

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

<div>Available Hours</div> <div>Available Days</div> <div>Employee</div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat

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

Employee	Available Days	Available Hours
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Enter Availability:

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

Employee	Available Days	Available Hours
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Employee	Available Days	Available Hours
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Employee	Available Days	Available Hours
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Select Template	Template 1	Template 2	Template 3
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4. Employees view the shift schedule for the week with their hours

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Ex. 1			
Ex. 3	Ex. 1	Ex. 3		Ex. 3		Ex. 3
Ex. 3	Ex. 3	Ex. 1	Ex. 3	Ex. 1	Ex. 2	Ex. 2
Ex. 1	Ex. 2		Ex. 2	Ex. 2	Ex. 3	
		Ex. 2				Ex. 1

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

<div>Employee 1</div> <div>Traded Hours</div>		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div>Employee 2</div> <div>Traded Hours</div>								