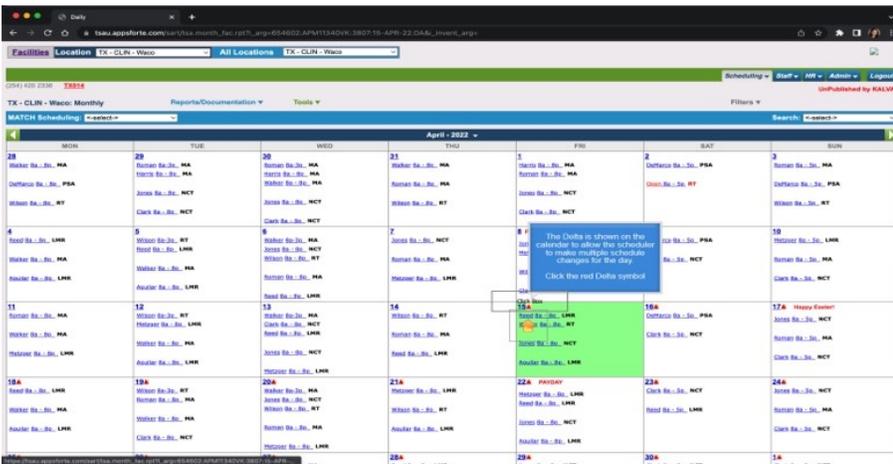
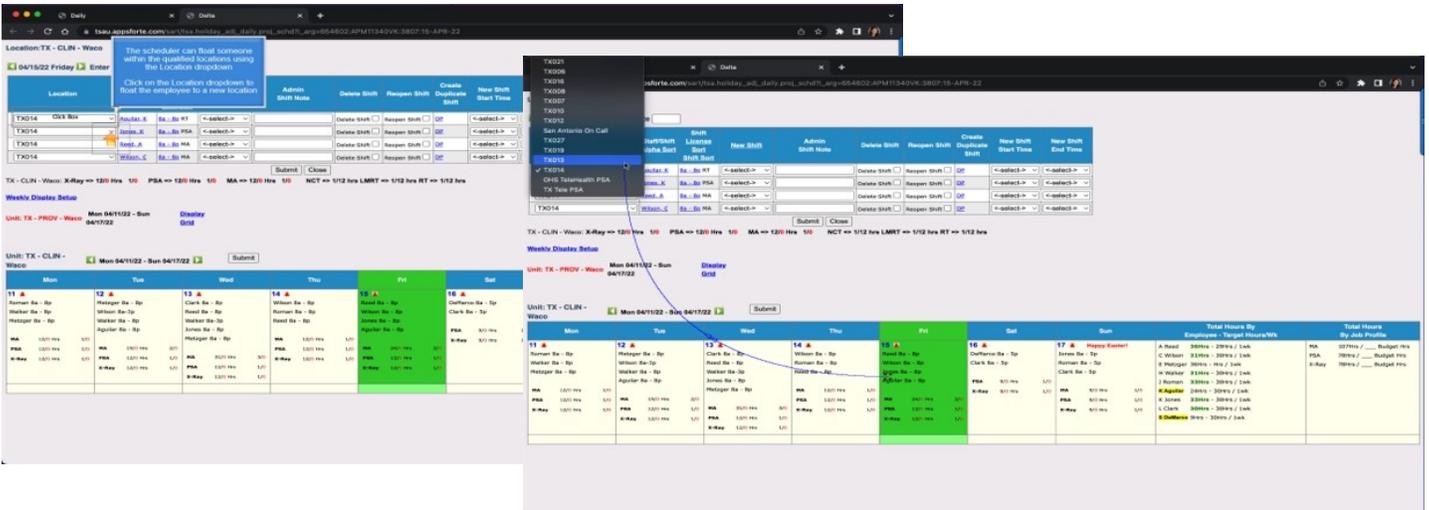


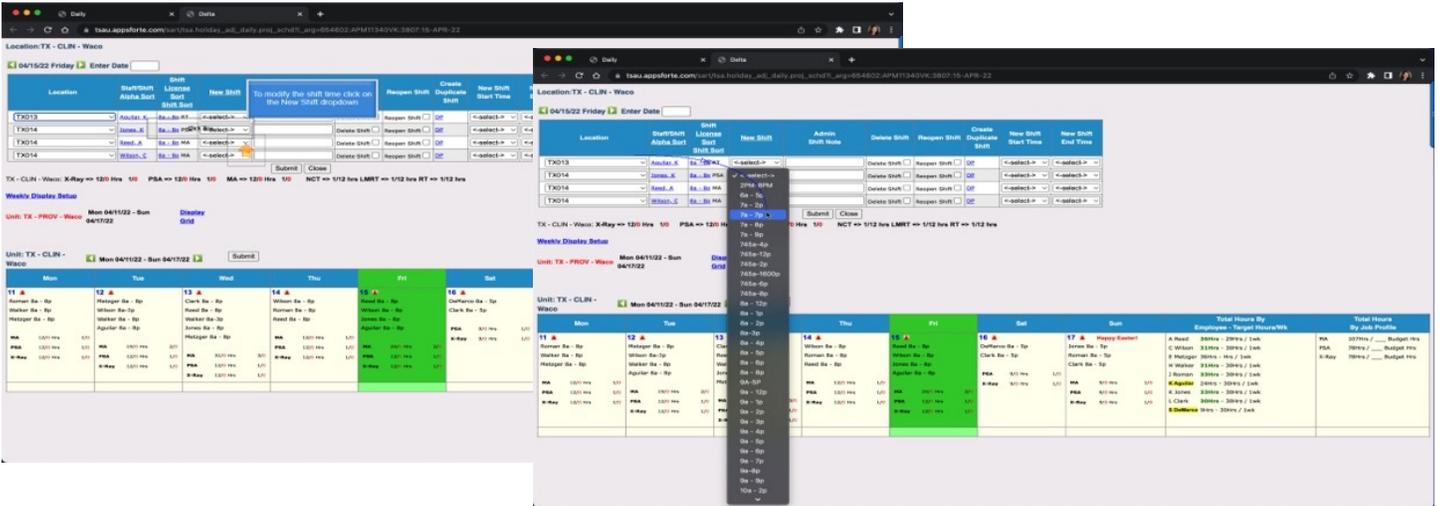
Schedule360 Captivate Training Delta



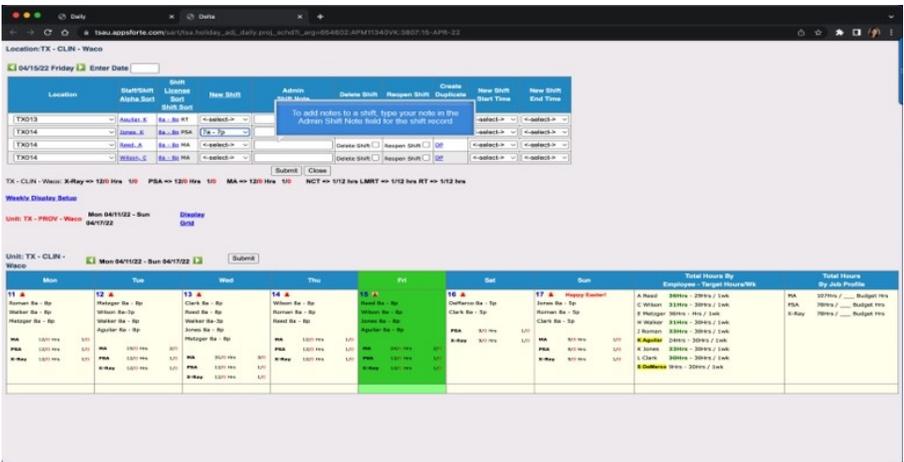
The Delta is shown on the calendar to allow the scheduler to make multiple schedule changes for the day. Click the red Delta symbol.



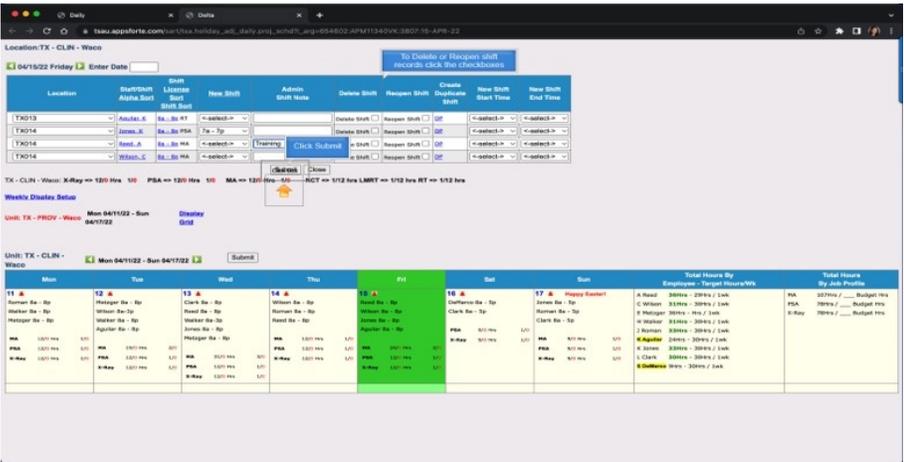
The scheduler can float someone within the qualified locations using the Location dropdown. Click on the Location dropdown to float the employee to a new location.



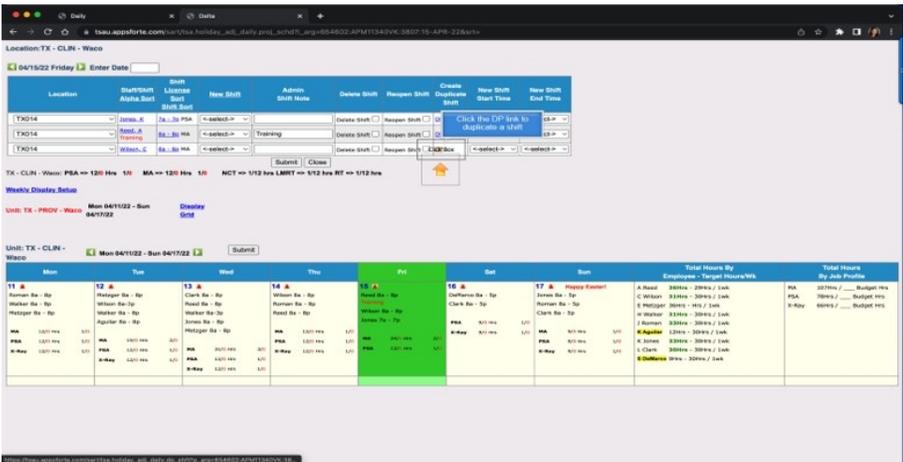
To modify the shift time click on the New Shift dropdown



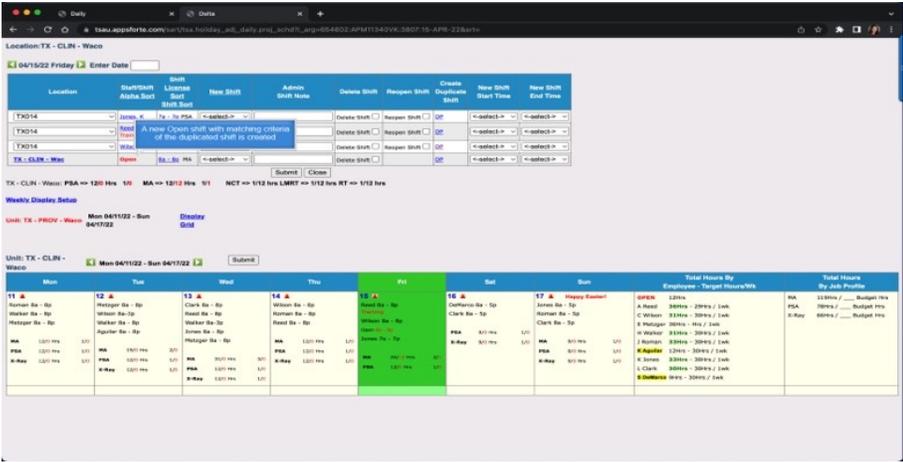
To add notes to a shift, type your note in the Admin Shift Note field for the shift record



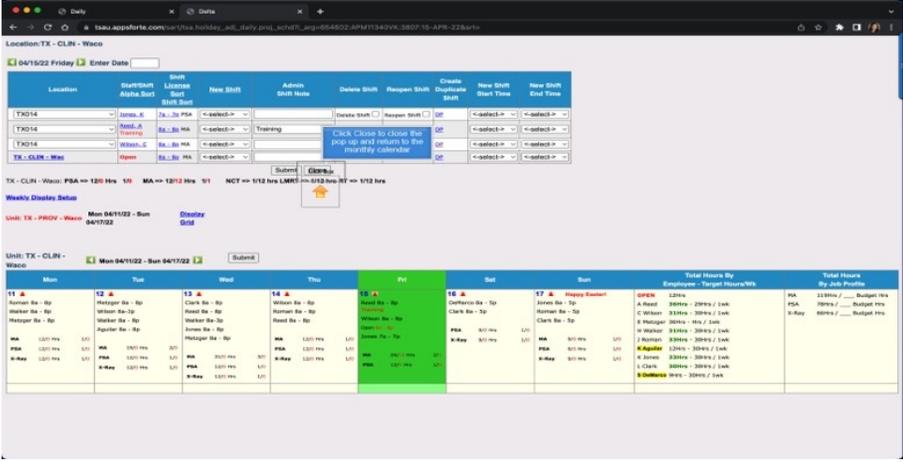
To Delete or Reopen shift records click the checkboxes. Then click submit.



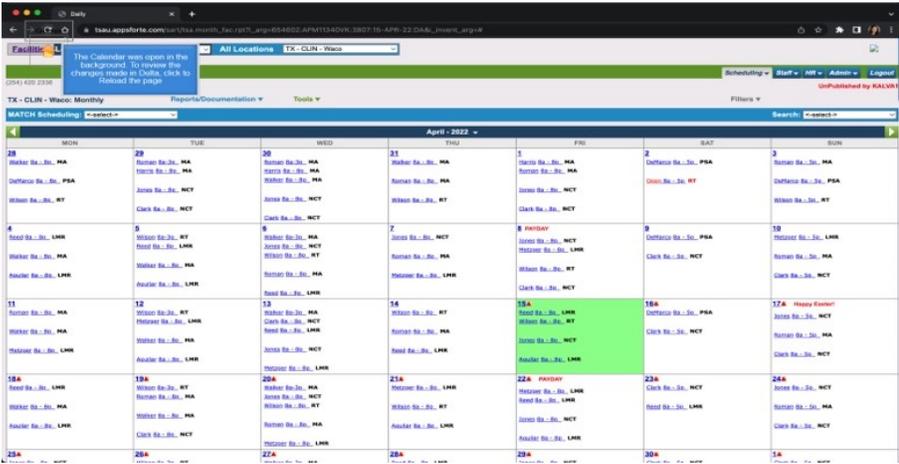
Click the D P link to duplicate a shift



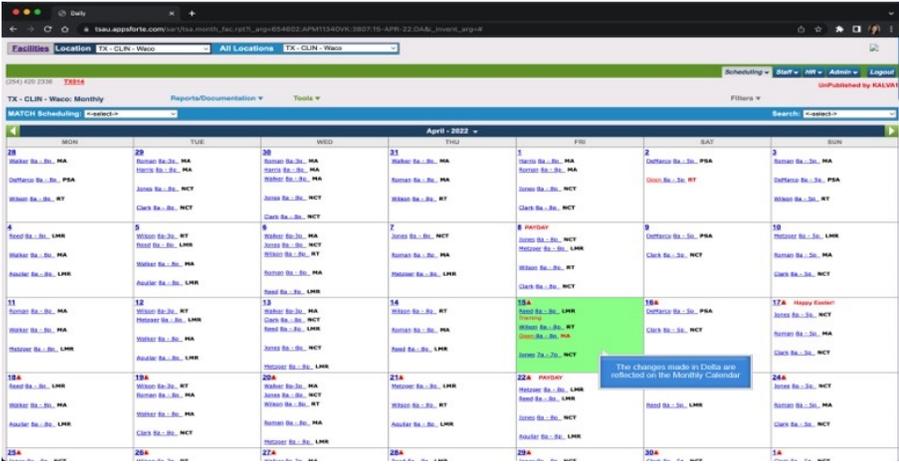
A new Open shift with matching criteria of the duplicated shift is created



Click Close to close the pop up and return to the monthly calendar.



The Calendar was open in the background. To review the changes made in Delta, click to Reload the page



The changes made in Delta are reflected on the Monthly Calendar.