Can't Work

<table>
<thead>
<tr>
<th>Who's Working</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annika Horne</td>
<td>Moody College of Communication</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Position</th>
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<tbody>
<tr>
<td>Nov 28, 2018</td>
<td>CMB Proctors</td>
</tr>
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<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>8:00am - 12:00pm</td>
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Notes
There are no shift notes.

Availability
Unavailable 2:00pm - 6:00pm

Edit Availability only for this day.
Edit Availability for every Wednesday.
Choose to Trade or Release the Shift

Trade Shift Details

Continue

From here, you can choose to trade your shift for someone else's.

Trade Shift

- Nov 28
- 8:00am - 12:00pm
- CMB Proctors, Moody College of Comm.

1. You will be asked to enter a reason for requesting the trade and to select possible shifts you'd like to trade for.
2. Management will either approve or reject your request. If approved, the employee you've requested a trade with will be notified.
3. If the employee accepts your shift, management will confirm and complete the trade.

Reason for request:

Release Shift Details

Release Shift

- Dec 2
- 12:00pm - 5:00pm
- Digital Media Labs, Moody College of Com.

1. You will be asked to enter a reason for requesting the release and to select coworkers who could potentially pick up the shift.
2. Management will either approve or reject your request. If approved, the employee you've nominated to pick up the shift will be notified.
3. If that employee agrees to pick up your shift, management will confirm and complete the release.

Reason for request:
In order to make this process easier, you can go to the >Dashboard< availability Button on the left before you begin.

This screen will let you select times that you cannot fill in for someone else during.

If you've filled out your availability, the list you're given to select a shift to trade is narrowed to match what you are able to swap.