

Agree or decline a shift swap or day off swap

You can choose to agree to or decline a request and send the request to a manager for final approval

1. If you have a request, the bell at the top right of screen will be yellow. Clicking on it will show you the notification.
2. Clicking the bell will show you who requested a swap and when the request was sent.
3. Click on **Swap Requests** at the top right of screen. A pop up as below will appear. By default it will show same day requests, you can click on **Day Off Swaps** to view those types of requests. Click the tick to accept, or the cross to decline.
4. If approving, the request goes direct to a manager for approval. Depending on settings within your organisation, the approval could be instant.