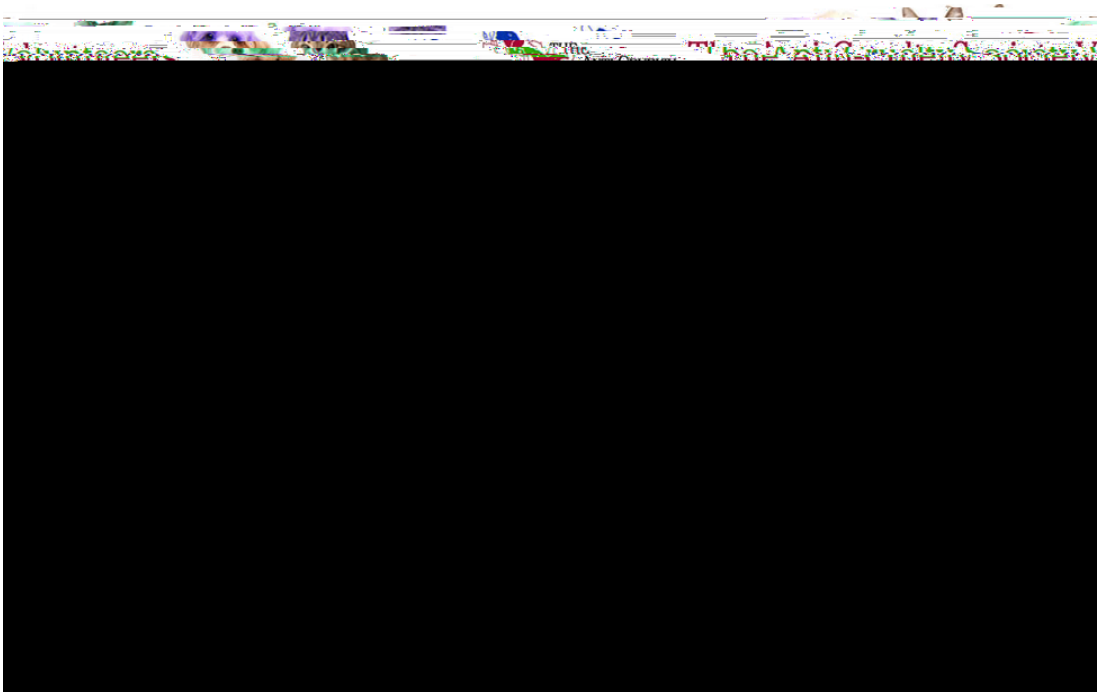
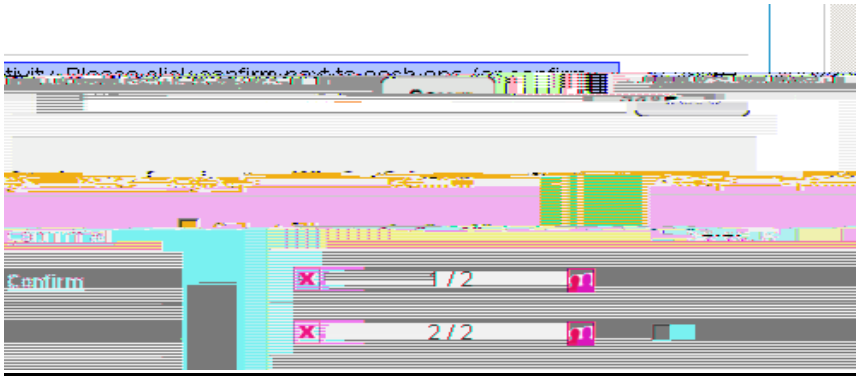
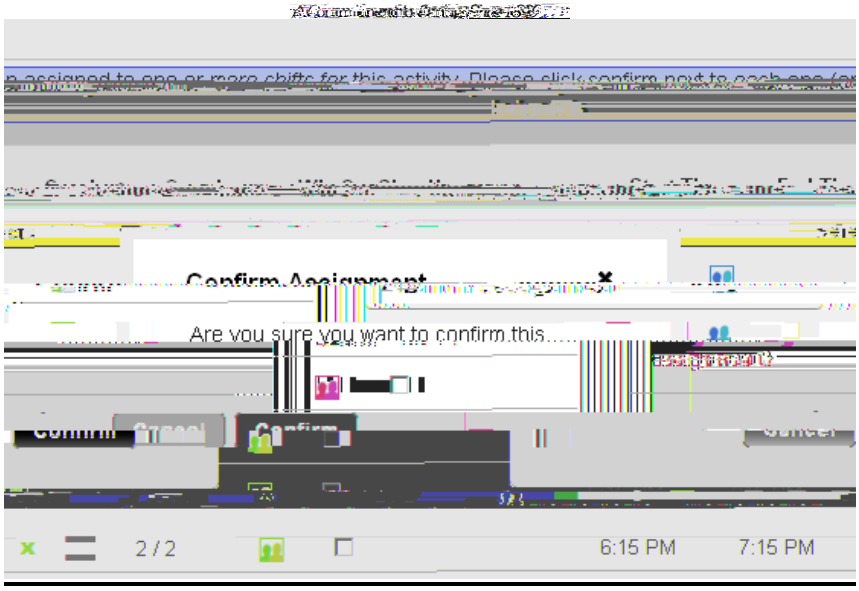


4. determined shifts and check the “Sign Up” box for those which you would like to schedule. Then click “Save.”
   -

5. , “ ”





VIEWING SCHEDULED SHIFTS

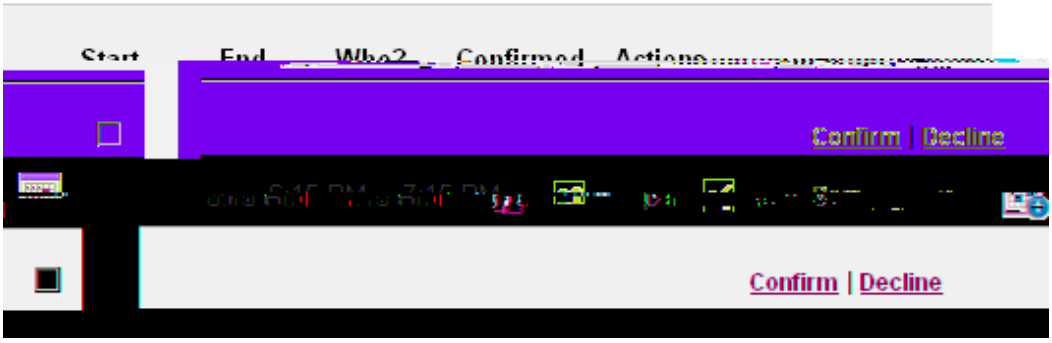
click on the “Assignments” tab. On this page

click on the “Home” tab. On the top right hand

CANCELING A SHIFT

Click on the “Assignments” tab

the shift you’d like to cancel, and “ ”



LOGGING HOURS

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“ ”

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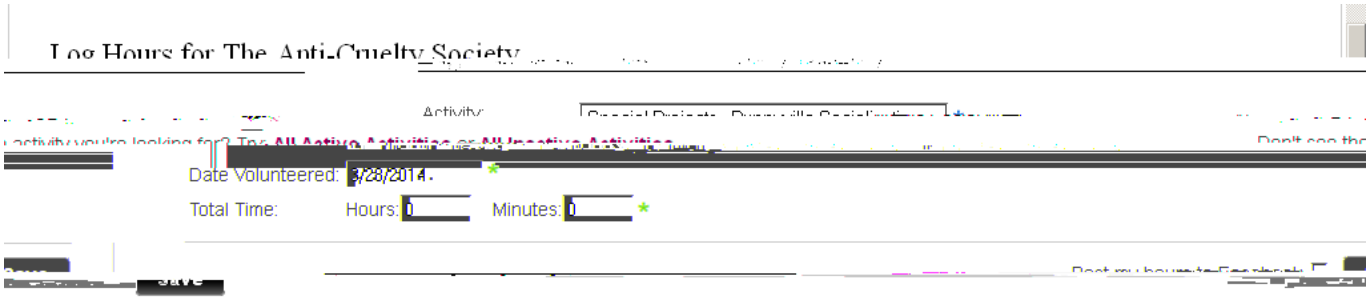

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NEED HELP?