

## How do I make changes to my mobile schedule?

Lightning Bolt's mobile apps offer you the ability to manage nearly all aspects of your schedule on your phone / tablet. In our mobile apps, you have the power to make the same schedule changes and requests that you can make from a laptop or desktop.

### How can I make a fill / request?

To make a fill or request and add a new shift to the schedule, follow these steps:

- 1) Navigate to your schedule and find the blue **+** **button** in the bottom-right corner of your screen.



- 2) If you are part of multiple schedules, select the correct **Template** by tapping on the Template menu.
- 3) Next, select the dates you'd like to fill or request in the calendar by tapping to select (or de-select) them. Dates you've selected will be highlighted in blue. When you're done, tap **Next**.
- 4) In the following screen, select the combination of provider and assignment that you'd like to fill / request in on your selected days. When you're done, tap **Review**.
- 5) On the Review screen, make sure your selections are correct, and make any necessary notes / time adjustments. When you're finished, tap **Submit**.

### How can I swap one provider or assignment for another?

To swap two providers or assignments with one another on the schedule, follow these steps:

- 1) Navigate to the slot you'd like to swap on your schedule, and **tap** on it.
- 2) You'll then see the **Slot Details** screen. At the bottom of the screen, tap **Edit**.
- 3) If you'd like to replace the provider currently scheduled in that slot, tap **Replace Personnel**. If you'd like to replace the assignment that the provider is scheduled on, tap **Replace Assingment**.
- 4) In the following screen, choose the provider or assignment you'd like to swap into the slot.
- 5) On the Review screen, make sure your selections are correct, and make any necessary notes. When you're finished, tap **Submit**.

### **How can I remove a provider or assignment from a slot?**

To remove a provider or assignment from a slot on your schedule, follow these steps:

- 1) Navigate to the slot on the schedule you'd like to remove, and **tap** on it.
- 2) You'll then see the **Slot Details** screen. At the bottom of the screen, tap **Edit**.
- 3) In the menu that pops up, tap **Remove**.
- 4) In the following screen, make sure you're removing the correct provider / assignment. Then tap **Submit**.

### **How do I add a note / modify a shift's start and stop time on my schedule?**

To add a note to a slot on your schedule, follow these steps.

- 1) Navigate to the slot on the schedule you'd like to add a note to, and **tap** on it.
- 2) You'll then see the **Slot Details** screen. At the bottom of the screen, tap **Edit**.
- 3) In the menu that pops up, tap **Modify Details**.
- 4) In the following screen, add your note or modify the slot's start / stop time as needed. When you're done, tap **Submit**.