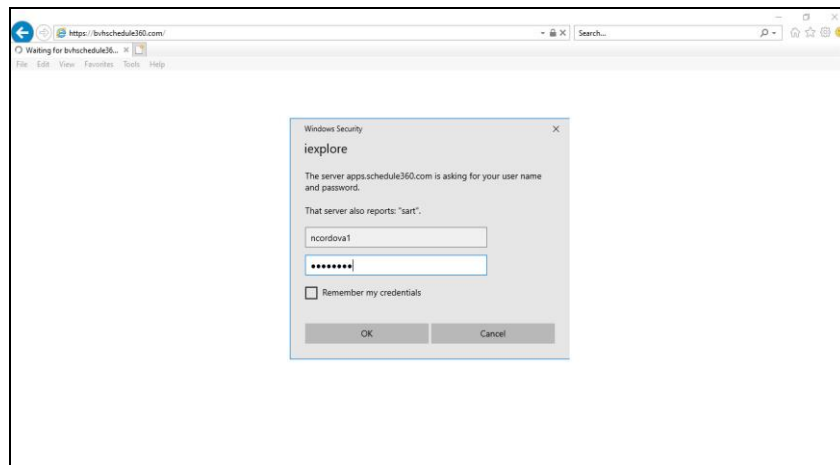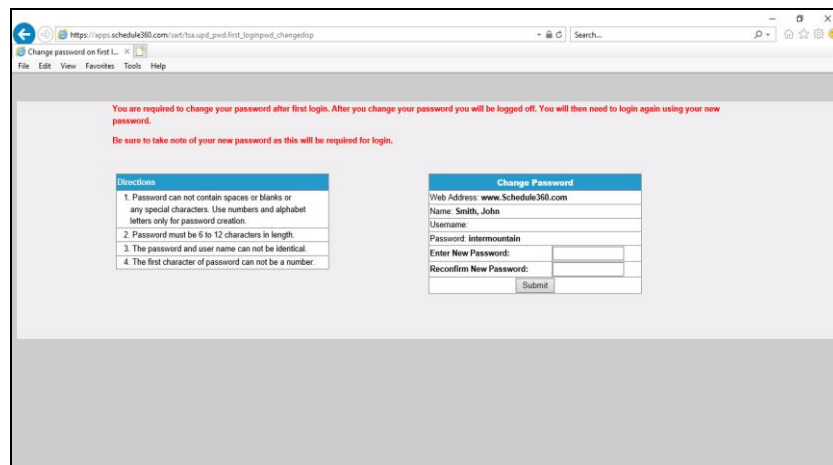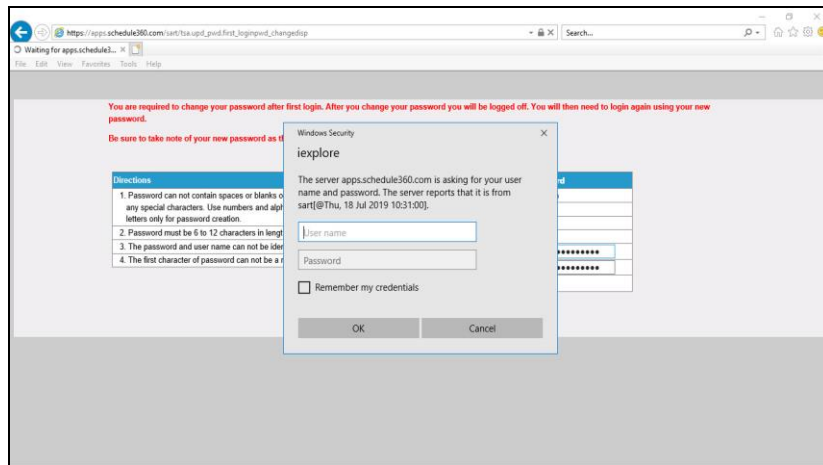**Using your browser address bar type in www.Schedule360.com and press enter.**

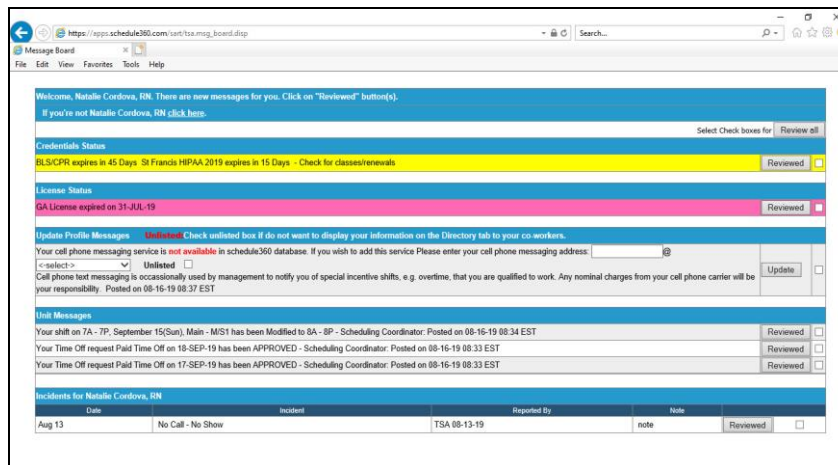
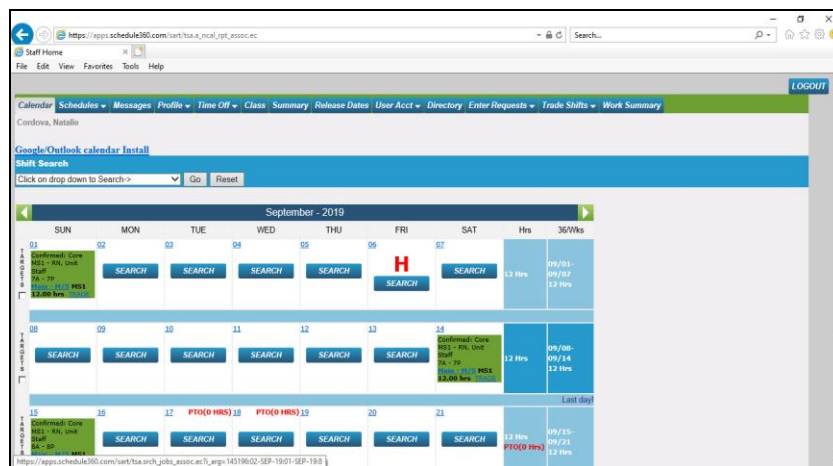**Enter your username and password.**

After you login for the first time you will be prompted to change your password.

Re-enter your login information using your new password.


The Message Board will appear. The Message Board is a one-way communication tool used by the Scheduler to communicate to staff. After reviewing each message check each box to the right.
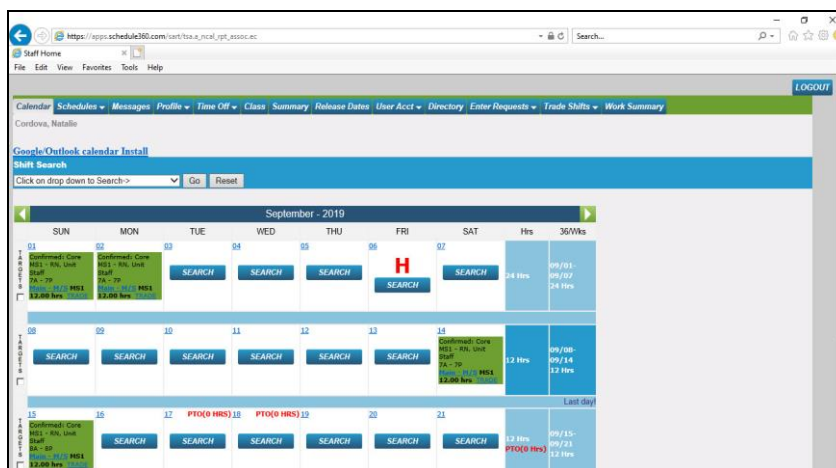

After reviewing your messages your Calendar will display the current month. The tab interface provides easy navigation inside Schedule360. Click the search button to search for available shifts on a specific day.
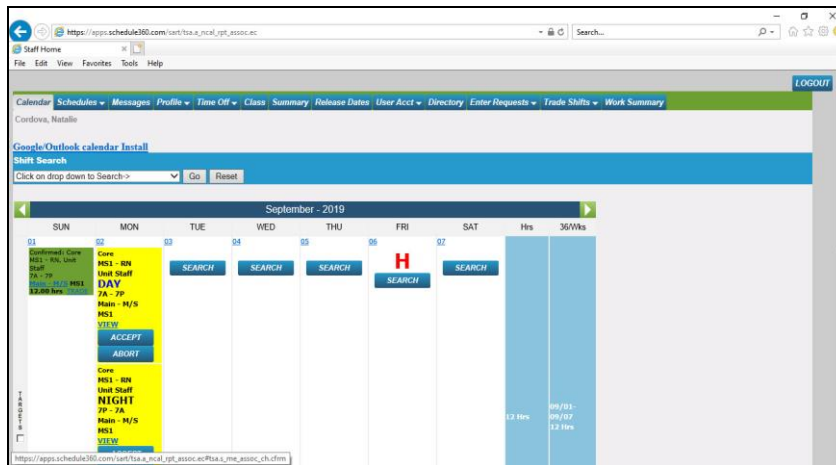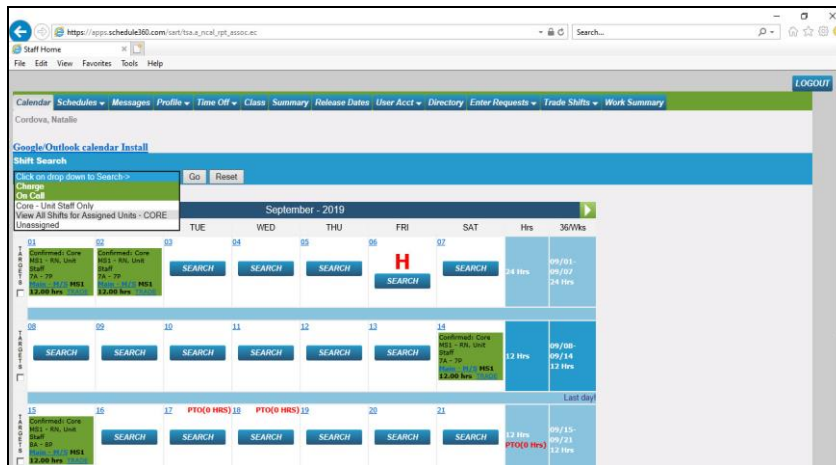
Click on Accept to continue.
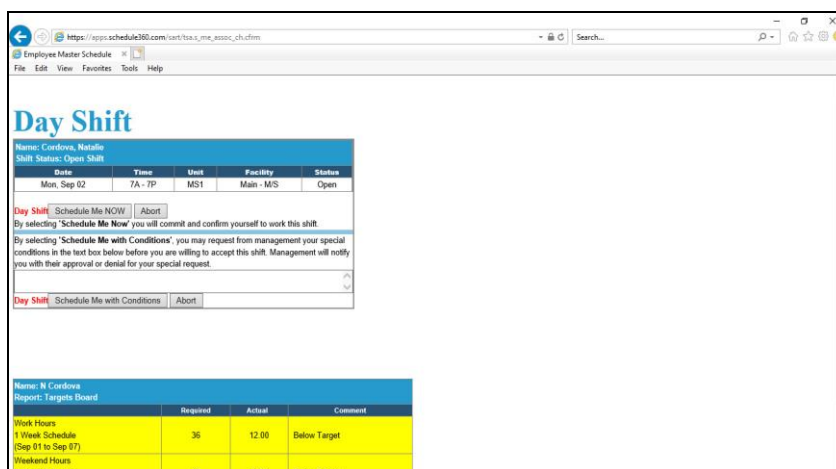
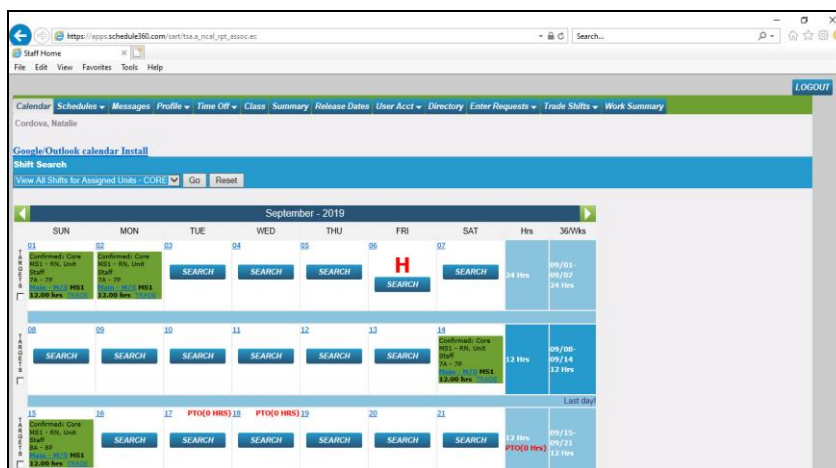**Click on the Schedule Me NOW button to confirm the shift.**
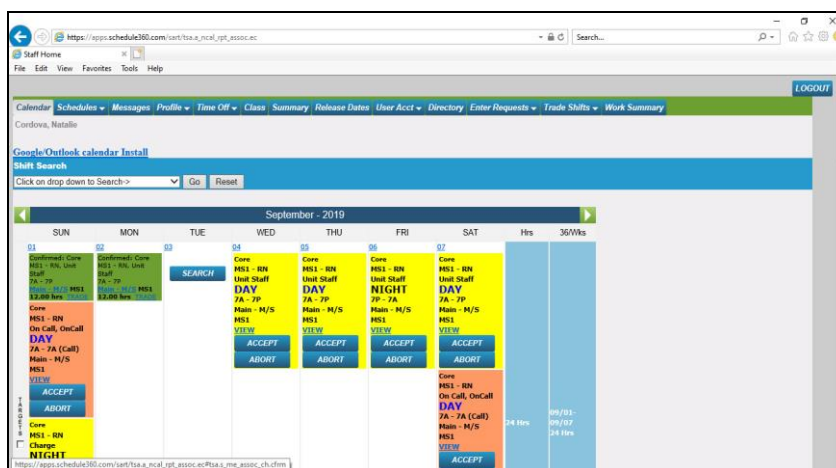

You are confirmed to work the shift.

To search for available shifts across all days click on the Shift Search drop down.

The Shift Search drop down will display your available search option based on your individual profile specifications. To search for special shifts such as Charge select the Charge option. Click View All Shifts for Assigned Units - Core to search for available core shifts that you are qualified to work.

Click the Go button to perform the search.

Click on Accept to continue

Click on the Schedule Me NOW button to confirm the shift.

You are confirmed to work the shift.
Click on Accept to continue.

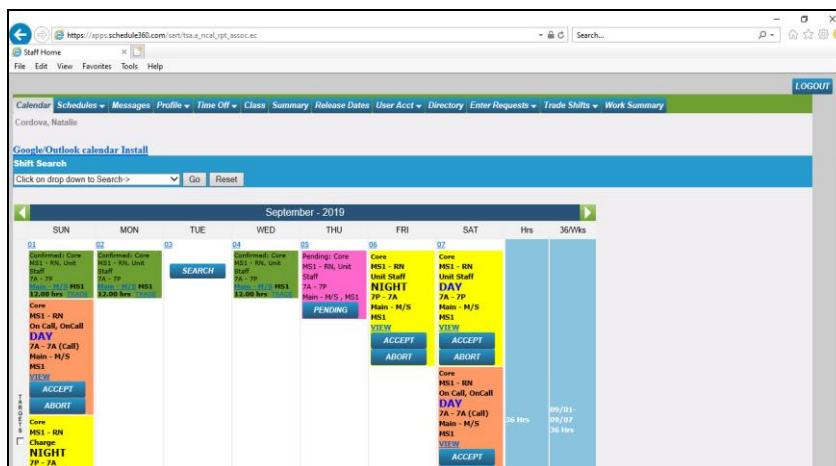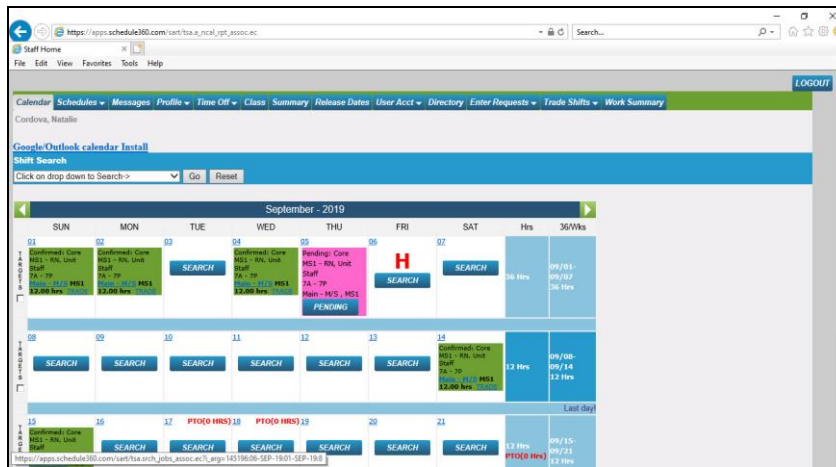**Click on the Schedule Me NOW button.**

Shifts resulting in overtime require admin approval. Click Accept Now to continue.
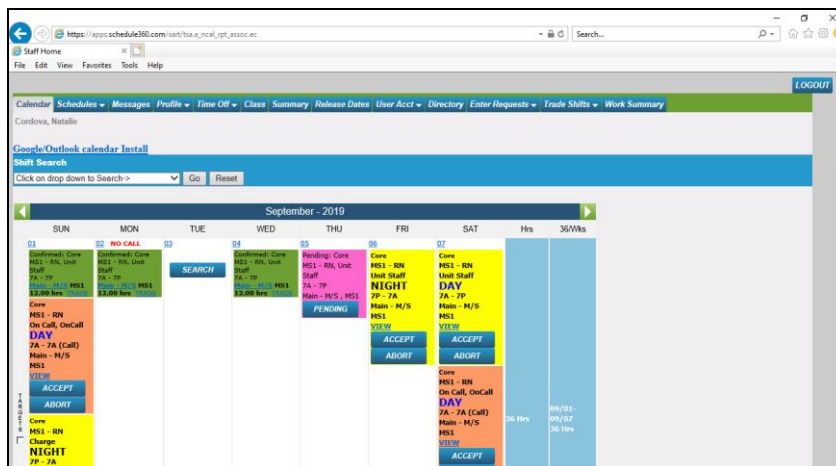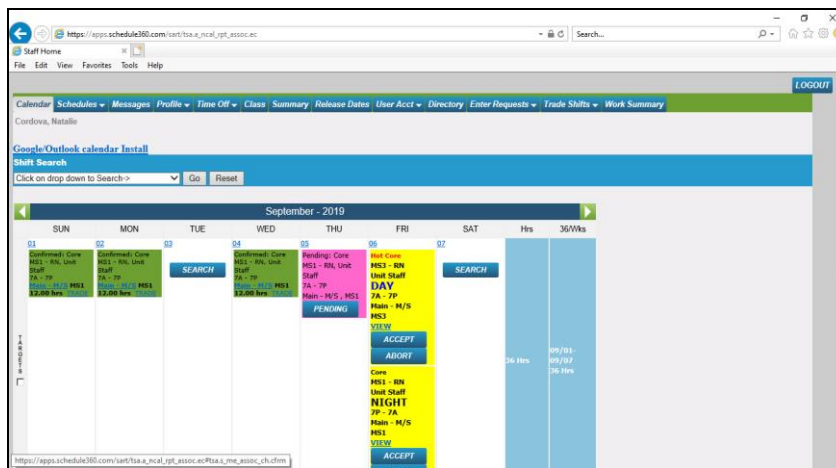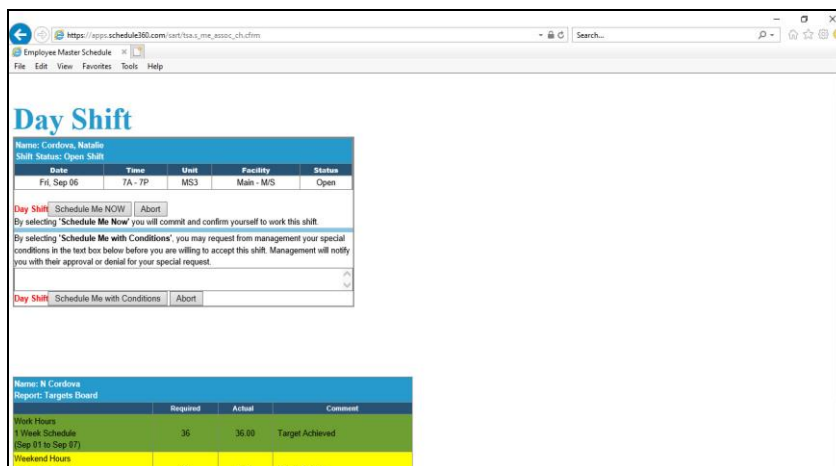

The shift is now pending approval

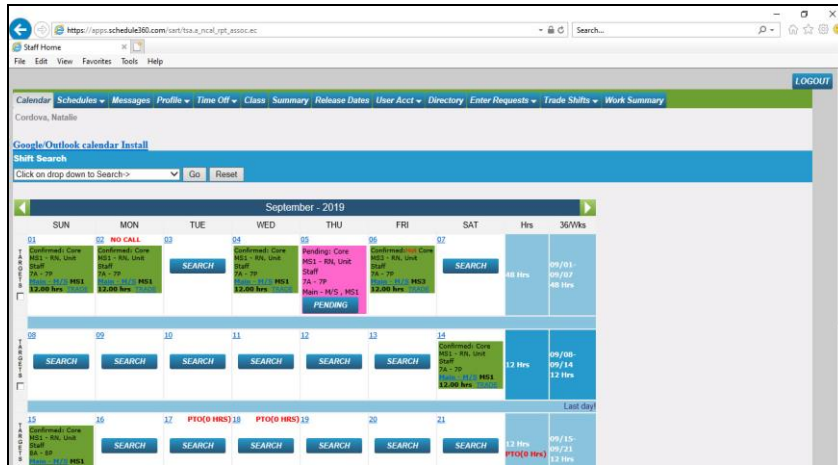**Click the Reset button to hide the open shift details**

Shifts that are preapproved for overtime are denoted as HOT shifts in Schedule360. HOT shifts can be viewed and self scheduled by clicking the Search button on days that have a red H. Click Search.
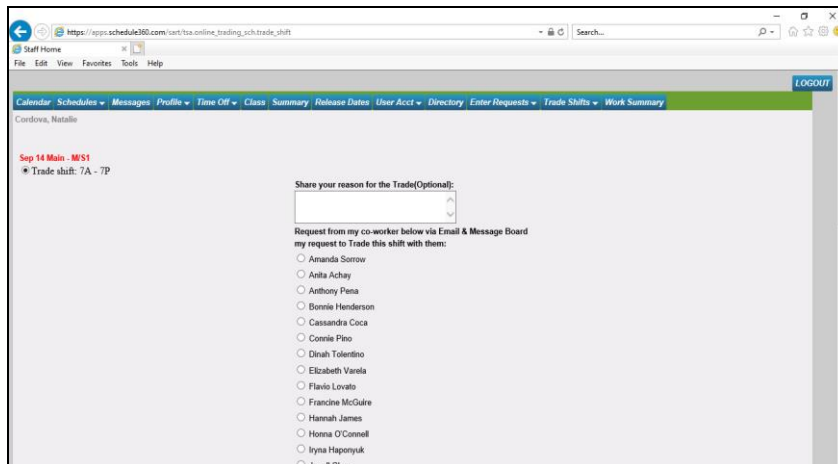

Click on Accept to continue
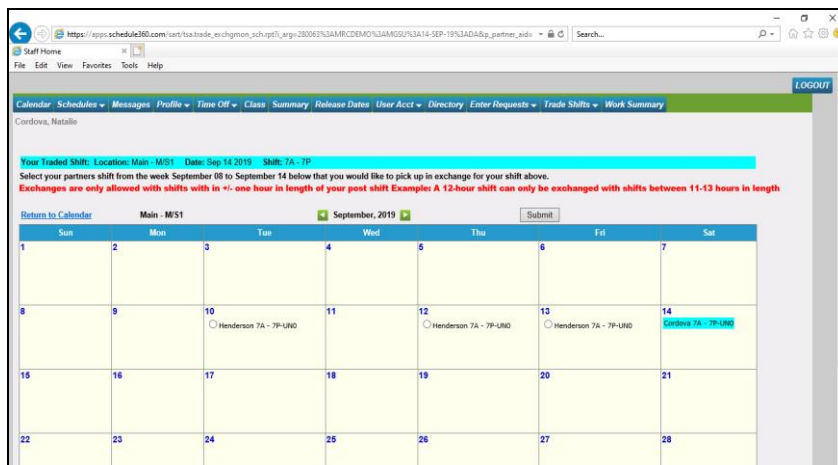

Click on the Schedule Me NOW button.

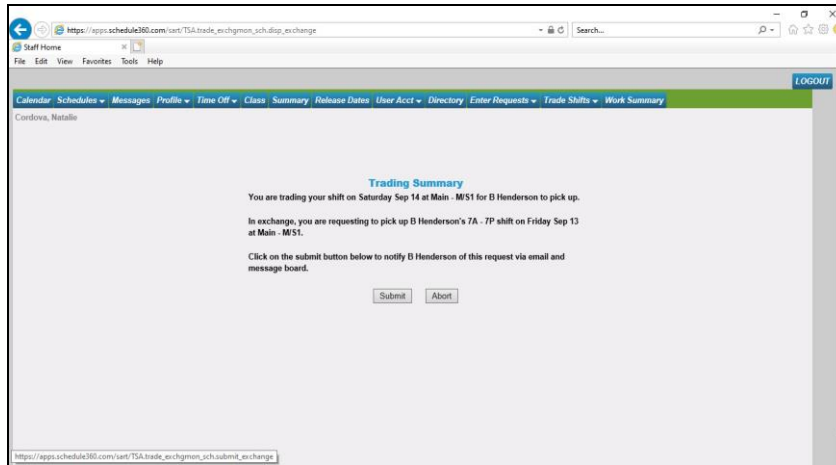**You are confirmed to work the shift.**

Click the Trade link to request a shift trade.
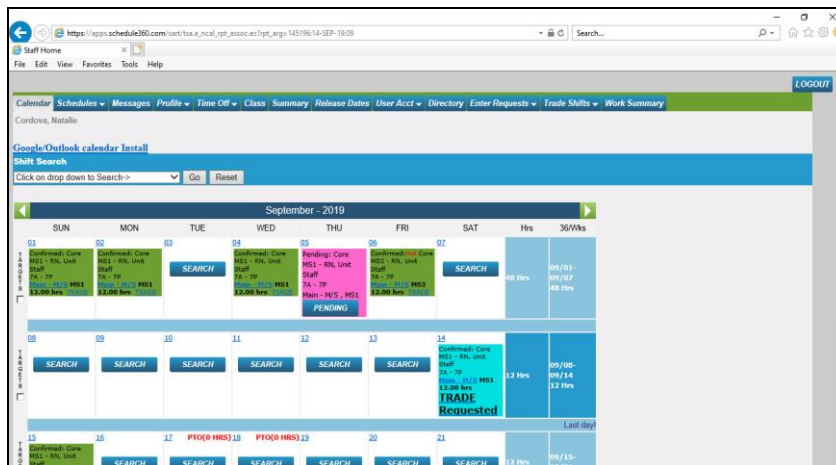

The available staff that are qualified to work your shift will display. Select the person you would like to trade with and click submit.
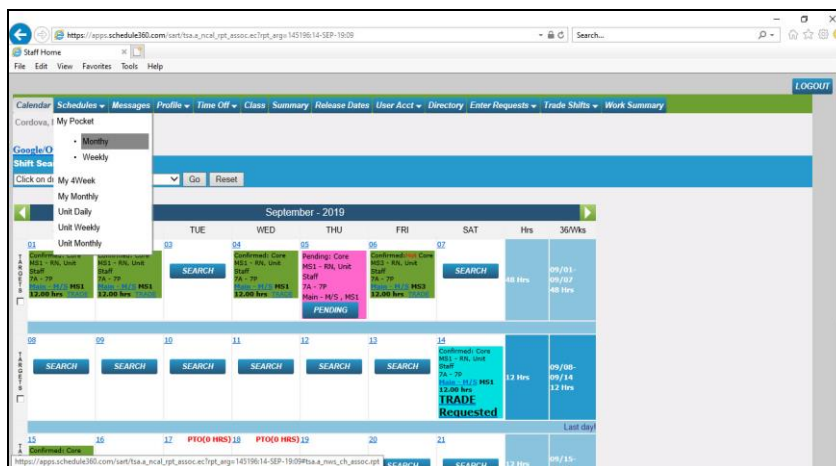

Select the exchange shift and click submit.

Review the trade summary and click submit.

Your trade request has been submitted. You are still confirmed to work the shift until your partner accepts the trade.

To view the tab options hover over tabs with dropdown arrows. Click on the Monthly link.

The Monthly Link:
A Monthly Pocket view of your scheduled shifts is shown.

The Weekly Link:
A Weekly Pocket view of your scheduled shifts is shown

The 4 Week Link: The My 4 Week tab displays an overview of your scheduled shifts and approved Time Off

The Daily Link: The Unit Daily is shown. You can also view the unit schedule in a weekly and monthly format.

The messages tab provides an archive of your reviewed messages.

The Profile link will show an overview of your profile
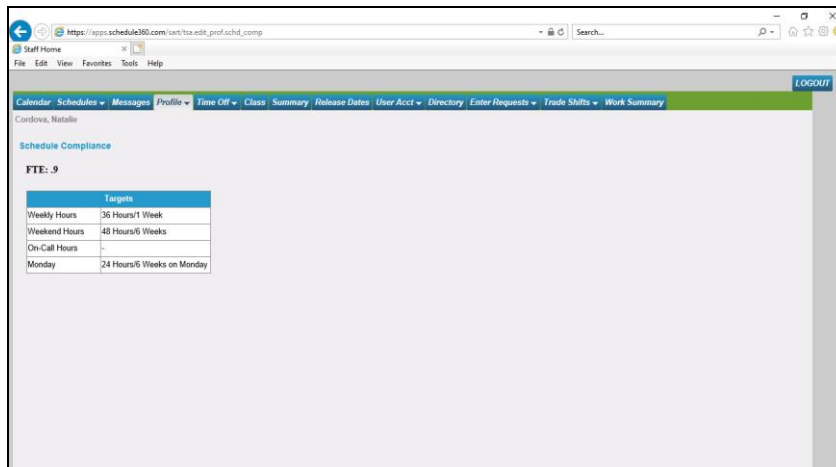
The Schedule Compliance link will show your scheduling requirements
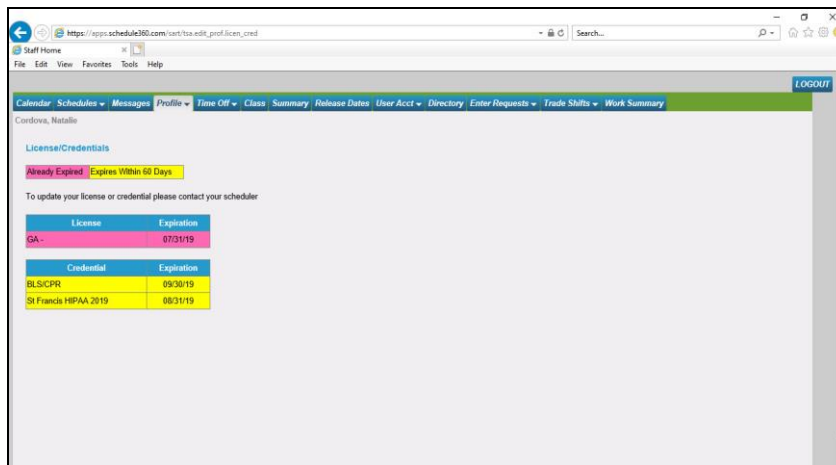
The License/Credentials link shows your credentials expiration dates.
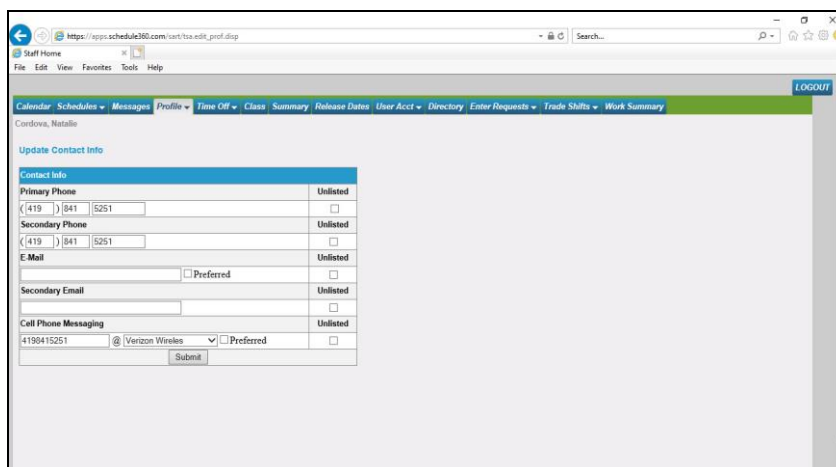
After updating your contact info click Submit

On the Time Off tab click on Make a Request.
Dates that have been restricted by your administrator will display with a red X. Requests cannot be made on these dates. To make a request select the date you would like to request.

then click submit

Click the drop down to select the type of request and click Master Submit to populate the records.

Then click submit

The dates are now pending admin approval. Once your requests have been approved or denied you will be notified via email and your message board.

**The class tab will display available classes that you are qualified to request to attend.
Click Submit Request to request to attend the class.**

The Summary page appears showing all labor-related information for the employee. Custom reports can be created by selecting dates from the date fields. Information is shown by Current Week, Current 4-Week, and by a Custom Period that can be queried by the Employee. Click the Release Dates tab


The release dates will tell you when you will be able to begin self scheduling for each scheduling period based on your scheduling type and group.

The release link period shows the amount of time you will be able to release yourself from self scheduled shifts. During this period if you make a mistake you can release the shift and find another shift to meet your scheduling requirements.
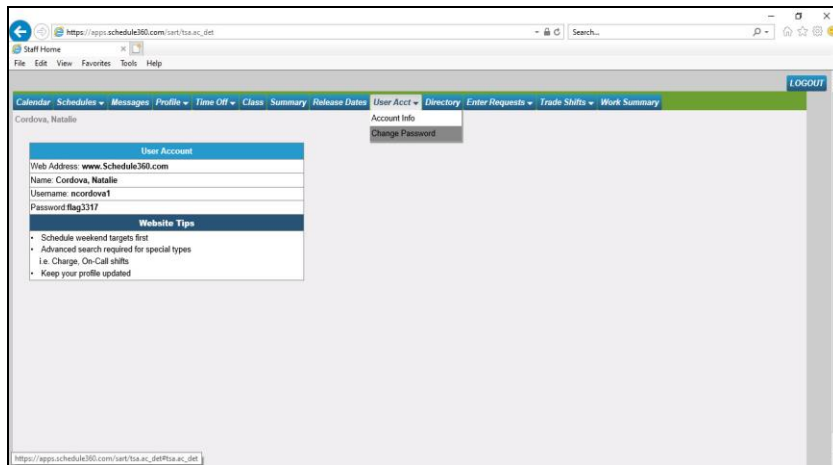
The User Acct tab will display your login info and allow you to change your password.
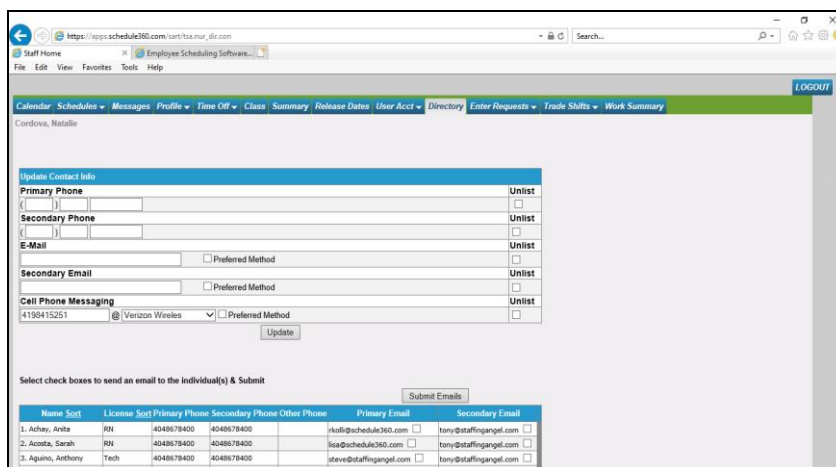
The Directory tab allows you to communicate with co-workers via email.
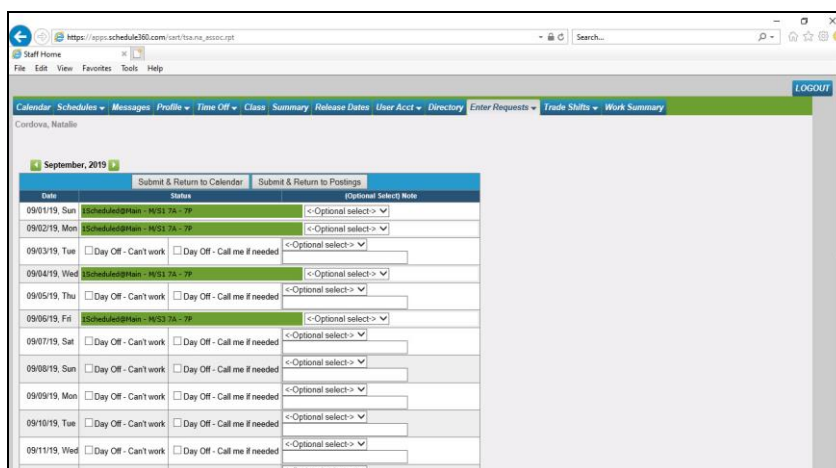
The Enter Requests tab allows you to post availability for days you are not currently scheduled to work. Check the box for Day Off - Can't Work to mark yourself as unavailable. Check the box for Day Off - Call me if needed to mark yourself as available. Then click Submit & Return to Calendar.
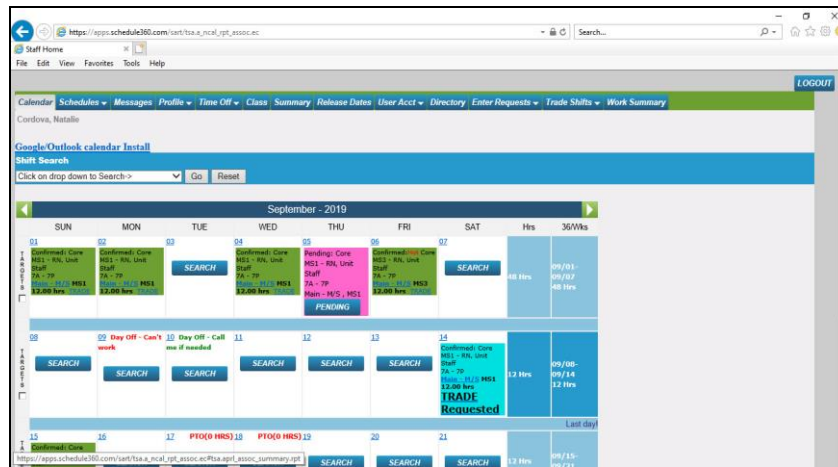
Your posted availability will display on your monthly calendar.