

- [Link to Associated Training Videos](#)
<http://www.youtube.com/@firedistrict3training152>
 Look for First Due Playlist

1. ACCESS SCHEDULER

- Sign in to First Due (desktop or mobile app)
- Open Menu
- Select Scheduler

2. SCHEDULER DASHBOARD

- View assignments
- Review schedule information
- Accept Call Shifts using the green checkmark

Call Shifts are accepted from this tab: Scheduler Dashboard.

3. MY SHIFTS

- View your personal calendar
- Review future schedules
- Export Calendar Link next to the Today button to share if you choose

4. SHIFT BOARD

- View all staffing assignments
- Default view is 1 Day but can be changed
- Boards are filters for assignments and units
- Additional Units are used for upstaffing
- Desktop: Time Off appears on the right side
- Mobile: Time Off appears at the bottom of the list

Volunteers: can sign themselves up under Volunteer Activities or Drill Night Signup. Look for “Volunteer” in Work Types dropdowns.

5. CALL SHIFTS TAB

- Used primarily by administrators to manage
- Some users may not have access to all functions
- Call Shifts are NOT accepted from this tab
- Mandatory Rankings tab shows current list order after selecting a Qualifier with from the dropdown.

6. SHIFT TRADES

- Request trades
- Accept trades
- Review and manage pending trades and see Register

7. TIME OFF REQUESTS

1. Narrow date range first
2. Select dates (blue checkmark indicates selected dates)
3. Choose who to send to: Battalion Chief or your Supervisor
4. Select Time Off type. Full is full shift, toggle to hours for specific hours.
5. Submit request
6. Review pending requests and history

IMPORTANT

Call Shift opportunities are accepted through the Scheduler Dashboard during an **ACTIVE** Call Shift when a green checkmark appears.

SCHEDULER CHECKLIST

- ☐ Access Scheduler
- ☐ Review Scheduler Dashboard
- ☐ Locate My Shifts
- ☐ Export Calendar Link (optional)
- ☐ Review Shift Board
- ☐ Review Trades (optional)
- ☐ Review Time Off Requests
- ☐ Review [Scheduler 101 video](#) in the Knowledge Center if any questions.