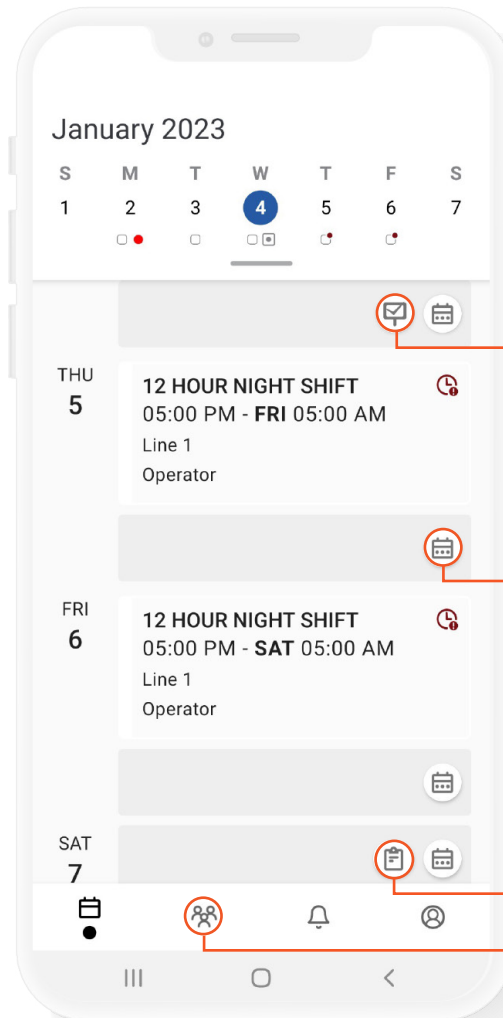
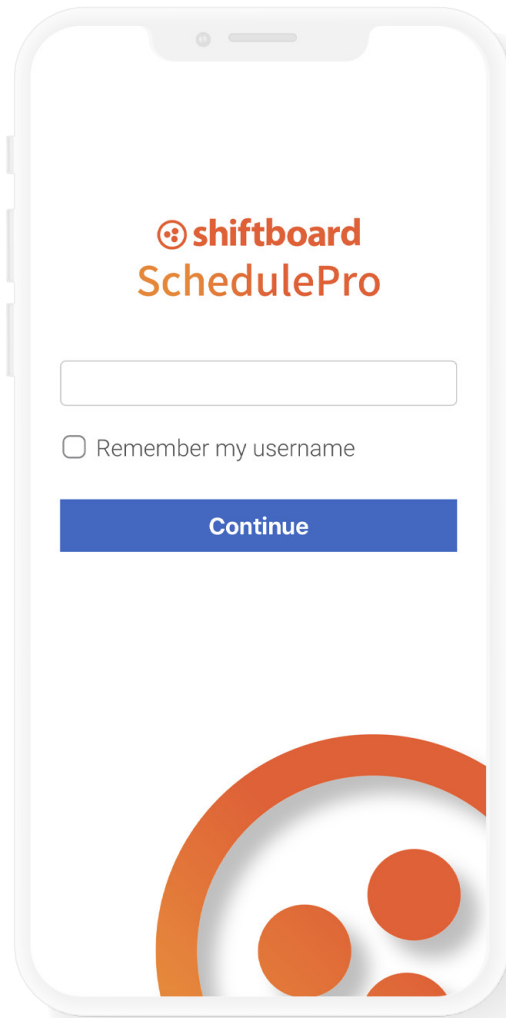




1. Download the SchedulePro Companion App.
2. Log in using your SchedulePro credentials.



Pick Up or Bid on Shifts

Submit a Leave a Request

Volunteer for OT
Trade Shifts

Schedule



Overtime



Leave



OT Sign Up ✓



Schedule



Group



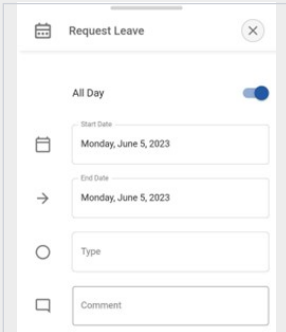
Notifications



Sign Out



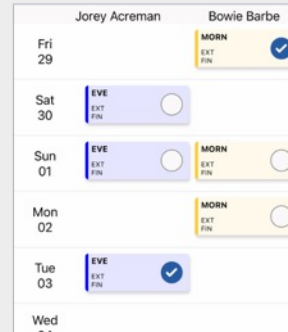
Submit Leave Requests



1. Tap the **Calendar** icon.
2. Use the **All Day** toggle.
3. Enter the **Start Date** or **Start Time**.
4. Enter the **End Date** or **End Time**.
5. Select a **Type**.
6. Tap **SUBMIT**.



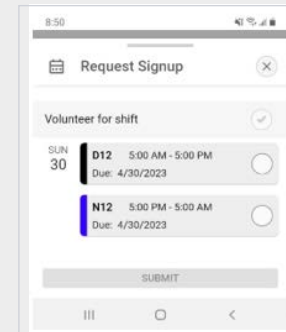
Trade Shifts



1. Open the **Group** Schedule.
2. Tap the **Trade** icon.
3. Select a coworker and tap **Trade**.
4. Tap **Submit Trade**.



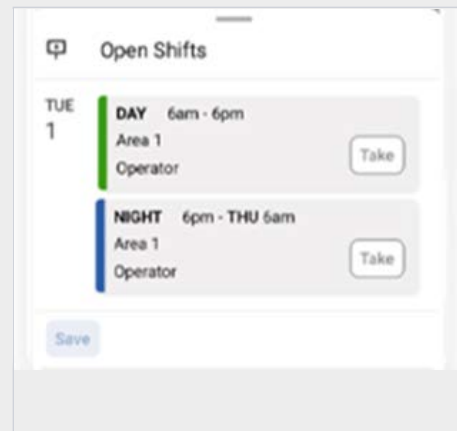
Volunteer for Overtime



1. Tap the **List** icon.
2. Select the shift(s).
3. Click **SUBMIT**.



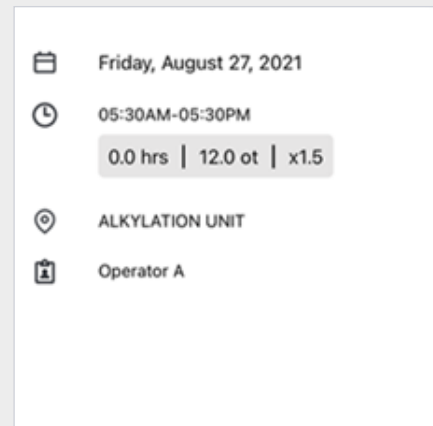
Pick Up Open Shifts



1. Tap the **Paddle** icon.
2. Tap **Take**.
3. Tap **Save**.



Shift Turndown



1. Open an assigned shift.
2. Select the **Turndown** button.
3. Shift remains open until turndown closing time.
4. Successful or unsuccessful notification is sent.

Supervisor Approval May Be Required