Lightning Bolt Quick Reference Guide

Mobile App Login
1. Download the Lightning Bolt app for iOS or Android.

Desktop Login (*Note:* **Google Chrome** *is the recommended browser for Lightning Bolt*)
1. Go to **lightning-bolt.com**
   a. Top Right > "Access Schedule"
   b. Can bookmark the above link

Lightning Bolt - Mobile
1. For Mobile, you will default to the "On Today" view which will show today's schedule.
   a. Click on the arrow in the top left corner, and then choose [View Name] to view the schedule for the current month.
2. Fill/Request - tap on the plus sign in th bottom right corner to fill yourself on to a shift on the current schedule or make a request for a future schedule
3. Making Schedule Changes
   a. Tap on the shift that you'd like to modify, then click Edit and choose one of the options:
      i. Remove - if you are no longer able to work that shift and would like to be removed from it.
      ii. Replace Personnel - if you would like to swap that shift with another person.
      iii. Replace Assignment - if you would like to swap that shift with a different shift.
      iv. Grant, Deny - if you would like to accept or reject a proposed change to your schedule.

Lightning Bolt - Desktop
1. For Desktop, you will default to the "Me" view which will show your schedule for the current month.
   a. To change the view, click on "Me" at the top of the screen to open the views panel, and then select [View Name] to open that view. Click on [View Name] again, and then Set as default to update your default view settings.
2. Making Schedule Changes
   a. Click the orange pencil icon in the lower right corner to open the tools. Select the shift that you would like to modify, and use the tools to modify:
      i. Fill - if you would like to work an empty shift on the schedule
      ii. Request - if you would like to request to be on a future time off or working assignment
      iii. Remove - if you are no longer able to work that shift and would like to be removed from it.
      iv. Replace - if you would like to swap that shift with another person, or with a different shift.
      v. Exchange - if you would like to do a 1 for 1 exchange with another provider.
      vi. Grant, Deny - if you would like to accept or reject a proposed change to your schedule.

Notifications

You will receive an email notification indicating that your schedule has changed, or when a change you have proposed has been approved or denied. Email notifications will also be sent to affected individuals and the schedule administrator to approve or deny those changes.