# FINALIZING SCHEDULE – USING SWAP SHIFT with UNASSIGNED SHIFT

FOR MOVING AN EMPLOYEE'S SHIFT TO ANOTHER DATE – USE SWAP SHIFT WITH UNASSIGNED

1. Select an unassigned shift where you need the employee to work, then select Mark for Swap - the shift is now shaded green
2. Select the employee's shift on the date you want to move them from, then select Swap
3. The swap information displays, verify that it is correct, then select Submit
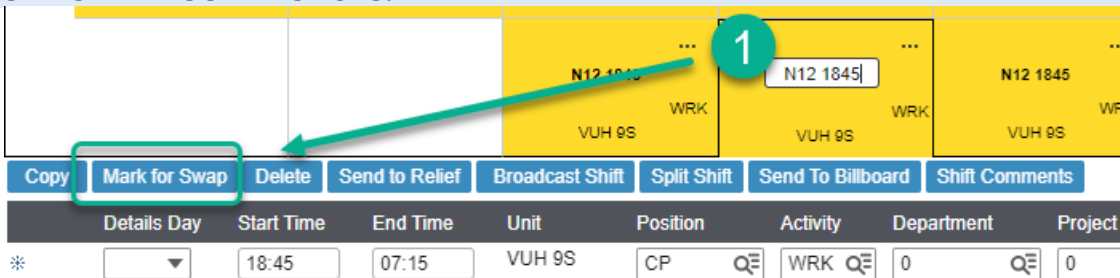
The employee's swapped shift displays shaded blue. Hover the computer mouse over the ellipsis and see details that the shift was swapped with an unassigned on 7/10 – moving the employee from the 9th to the 10th to work:
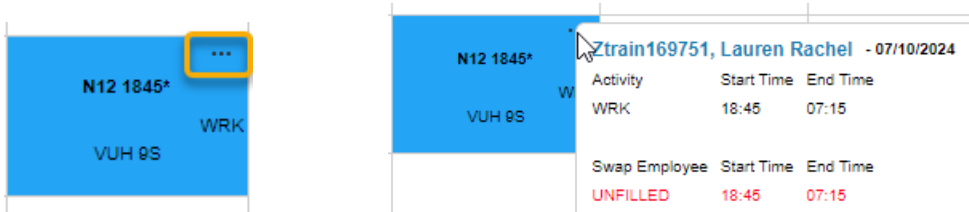
The unassigned shift also displays with the details that the shift was swapped with Ztrain169751's shift on 7/9
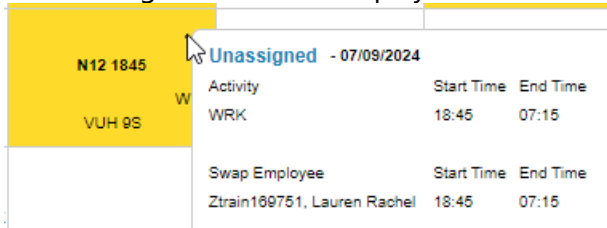
STEPS WITH SCREENSHOTS:
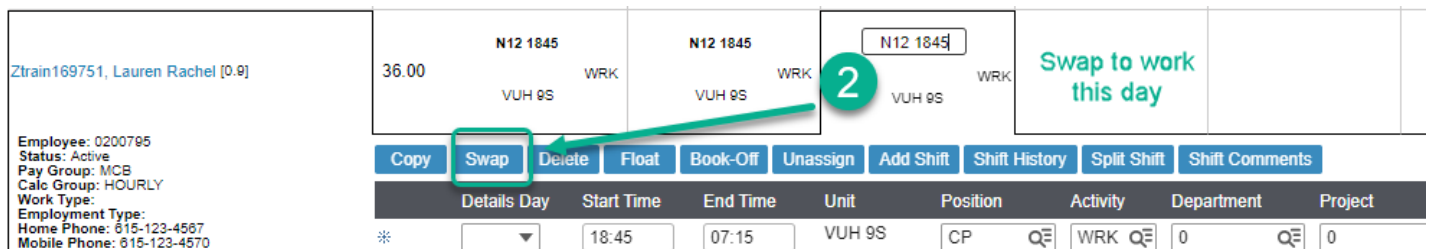
Swap

Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*	Leftover Times
Unassigned	N12 1845	07/10/2024	●	18:45	07:15	

↓ ↑

Employee	Shift Label	Work Date	Segment*	Start Time*	End Time*	Leftover Times
Ztrain169751, Lauren Ra...	N12 1845	07/09/2024	●	18:45	07:15	

③

Submit   Cancel

NOTE THE SCHEDULE COVERAGE BEFORE AND AFTER SWAP – Schedule coverage updates real-time

Total Coverage — Pre-Swap

▾ Overall Coverage	21/19	22/20	20/20	19/20	20/20	22/20	20/19
▾ VUH 9S	21/19	22/20	20/20	19/20	20/20	22/20	20/19
▾ CP	7/8	7/8	6/8	6/8	6/8	8/8	6/8
12 HR NGT	3/4	3/4	3/4	1/4	2/4	3/4	2/4

Total Coverage — Post-Swap

▾ Overall Coverage	21/19	22/20	19/20	20/20	20/20	22/20	20/19
▾ VUH 9S	21/19	22/20	19/20	20/20	20/20	22/20	20/19
▾ CP	7/8	7/8	5/8	7/8	6/8	8/8	6/8
12 HR NGT	3/4	3/4	2/4	2/4	2/4	3/4	2/4

TO LEARN MORE ABOUT SCHEDULE COVERAGE available in the ASV, go to our WFM Help site:
1. From within the Schedule Admin, select HELP from the blue navigation bar
2. Go directly to the site at https://vumc.org/WFM

Once you are on our Help site, select Schedule Admin Toolbox and then Advanced Schedule View (ASV)
From the list of documents, select Schedule Coverage – How to View in the ASV

Note: The documents are listed in alphabetical order within each category.