What is a Swaportunity?

- A Swaportunity allows you to request coverage for a shift with the ability to select multiple providers
- The difference between a swap and swaportunity is in a swap you are only able to select one provider
- By doing a swaportunity it allows you to contact other providers quickly to find coverage and to seamlessly update the schedule with using Lightning Bolt

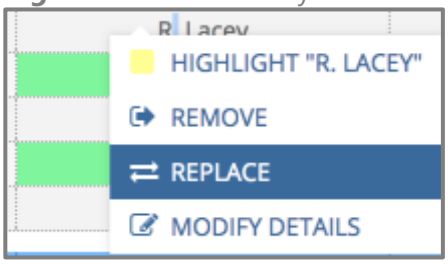
Prerequisites

- Swaportunity must be enabled in order to initiate a swaportunity. Ask your consultant or contact support@lightning-bolt.com to turn on swaportunity.
- If you would like providers to receive emails regarding swaportunities, please make sure email notification is turned on and providers have permissions to receive email notification.
- In order for a provider to initiate a swaportunity, the provider must have modify schedule permission for themselves.

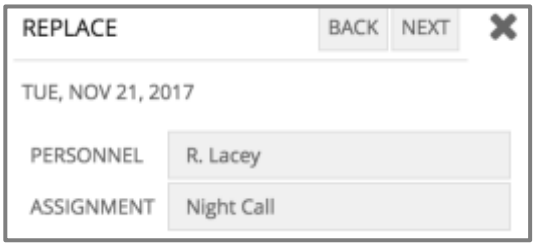
How do I initiate a Swaportunity?

Log into Lightning Bolt and navigate to **Viewer**.

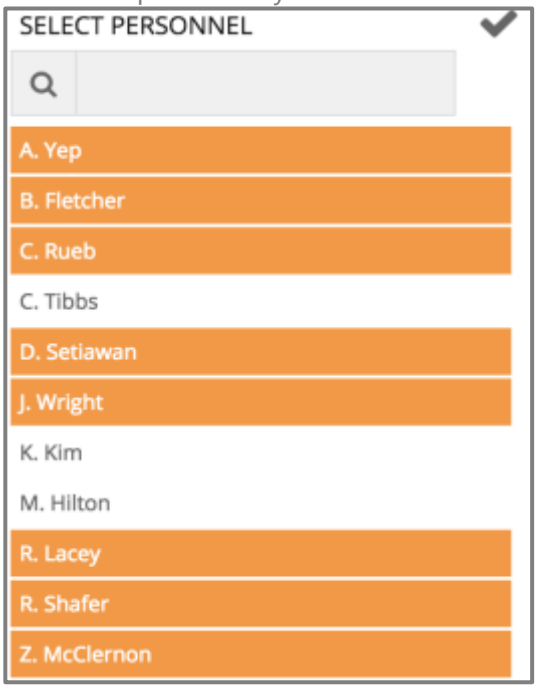
Right click on the cell you would like to request coverage for and select **Replace**.



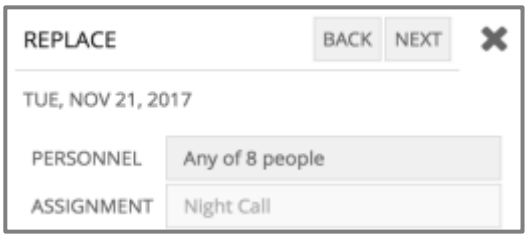
Select the Personnel field



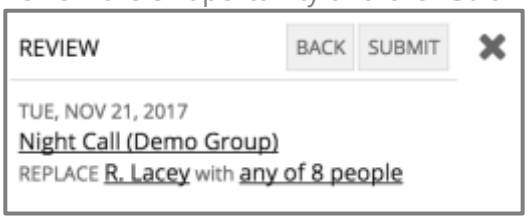
Select the personnel you would like to request coverage. Click on the checkbox.



Then click on **Next**.



Review the Swaportunity and click **Submit**.



On the schedule will now show a swaportunity icon.

What do I do when I receive a swaportunity?

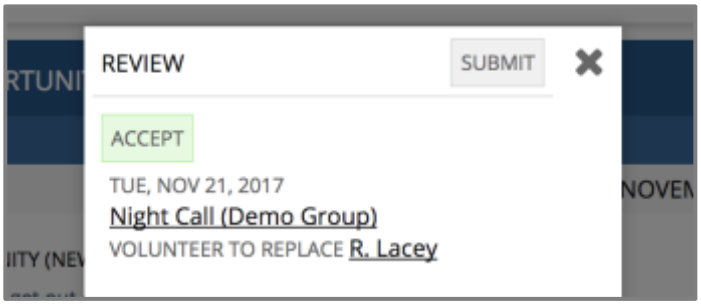
Each provider that was selected will then receive an email letting them know of the request for coverage.

If you cannot cover that shift, you can select **Decline** or leave the email alone.

If you can cover that shift, feel free to select **Volunteer**.

If you are not logged in already, it will prompt you to enter your login credentials.

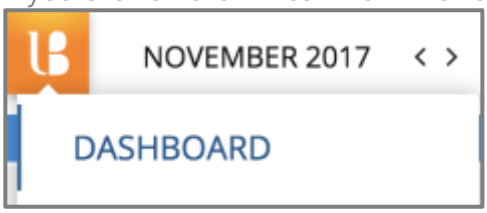
It will automatically bring you to a Review and Submit window. Select **Submit** if you would like to proceed.



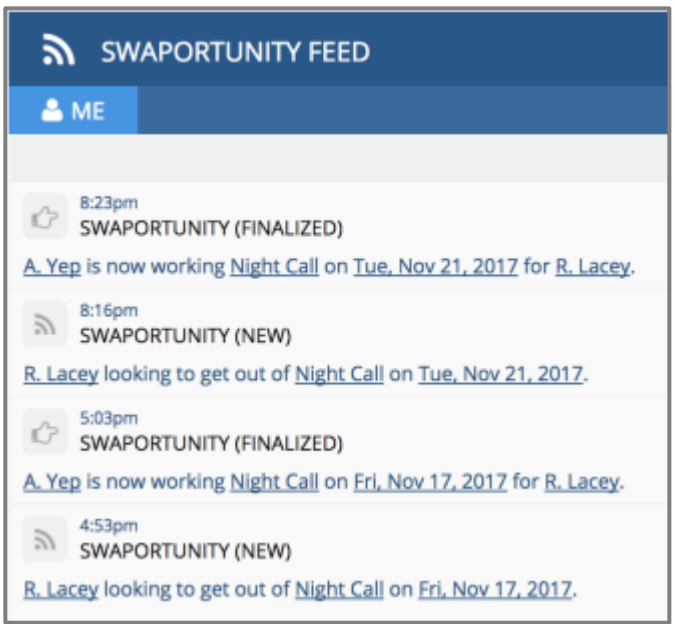
You then will appear on the schedule for that shift.

The Swaportunity Feed

If you click on the LB icon from Viewer, you will get an option to select Dashboard.



On this LBLite Dashboard there is a section that will show any New or Finalized swaportunities that involve you.


SWAPORTUNITY FEED
ME
8:23pm
SWAPORTUNITY (FINALIZED)
A. Yep is now working Night Call on Tue, Nov 21, 2017 for R. Lacey.
8:16pm
SWAPORTUNITY (NEW)
R. Lacey looking to get out of Night Call on Tue, Nov 21, 2017.
5:03pm
SWAPORTUNITY (FINALIZED)
A. Yep is now working Night Call on Fri, Nov 17, 2017 for R. Lacey.
4:53pm
SWAPORTUNITY (NEW)
R. Lacey looking to get out of Night Call on Fri, Nov 17, 2017.