Mark for Swap – How to use Mark for Swap in the ASV

Swap shifts between two employees

Scenario: Employee A, Ztrain139526, is going to trade their shift on 6/23 to Employee B, Ztrain144534, for their shift on 6/25.

Tip: Instead of loading the team's schedule, select the two employees swapping shifts from the employee section and then load the schedule for dates that include the dates swapping.

Steps:

1. Select the shift for employee A that they are swapping, then select Mark for Swap – *the shift is now shaded green*
2. Select the shift for employee B that they are swapping, then select Swap
3. Select Submit to confirm and process the swap – *the employees' shifts are swapped and shaded blue*