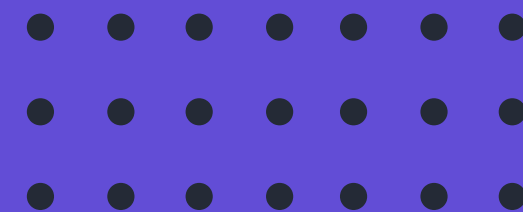


Claiming a shift on Swap Board



FINDING THE SWAP BOARD

Swap board can be accessed by clicking the link on the top left of the home page.

The screenshot displays the Simons TEST system interface. At the top, a navigation bar contains links for 'Simons TEST', 'My Calendar', 'Time', 'Schedule', 'Leave', 'Profile', and 'Availability'. Below this, a secondary bar features 'Swap Board', 'Collaboration', and other icons. The 'Swap Board' link is highlighted with a red hand cursor. The main content area shows a calendar for January 2019 on the left and a detailed view of December 9, 2018, to December 15, 2018, on the right. The calendar options on the left include 'Scheduled Shifts' (checked), 'Time Entries' (unchecked), 'Swap Board Counts/Shifts' (unchecked), 'Leave Requests' (checked), and 'Your Availability' (unchecked).

| January 2019 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| December 9, 2018 - December 15, 2018 | | | |
|--------------------------------------|-----------|------------|------------|
| | Sun Dec-9 | Mon Dec-10 | Tue Dec-11 |
| all day | | | |
| 12am | | | |
| 1am | | | |
| 2am | | | |
| 3am | | | |
| 4am | | | |
| 5am | | | |
| 6am | | | |
| 7am | | | |
| 8am | | | |
| 9am | | | |
| 10am | | | |
| 11am | | | |
| 12pm | | | |

CLICK ON A
DATE

Select the day you wish to
work by clicking on the
date of the swap board
calendar.

Simons TEST, Susie My Calendar Time Schedule Leave Profile Availability

Swap Board Collaboration

Swap Board Swap Board Print

Apr/2019 - May/2019

April

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

May

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Today Tuesday, April 09, 2019

My Schedule:

Drag a column header and drop it here to group by that column

| Date | Station | Group | Note | Start | End | Break |
|-----------------------|---------|-------|------|-------|-----|-------|
| No shifts to display. | | | | | | |

Available Shifts:

Drag a column header and drop it here to group by that column

Page size: 100

| Date | Station | Note | Start | End | Break |
|----------|----------------|-----------------------------------|----------|----------|-------|
| 4/9/2019 | 319 Huntington | Monday night into Tuesday morning | 12:00 AM | 8:00 AM | |
| 4/9/2019 | 319 Huntington | | 8:00 AM | 12:00 PM | |
| 4/9/2019 | 319 Huntington | | 12:00 PM | 4:00 PM | |
| 4/9/2019 | 319 Huntington | | 8:00 PM | 12:00 AM | |
| 4/9/2019 | 337 Huntington | Monday night into Tuesday morning | 12:00 AM | 8:00 AM | |

SELECT THE SHIFT YOU WANT

Select the shift you would like to work by clicking on the [Check...] link on the left. Make sure you have the correct shift selected!

4/2019 - May/2019

April

| Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

May

| Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |

Today Tuesday, April 09, 2019

My Schedule:

Drag a column header and drop it here to group by that column

| Date | Station | Group | Note | Start | End | Break | Hours | Actions |
|-----------------------|---------|-------|------|-------|-----|-------|-------|---------|
| No shifts to display. | | | | | | | | |

Available Shifts:

Drag a column header and drop it here to group by that column

12

Page size: 100

| Date | Station | Note | Start | End | Break | Hours | Actions |
|----------|----------------|-----------------------------------|----------|----------|-------|-------|------------|
| 4/9/2019 | 319 Huntington | Monday night into Tuesday morning | 12:00 AM | 8:00 AM | | 8.00 | [Check...] |
| 4/9/2019 | 319 Huntington | | 8:00 AM | 12:00 PM | | 4.00 | [Check...] |
| 4/9/2019 | 319 Huntington | | 12:00 PM | 4:00 PM | | 4.00 | [Check...] |
| 4/9/2019 | 319 Huntington | | 8:00 PM | 12:00 AM | | 4.00 | [Check...] |

CONFIRM

Make sure you have the correct shift selected! Confirm the station, date, and time in the popup window. Click the Claim Shift Now button to claim the shift!

My Schedule:

Drag a column header and drop it here to group by that column

| Date | Station | Group | Note | Start | End | Break | Hours | Actions |
|-----------------------|---------|-------|------|-------|-----|-------|-------|---------|
| No shifts to display. | | | | | | | | |

Available Shifts:

Drag a column header and drop it here to group by that column

◀

1

2

▶

Page

| Date | Station |
|----------|----------------|
| 4/9/2019 | 319 Huntington |
| 4/9/2019 | 319 Huntington |
| 4/9/2019 | 319 Huntington |
| 4/9/2019 | 319 Huntington |
| 4/9/2019 | 337 Huntington |
| 4/9/2019 | 337 Huntington |
| 4/9/2019 | 407 Huntington |
| 4/9/2019 | 407 Huntington |
| 4/9/2019 | 407 Huntington |
| 4/9/2019 | 780 Columbus |
| 4/9/2019 | 780 Columbus |
| 4/9/2019 | Burstein Hall |
| 4/9/2019 | Burstein Hall |

Claim Shift

Station: 319 Huntington

Date: **Tuesday, April 09, 2019**

Shift: **8:00 am - 12:00 pm**

Hours: **4.00**

Claim Shift Now

Availability

Is ([LOCAL]) OK? **NO**

Schedule

Within shift overlap (15 minutes)? YES

Day-to-Day downtime OK? YES

Shift gaps OK? YES

Totals

Within max hours/day? YES

Within max hours/week? YES

Within max shifts/day? YES

Empty shift lead time buffer > 0? YES

Page 1 of 2, shifts 1 to 100 of 162.

| Break | Hours | Actions |
|-------|-------|------------|
| | 8.00 | [Check...] |
| | 4.00 | [Check...] |
| | 4.00 | [Check...] |
| | 4.00 | [Check...] |
| | 8.00 | [Check...] |
| | 4.00 | [Check...] |
| | 8.00 | [Check...] |
| | 4.00 | [Check...] |
| | 4.00 | [Check...] |
| | 8.00 | [Check...] |
| | 4.00 | [Check...] |

THE SHIFT IS YOURS!

Once you referesh the page, you will see the shift in your account! The shift is your responsibility until it is claimed by another proctor.

ard Collaboration

ard Swap Board Print

2019 - May/2019 Today Tuesday, April 09, 2019 Day

My Schedule:

Drag a column header and drop it here to group by that column

| Date | Station | Group | Note | Start | End | Break | Hours | Actions |
|----------|----------------|-------|------|---------|----------|-------|-------|-----------|
| 4/9/2019 | 319 Huntington | A | | 8:00 AM | 12:00 PM | | 4.00 | [Swap...] |
| | | | | | | | 4.00 | |

Available Shifts:

Drag a column header and drop it here to group by that column

Page size: 100 Page 1 of 2, shifts 1 to 100 of 161.

| Date | Station | Note | Start | End | Break | Hours | Actions |
|----------|----------------|-----------------------------------|----------|----------|-------|-------|------------|
| 4/9/2019 | 319 Huntington | Monday night into Tuesday morning | 12:00 AM | 8:00 AM | | 8.00 | [Check...] |
| 4/9/2019 | 319 Huntington | | 12:00 PM | 4:00 PM | | 4.00 | [Check...] |
| 4/9/2019 | 319 Huntington | | 8:00 PM | 12:00 AM | | 4.00 | [Check...] |