



Offer Shifts

If you are unable to work on a scheduled shift, then you can offer the shift to your colleagues.

Note: You are responsible for the shift until the offer is accepted by your colleague and if manager approval is enabled, it needs to be approved by your manager.

To offer the shift from your **Computer:**

1. Select **My Schedule** from **Schedule** dropdown.
2. Select the shift you want to offer.
3. Select **Offer**. (Note: The offer button will be hidden, if your manager has disabled the offer shifts feature.)
4. Enter **Reason** (optional). Select an employee from the list. The list will be empty if there are no employees available for the shift.
5. Select **Send Request**.

Note: If you would like to cancel the request from your computer:

1. Select **Requests** from **Schedule** dropdown.
2. Select **Offers**, select the required shift and select **Cancel Request** in the pop-up window.

To offer the shift from your **Mobile:**

1. Tap **Schedule** in the bottom of the **Home** page.
2. Tap the shift you want to offer.
3. Tap **Offer** in the bottom of the page.
4. Tap the employee you would like to offer the shift.
5. Enter **Reason** (Optional).
6. Tap **Send**.

Note: If you would like to cancel the request from your mobile:

1. Tap **Requests** from the bottom of the page.
2. Tap **Offers**, choose the required shift and tap **Cancel Request**.