

SWAPPING SHIFTS

The Squad Scheduling module tracks shift swapping and shifts that are owed to another firefighter for covering a shift.

First, open the Shifts Tab on the Firefighter record for the person who is swapping the shift:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 06:00 Squad 4 - D	31 06:00 Squad 4 - D	1 18:00 Squad 4 - Night	2 18:00 Squad 4 - Night	3	4	5
6	7 06:00 Squad 4 - D	8 06:00 Squad 4 - D	9 18:00 Squad 4 - Night	10 18:00 Squad 4 - Night	11	12
13	14	15 06:00 Squad 4 - D	16 06:00 Squad 4 - D	17 18:00 Squad 4 - Night	18 18:00 Squad 4 - Night	19

Then, double-click on the shift that you want to swap out. A shift coverage box will appear.

Schedule Time Off

Squad: Main Firehall - Squad 4

Absentee: FF Rembrant George

Reason:

Absentee Date Range: APR 17 09 to APR 17 09

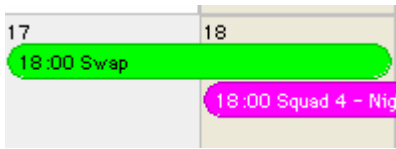
Absentee Shifts:
Night - 17 APR 09 18:00 - 18 APR 09 06:00

Select the Swap option from the Reason list, and the Covering FF: list will appear. Select the FF who is covering the shift from the list and hit "Save".

Reason: Swap

Covering FF: FF Johnson Suzie

The covered shift will change color to indicate that it is being swapped:



FirePro records that the firefighter who swapped the shift "owes" a shift to the firefighter who covered it. This information is found in the "Shifts Owed" tab:

Address	Reminders	Family	Personal	Custom	Sizes	Employer	Ranks	Shifts	Shifts Owed
Shifts Owed To George Rembrant									
Owed By					Date/Time Covered				
Shifts Owed By George Rembrant									
Owed To					Date/Time Covered				
FF Johnson Suzie					17 APR 09 18:00				

The next time that Suzie Johnson selects "Swap" coverage on a shift, George's name will appear at the top of the list with an Asterisk (*) to indicate that he owes Suzie a shift:

