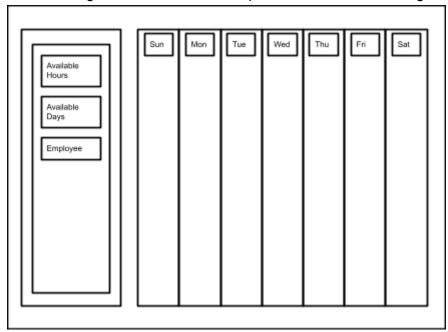
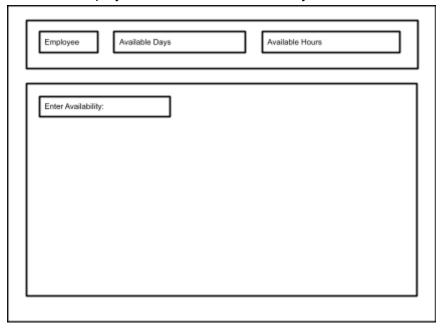
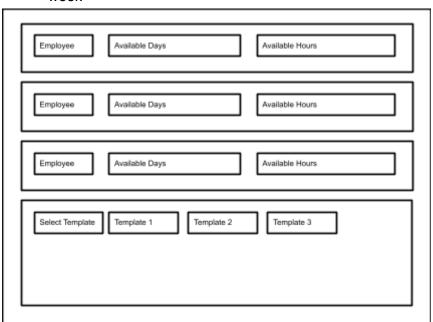
1. A shift manager will create a shift template to be used in creating additional shifts



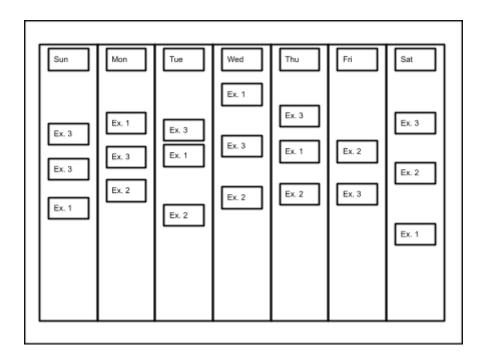
2. An employee enters the hours that they will be available to work shifts



3. A shift manager uses employee hours and templates to create a shift schedule for a week



4. Employees view the shift schedule for the week with their hours



5. Employees trade one of their shifts with another worker when they are not available

