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Interaction Optimizer (CIC Web Applications)

Printable Help

Interactive Intelligence Customer Interaction Center® (CIC)

2016 R1

Last updated November 11, 2015

Abstract

This document contains a printable version of the Interaction Optimizer online help.

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Interaction Optimizer

Interaction Optimizer

Interaction Optimizer enables you to view your schedule, submit time off requests, and trade shifts with other agents. This web-based interface is available as a browser application or as a view inside Interaction Client .NET Edition and Interaction Desktop. Your CIC administrator determines whether you have access to Interaction Optimizer either in a browser or inside a CIC client. The Shift Trading tab is available **only** in the Interaction Optimizer browser application.

Note: Customer Interaction Center (CIC) supports several interaction management client applications. This documentation uses the term “CIC client” to refer to Interaction Desktop and Interaction Client .NET Edition. Starting with CIC 2015 R3, Interaction Desktop replaces Interaction Client .NET Edition as the primary CIC client.

Requirements: You need the Interaction Optimizer Client Access license to use Interaction Optimizer.

CIC 2016 R1, revised November 11, 2015

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What's New in Interaction Optimizer

The following changes and enhancements were introduced in Interaction Optimizer 2015 releases.

2015 R4

§ Shift Trading

You can trade all or part of your scheduled shift with another agent.

Related Topics

[Shift Trading](#)

Starting and Exiting

Starting and Exiting

This section provides links to information on how to log on, log off, and exit.

- § [Auto Reconnect](#)
- § [Change Your Password](#)
- § [Connection Settings](#)
- § [Exiting](#)
- § [Language Setting](#)
- § [Logging On](#)
- § [Logging Off](#)
- § [Single Sign On](#)
- § [Switchover](#)

Logging On

Save your settings

During this log on process, you can select check boxes that save your selections. This enables you to skip steps when logging on in the future. After you log on, you can adjust these automatic logon settings in the **Connection** page of the **Applications Settings** dialog box.

Tip: If your CIC administrator has enabled Single Sign On and you select the **Always use this server** check box, you log back in automatically anytime you don't log off Interaction Optimizer but just close and reopen your browser.

To log on to Interaction Optimizer:

1. Point your browser to the logon page.

Tip: Your CIC administrator can supply the URL for the logon page. If you have questions about any of the required entries, click the **Help** link in the **Application bar**.

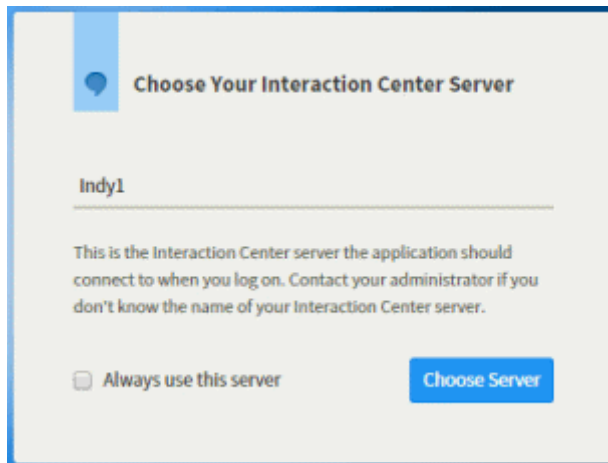
2. If your organization uses more than one IC server, you can choose a server:

Note: You choose an IC server at your initial logon, even if there is only one available.

- a. If available, in the logon page, in the **Application Bar**, click the name of the currently selected server.

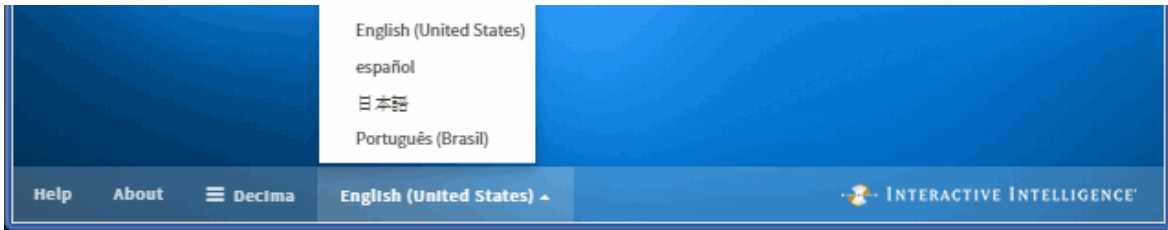


- b. In the **Choose Your Interaction Center Server** dialog box, do one of the following:
 - If available, select a server from the **Server** drop-down list.
 - Type the name of the appropriate IC server in the **Server** text box.

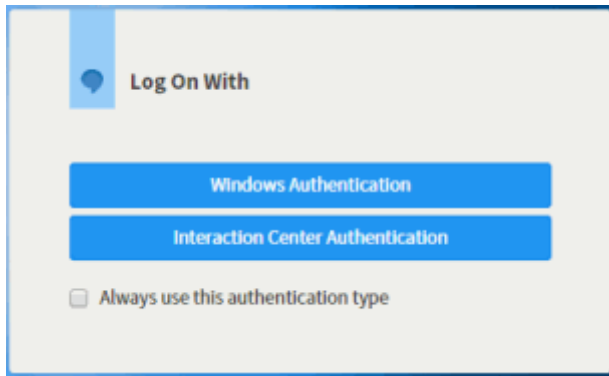


- c. Click **Choose Server**.
3. Optionally, change the language used in the interface. In the **Application bar**, click the name of the currently selected language and select a different language.

Note: This option is available only if your CIC administrator installs optional language packs on the IC server. Also, your browser's language setting controls the formats used for dates, times, currency, and numbers.



4. If your CIC administrator has enabled **Single Sign On**, in the **Log on With** dialog box, do one of the following:
 - Click **Windows Authentication** to use your Windows user ID and password to log on.
 - Click **Interaction Center Authentication** to use your CIC user name and password to log on.
 - Click the button for the alternate Identity Provider configured by your CIC administrator.



Note: The **Log on With** dialog box is available only if you can use more than one type of credentials to log on.

5. Enter the appropriate log on credentials by doing one of the following:
 - If you selected **Interaction Center Authentication**, enter your **CIC User ID** and **Password** as configured in Interaction Administrator. Click **Log On**.

Note: You also see this dialog box if your CIC administrator has not enabled **Single Sign On** or you have a CIC 2015 R1 server.

Enter your Interaction Center credentials

User ID

Password

Log On **Cancel**

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- If you selected **Windows Authentication**, in the **Authentication Required** dialog box, enter your **Windows user name** and **password**. Click **Log In**.

Note: This dialog box does **not** appear, if your CIC administrator configures your browser to enable Windows credentials to automatically pass to the IC server. Also, the appearance of this dialog box varies according to the browser you use.

Authentication Required x

The server https://decima.dev2000.com:8043 requires a username and password.

User Name:

Password:

Log In **Cancel**

- If you selected another Identity Provider in the **Log on With** dialog box, follow your CIC administrator's instructions for entering credentials and logging on.

Related Topics

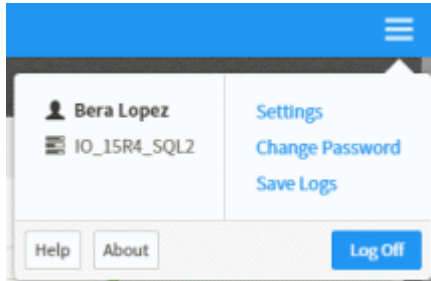
[Change Your Password](#)

[Language Setting](#)

[Single Sign On](#)

Logging Off

You can log off by clicking the menu icon and then clicking **Log Off**. This returns you to the Logon page and does not close the browser window.



Related Topics

[Exiting](#)

[Logging On](#)

Exiting

To exit Interaction Optimizer:

- Click the **X** in the upper-right corner of the browser window or on the browser tab.

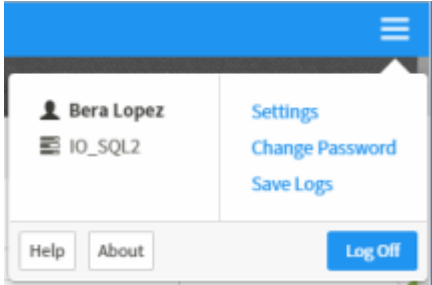
Related Topics

[Logging Off](#)

Connection Settings

At several points during the log on process, you can save your selections. Use the **Connection** page of the Application Settings dialog box to adjust these automatic logon settings.

1. Click the menu icon and then click **Settings**.



2. In the **Connection** page of the Applications Settings dialog box, adjust these settings as needed:

| | |
|--|---|
| <p>Default Language</p> | <p>Note: This option is available only if your CIC administrator installs optional language packs on the IC server. Also, your browser's language setting controls the formats used for dates, times, currency, and numbers.</p> <p>To change the language used in the Interaction Connect interface, do one of the following:</p> <ul style="list-style-type: none"> • Select a language. • To use your browser's language setting for the interface, click the X in the drop-down list. This clears the current selection and sets the list to Detect automatically. |
| <p>Automatically select "server" as the server at log on.</p> | <p>This setting automatically selects the server named here as your Interaction Center server.</p> |
| <p>Always use "type of authentication" to authenticate with "server".</p> | <p>If your CIC administrator has enabled Single Sign On, this setting automatically selects the type of authentication to use with this IC server when you log on to Interaction Connect.</p> |
| <p>Remember my Interaction Center user ID.</p> | <p>This setting automatically supplies your CIC user name when you use Interaction Center Authentication.</p> |

Related Topics

[Logging On](#)

[Single Sign On](#)

Change Your Password

If your Customer Interaction Center password has expired, you see an "Expired Password" warning when you try to log on using **Interaction Center Authentication**. Change your password immediately to log on and continue loading Interaction Optimizer. Failure to change your password after an "Expired Password" warning causes Interaction Optimizer to exit.

Note: The Change Password dialog box enables you to change your CIC password. It does not apply to your Windows password. If you have forgotten your CIC password, contact your CIC administrator. Your CIC administrator can reset your password in Interaction Administrator.

Password Policies

Your CIC administrator creates Password Policies in Interaction Administrator. The password policy that is assigned to you controls how often you must change your CIC password. It also determines minimum password length, how many unique characters are required, whether sequential digits are allowed, how often you can reuse a password and other password restrictions.

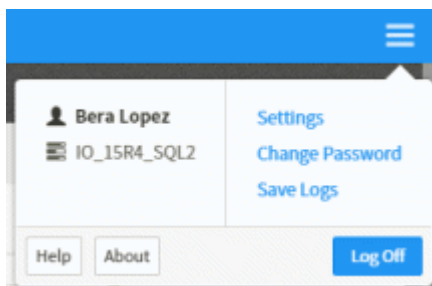
If your password is going to expire soon, a prompt appears periodically (usually once per day or on the next logon) asking if you want to change your password now. If you select **Yes**, then the Change Password dialog box appears.

Note: You must have a valid CIC user ID and password to use the CIC client. This is required even if you use your Windows ID and password or other acceptable credentials to log on to the CIC client. For more information, see Single Sign On.

Tip: You do not need to wait until you are prompted to change your password. You can change your password at any time.

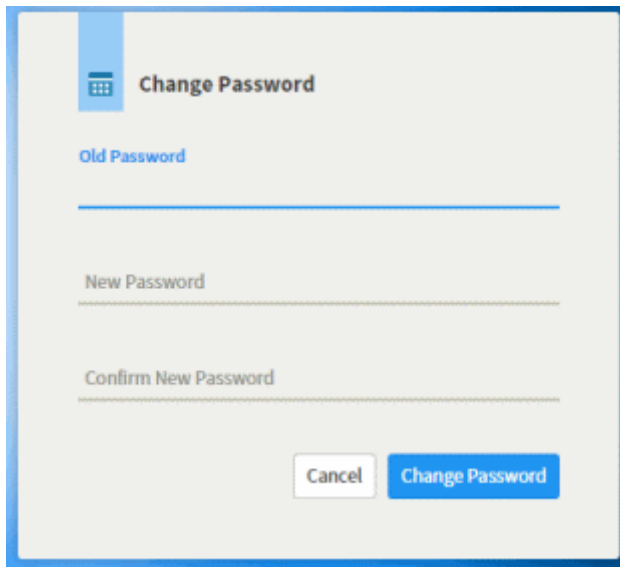
To change your password at any time:

1. Click the Menu icon in the top right corner.



2. Select **Change Password**.

Result: The **Change Password** dialog box appears.

A screenshot of a 'Change Password' dialog box. The dialog has a light gray background and a blue border. At the top left, there is a blue square icon with a white grid pattern, followed by the title 'Change Password'. Below the title are three text input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom right, there are two buttons: a white 'Cancel' button and a blue 'Change Password' button.

3. In **Old Password**, enter your current CIC password.
4. In **New Password**, enter your new CIC password.
5. In **Confirm New Password**, type your new password again.
6. Click **Change Password**.

Related Topics

[Logging On](#)

[Single Sign On](#)

Language Setting

If your CIC administrator has installed the appropriate Language Pack on the IC server, you can select a language other than English for the Interaction Connect interface and help. The **Change Language** option is available when you log on.

Note: This setting is independent of the Microsoft Windows Regional and Language Options setting. Your browser's language setting controls the formats used for dates, times, currency and numbers.

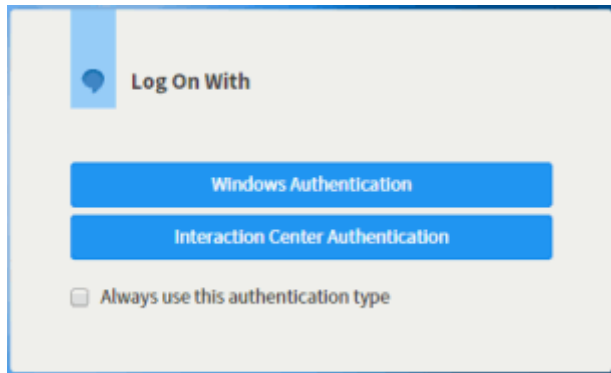
Related Topics

[Logging On](#)

Single Sign On

Single Sign On enables you to log on using credentials other than your CIC user name and password. These credentials can be certified by any Identity Provider designated by your CIC administrator. Typically, you log on to your workstation, a network domain or some other secure system before you log on to the CIC client. This initial logon procedure prompts you for a user ID and password. These same credentials can then be used to log you on to CIC client automatically — without prompting you to enter the credentials again.

If your CIC administrator enables the Single Sign On feature, you can select which credentials to use in the **Log On With** dialog box.



Related Topics

[Logging On](#)

Auto Reconnect

If Interaction Optimizer loses the connection to the web server, it automatically attempts to re-establish the connection. If Auto Reconnect is not successful, contact your CIC administrator.

Related Topics

[Switchover](#)

Switchover

Customer Interaction Center (CIC) supports an automated switchover system. If an IC server ever fails, in less than 30 seconds the server can switch control to another mirror image IC server with minimal phone disruption. In addition, administrators can manually switch the “active” IC server with no phone disruption. It takes from 90 to 150 seconds for the CIC client to reconnect.

If a switchover occurs, you automatically reconnect if your administrator has enabled the Single Sign On feature. Otherwise you reconnect after you click the Log On button.

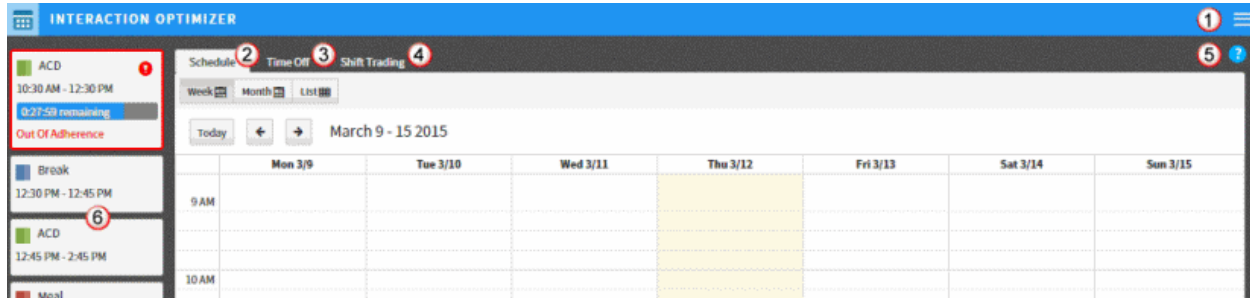
Related Topics

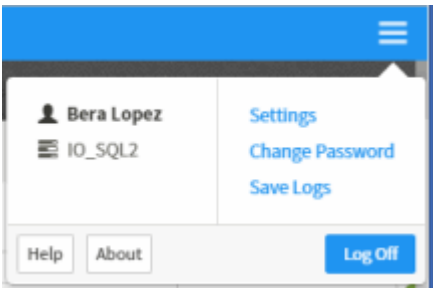
[Auto Reconnect](#)

Interface

Interaction Optimizer Interface

You view your schedule and manage time off requests in Interaction Optimizer using the various elements of its interface. The elements explained here are always available.

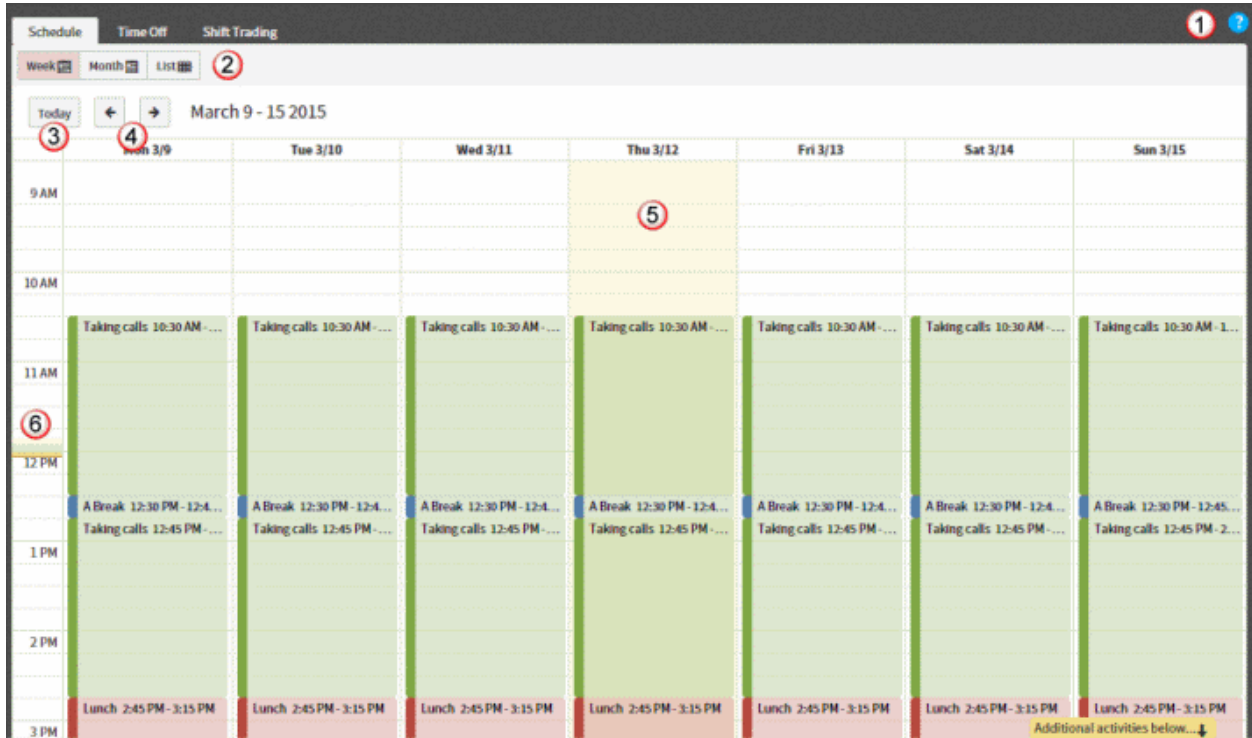


| | | |
|---|----------------------|---|
| 1 | Menu | <p>Click this icon to display a system menu that includes options for changing settings or your password and also saving logs for troubleshooting. This dialog box also displays the name of the currently logged on user and the name of the IC server.</p>  <ul style="list-style-type: none"> § To search and view help for Interaction Optimizer, click Help. § To display the Interaction Optimizer version number and other company information, click About. § To log off,click Log Off. |
| 2 | Schedule tab | To view your schedule, select this tab. |
| 3 | Time Off tab | To create, review, or cancel time off requests, select this tab. |
| 4 | Shift Trading | To trade part of your scheduled shift with a co-worker, select this tab. |
| 5 | Help for current tab | To display help specifically for the current tab, click this help icon. |
| 6 | Today's Schedule | <p>Today's Schedule displays a breakdown of your scheduled activities for today. It includes a time remaining countdown for the currently scheduled activity. This area displays a "No events today" message if you are not scheduled to work today.</p> <p>It displays a warning when you are out of adherence to the published schedule.</p> |

Schedule tab

The Schedule tab enables you to view your schedule in Week, Month, or List views.

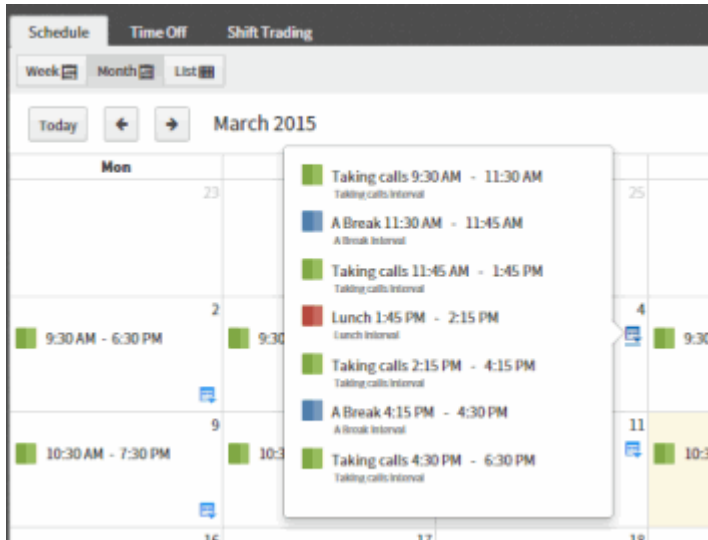
Schedule Week view



| | | |
|---|-----------------------------------|---|
| 1 | Help for current tab | To display help for the Schedule tab, click this help icon. |
| 2 | Alternate views | To display a week, month, or list view of your schedule, click one of these controls. |
| 3 | Today | To return to today's schedule, click this control. |
| 4 | Previous and next controls | To navigate through views of past, current, and future schedules, click these controls. |
| 5 | Current day | A contrasting background indicates the current day's schedule. |
| 6 | Current time | A bar in the week view indicates the current time. |

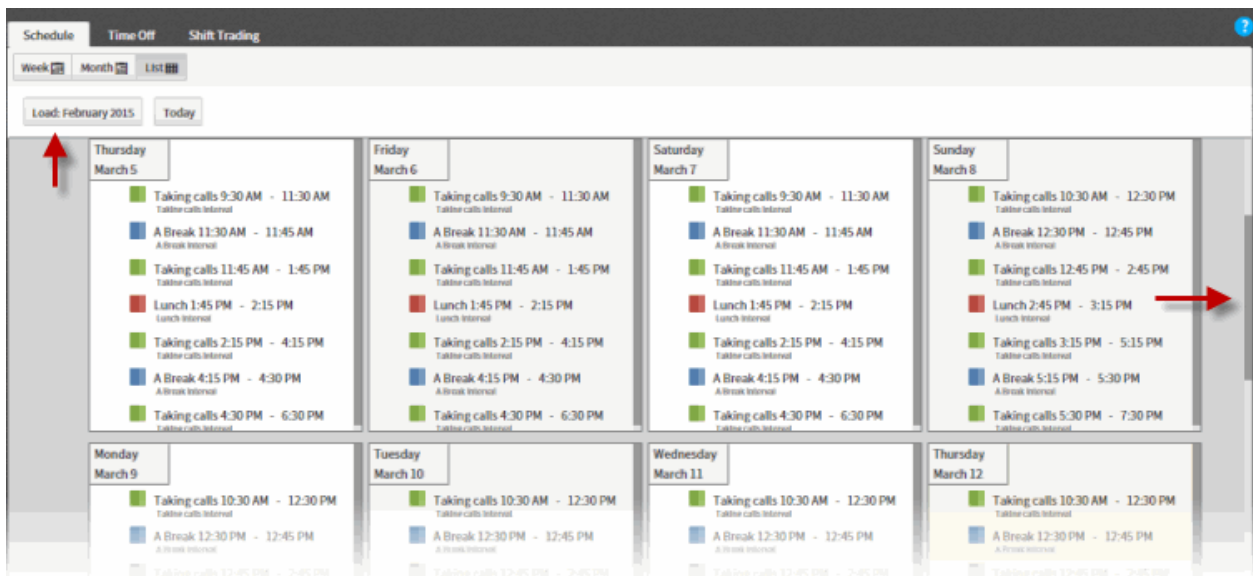
Schedule Month view

The Schedule Month view displays the start and end times for your shift on each day. To display schedule details for a selected day, click the calendar icon in the selected day.



Schedule List view

The Schedule List view displays schedule details for each day. To retrieve data from past schedules, click the **Load** button. To navigate the list, use the scroll bar.

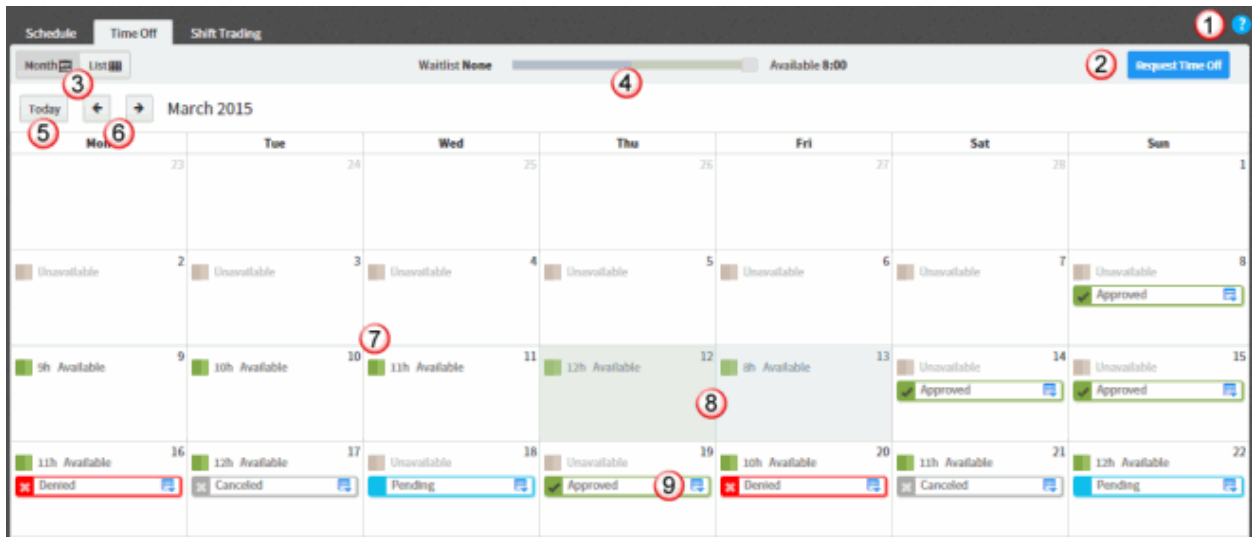


Time Off tab

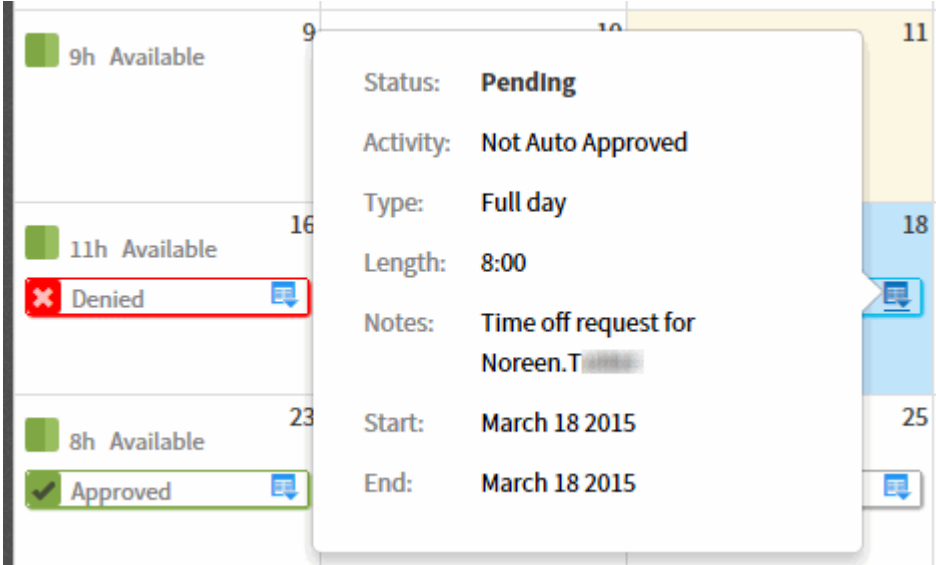
The Time Off tab enables you to manage your time off requests. You can:

- Identify days in the schedule where time off is available.
- Review your previous time off requests.
- Submit a new time off request.

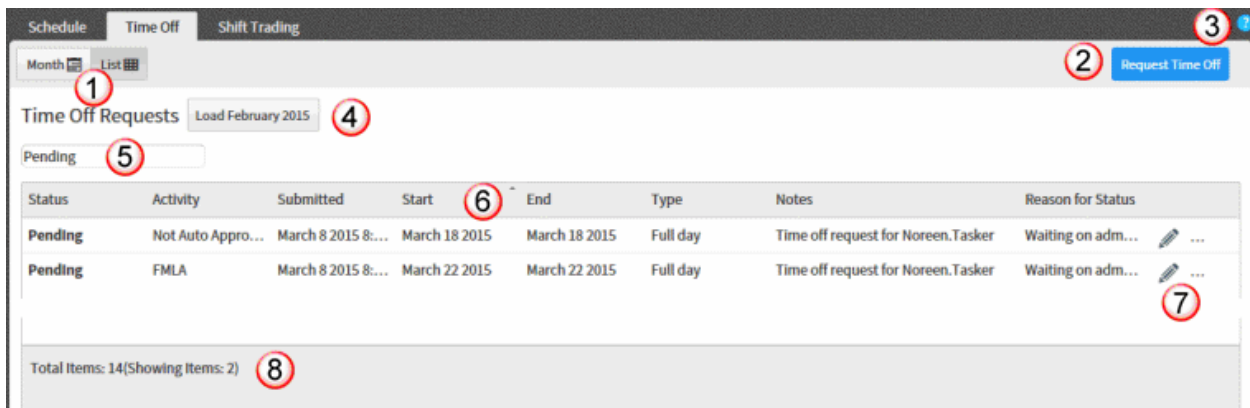
Time Off Month view



| | | |
|---|-----------------------------|--|
| 1 | Help for current tab | To display help for the Time Off tab, click this help icon. |
| 2 | Request Time Off | To create a time off request, click this control. |
| 3 | Alternate views | To display the appropriate view, click one of these controls: <ul style="list-style-type: none"> • A month view of your time off requests. • A list view of your time off requests. |
| 4 | Slider control | To indicate how much time off per day you want to request, adjust this control. <ul style="list-style-type: none"> • To locate days where your administrator could automatically approve a time off request, use the Available side of the slider. <i>Note:</i> Your CIC administrator determines whether automatic time off request approval is available. • To indicate time off per day for any day, use the Unavailable side of the slider. <i>Note:</i> The number of hours you select defaults to your time off request. |
| 5 | Today | To navigate to today's date, click this control. |

| | | |
|---|-----------------------------------|--|
| 6 | Previous and next controls | To navigate through views of past, current, and future schedules, click these controls. |
| 7 | Green icons | Green icons indicate days where time is available in the current time off plan and where your CIC administrator could automatically approve the request. This is based on number of hours allotted for the "coverage group" to which you belong. A coverage group contains similar agents who could cover for one another. |
| 8 | Selected day | Select a day or range of days in the calendar view before you create a time off request. The date range defaults to Start and End date in your time off request. |
| 9 | Time off request | <p>Your time off requests and the status of each request appear on the appropriate day in the month view.</p> <p>To view details of a time off request, click its icon.</p>  |

Time Off List view



| | | |
|---|--------------------------------|--|
| 1 | Alternate views | To display a month view or a list view of your time off requests , click one of these controls. |
| 2 | Request Time Off | To create a time off request, click this control. |
| 3 | Help for current tab | To display help for the Time Off tab, click this help icon. |
| 4 | Load control | To retrieve Time Off Request information from previous schedules, click this control. |
| 5 | Filter by... | Type selection criteria in this text box to filter the list by any value in any of the columns in the list of time off requests. |
| 6 | Column sort indicator | Click any column heading to sort the list of time off requests. Click the same column heading to change the sort order. |
| 7 | Edit or Cancel controls | You can change or cancel a Pending time off request by clicking the appropriate control on the line where the time off request appears. |
| 8 | List summary | The bottom border of the Time Off List view shows the total number of your time off requests and the number appearing in the list view. |

Shift Trading tab

Requirements: See [Shift Trading](#).

Search Trades view

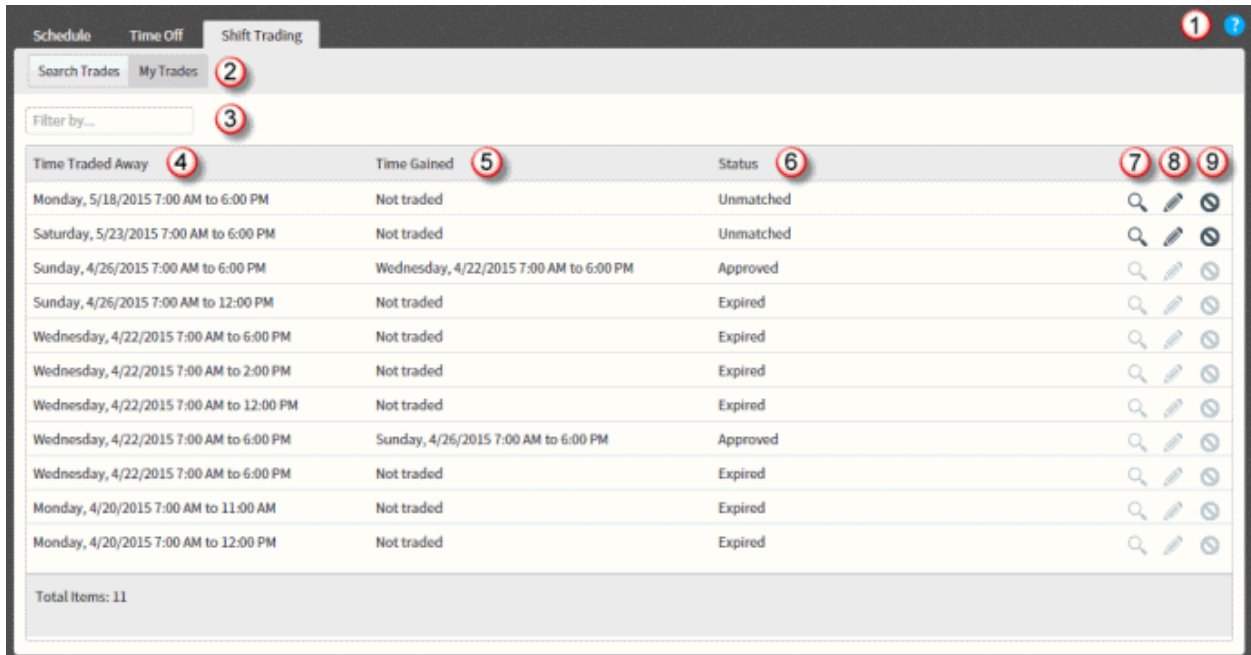
Use this view to search for existing trade requests that other agents have posted. If you don't find a match, you can click the **Post New Trade** button to post a trade request that other agents can view.

| | | |
|---|-----------------------------|---|
| 1 | Help for current tab | Display help for Shift Trading. |
| 2 | Search Trades | Display the Search Trades view. |
| 3 | Trade away time on | Specify what shift or part of your shift you want to trade. |
| 4 | Select a day to work | Select a day when you would work in place of your traded shift. |
| 5 | Possible trades | Check if any existing unmatched trade requests match your needs. |
| 6 | Post New Trade | If, after searching for a matching trade, you don't find an acceptable trade, click Post New Trade to create a trade request. |
| 7 | Accept Trade | Select an acceptable matching trade in the Select a day to work section and click Accept Trade . The trade is either approved automatically or set to wait for administrator review. |

My Trades view

Use this view to manage your shift trade requests. You can edit or cancel any of your unmatched trade requests or your matched trade requests that are still pending approval.

Note: If you cancel a matched trade request, it cancels the **entire** trade. Neither the offering or accepting agent will be able to edit the trade.



Note: If you cancel a matched trade request, it cancels the **entire** trade. Neither the offering or accepting agent will be able to edit the trade.

| | | |
|---|-----------------------------|--|
| 1 | Help for current tab | Display help for Shift Trading. |
| 2 | My Trades | Display the My Trades view. |
| 3 | Filter by | Set filter criteria. Type all or part of a value in the Time Traded Away , Time Gained , or Status columns to filter the list. |
| 4 | Time Traded Away | This column lists the time in your schedule that you are trading away. |
| 5 | Time Gained | This column lists the time you are working in place of the traded away time. |
| 6 | Status | This column indicates the status of the trade request or match. |
| | Trade Request | <p>Note: The status values can vary depending on whether the item is a request or a match. Once a trade request is matched, the trade match's status appears.</p> <p>Canceled</p> <p>The trade request was canceled, either by an unmatched request or by a match that the offering agent canceled.</p> <p>Denied</p> <p>The request was denied. No other agent will see it.</p> <p>Expired</p> <p>A trade request can be assigned an expired status for any of the following reasons:</p> |

| | | |
|---|--------------------|--|
| | Trade Match | <ul style="list-style-type: none"> The trade request is invalid, and a trade cannot occur within the specified time. The trade has an expiration time specified by the offering agent. The trade expired within one hour of the set expiration time. The start time specified by the offering agent occurs in a future time that is less than the number of hours configured by the CIC administrator for how long in the future to allow trades. None of the possible start times that the offering agent is willing to work is at least the number of hours in the future configured by the CIC administrator. <p>Unmatched</p> <p>This is the initial state for a trade request. No agent has yet accepted this trade. If the accepting agent cancels a matched trade, the trade request reverts to the Unmatched status.</p> <p>Approved</p> <p>The shift trade has been approved and the shifts have already been traded.</p> <p>Canceled</p> <p>The agent who accepted the trade cancelled the trade request.</p> <p>Denied</p> <p>The CIC administrator denied the request or it was denied automatically. Other agents do not see this request.</p> <p>Expired</p> <p>The shift trade request expired for any one of several possible reasons. For example, the request's start time does not occur far enough in the future.</p> <p>Pending review</p> <p>The trade request has been matched but still requires CIC administrator approval.</p> |
| 7 | Search | Search again for a match to this shift trade request. |
| 8 | Edit | Edit this trade request. |
| 9 | Cancel | <p>Cancel this trade request. You can cancel any Unmatched or Pending review request.</p> <p>Note: Both the offering and accepting agent will see this Canceled trade request in the My Trades view.</p> |

Time Off Requests

Time off Request

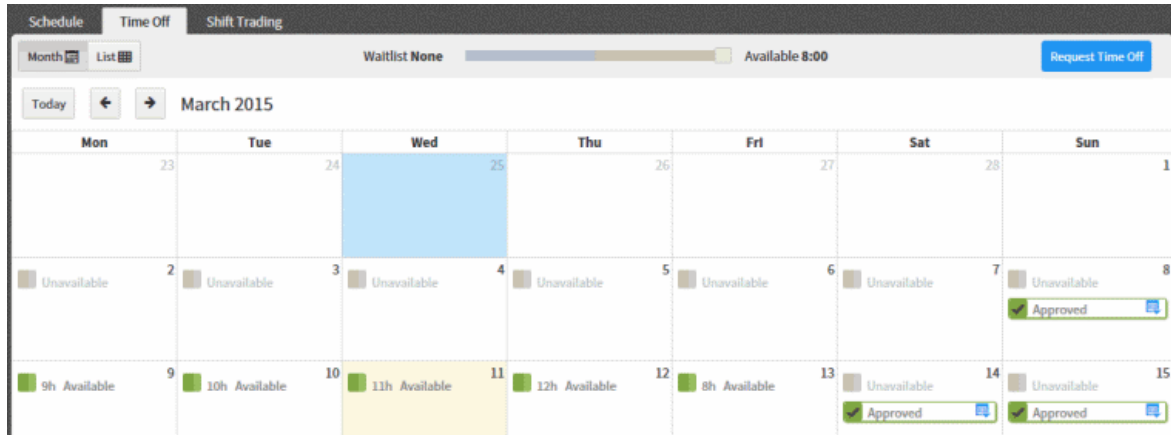
This section explains how to request time off.

- [Request Time Off](#)
- [Edit a Time Off Request](#)
- [Cancel a Time Off Request](#)

Request Time Off

Requirements: To submit a Time Off request, you need the **Agent can submit time off** Security Right.

1. Select the **Time Off** tab.
2. In the **Month** view, adjust the slider control to indicate how much time off you want to request.



3. Select a day or range of days.
4. Click **Request Time Off**.
5. In the **Request Time Off** dialog box, click **Full Day** or **Partial Day**.
6. In the **Activity** drop-down list, select the appropriate type of time off (Sick Leave, Paid Vacation, Personal Time, and so on.)

Note: Your organization's time off plans determine the available selections. You can check how much time off you have accrued in the **Plan** table at the bottom of the **Request Time Off** dialog box.

7. If necessary, adjust the **Start** date and time.
8. If you are requesting one or more Full Days of time off, adjust the **End** date as needed.
9. To set the **End** date and time appropriately, make any necessary adjustment to **Length** of time per day.
10. Optionally, in the **Notes** text box, add details about the reason for the time off request.

Request Time Off

Full Day Partial Day

Activity: Time Off

Start:

End:

Length:

Notes: 0 / 2000

| Plan | Activity Codes | Accrued | To Be Accrued Year |
|-------------------------|------------------------------|---------|--------------------|
| AP2 - auto approval off | FMLA, Not Auto Approved | 13h 0m | 0h 0m |
| AP1 - auto approval on | Paid Time Off, Auto Approved | 13h 0m | 0h 0m |
| AP3 - default time off | Time Off | 13h 0m | 0h 0m |

11. Click **Submit Request**.

Edit a Time Off Request

Requirements: To edit a Time Off request, you need the **Agent can submit time off** Security Right.

You can edit any of your **Pending** time off requests.

1. Select the **Time Off** tab.
2. Select the **List** view.
3. Click the **Edit this time off request** button (pencil) for a selected **Pending** time off request.
4. In the **Edit Time Off Request** dialog box, make any necessary changes.

Edit Time Off Request ✕

Full Day Partial Day

Pending

Activity ▼

Start

End

Length

Notes 34 / 2000

| Plan | Activity Codes | Accrued | To Be Accrued Year |
|-------------------------|--|---------|--------------------|
| AP2 - auto approval off | FMLA, Not Auto Approved | 13h 0m | 0h 0m |
| AP1 - auto approval on | Paid Time Off, Auto Approved more | 13h 0m | 0h 0m |
| AP3 - default time off | Time Off | 13h 0m | 0h 0m |

Note: You cannot edit any of the information in the **Plan** table. This table enables you to check how much time off you have accrued.

5. Click **Save Changes**.

Cancel a Time Off Request

Requirements: To cancel a Time Off request, you need the **Agent can submit time off** Security Right.

You can cancel any of your **Pending** time off requests. If the time off request **Start** date is **after today's date**, you can also cancel **Approved** or **Denied** time off requests.

1. Select the **Time Off** tab.
2. Select the **List** view.
3. Click the **Cancel this time off request** button (trash can) for a selected **Pending** time off request.
4. In the **Verify Cancel Time Off Request** dialog box, click **Yes**.

Verify Cancel Time Off Request ×

Are you sure that you want to cancel this request?

| | | | |
|-----------|--|---------|----------------|
| Activity: | FMLA | Status: | Pending |
| Start: | March 22 2015 | End: | March 22 2015 |
| Notes: | Time off request for Noreen.T [REDACTED] | | |

Shift Trading

Shift Trading

Requirements: In order for you to trade shifts with other agents, your CIC administrator must enable Shift Trading in ICBM. The CIC administrator must also assign you the **Agents can trade shifts** Security Right in Interaction Administrator.

You can trade all or part of your scheduled shift with another agent. Your CIC administrator can set configuration options in ICBM to control or limit shift changes. These configuration options include:

- **Business rules** can automatically approve some trades. For example, your CIC administrator can allow automatic approval for trades of the same amount of time between agents with the same skill set and workgroup membership. At the same time, your CIC administrator can manually review, approve, or deny any trade request.
- **Shift trade requirements** control such factors as how far in the future the shift trade must occur and the minimum number of hours you can trade.
- **Agent matching criteria** determine which agents can trade with each other. For example, the administrator can require that both agents belong to the same ACD workgroup or scheduling unit.
- **Activity rules** determine what happens to the activity type when agents trade shifts. You may not be able to trade shifts containing certain activities. Or the activities in a traded shift can remain unchanged or be replaced by an ACD activity.

Note: For specific details about the rules and other configuration options that control how shift trades work in your organization, contact your CIC administrator.

This section explains how to trade shifts.

- [Request a Shift Trade](#)
- [View Traded Shifts](#)

Request a Shift Trade

You can indicate the shift you want to trade and search for a trade request that matches. If you don't find a match, you can post a trade request that other agents can view.

Note: Interaction Optimizer does not automatically adjust for mandated breaks or meal times when you trade a shift. Also, the activities in the shift for which you trade can remain unchanged or be replaced by ACD activities. This is controlled by CIC configuration options.

1. In the [Shift Trading tab](#), click **Search Trades**.
2. In the **Trade away Time on** section, select the date and times you are scheduled to work and want to trade away.

Note: You can adjust the **Start** and **End** times to trade all or part of your shift.

3. In the **Select a day to work** section, select the day you want to work instead.

Note: Matches for your proposed trade are indicated in the **Exact Matches** and **Recommended Matches** columns.

4. Do one of the following:
 - Select an acceptable matching trade in the **Select a day to work** section and click **Accept Trade**.
Result: The trade is either approved automatically or set to wait for administrator review. You are finished with this trade request.
 - If there are no acceptable matching trades, click **Post New Trade**.
Result: The **Post New Trade** dialog box appears. Continue to the next step.
5. Indicate the type of match you will accept.
 - a. Verify the **Trade away time on** date is correct.
 - b. Select one of the following:

| | |
|----------------------------|---|
| Exact match | You want only to trade for a shift with exactly the selected Start and End times. |
| Variable start time | You will accept a trade for a shift that starts later than your regularly scheduled shift. |
| Variable end time | Select this if you will accept a trade for a shift that ends at a different time than your regularly scheduled shift. |

- c. If needed, adjust variable start and end times as needed for an acceptable trade:

| | |
|------------------|---------------------------|
| Min Start | Earliest shift start time |
| Max Start | Latest shift start time |
| Min End | Earliest shift end time |
| Max End | Latest shift end time |

6. In the **Select a day to work** section:
 - a. Select the check boxes for days you would work in trade.
 - b. If needed, adjust the **Min Start** and **Max Start** times for a selected day.
7. In the **Request expires on** section, set an expiration date and time for your shift trade request.

8. Click **Submit Request**.

Related Topics

[View Trades](#)

Manage Trades

You can view and manage your trade requests and traded shifts in the My Trades view.

1. In the [Shift Trading tab](#), click **My Trades**.

Result: A list of your trade requests and accepted trades appears.

2. For trade requests that are **Unmatched** or **Pending review**, you can do any of the following:
 - Select the **Search** icon (magnifying glass) to search again for a match to this shift trade request.
 - Select the **Edit** icon (pencil) to change requested date, time, or type of match for this trade request.
 - Select the **Cancel** icon to cancel the shift trade request.

Note: Both the offering and accepting agent can see this cancelled request in the **My Trades** view.

Related Topics

[Request a Shift Trade](#)

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