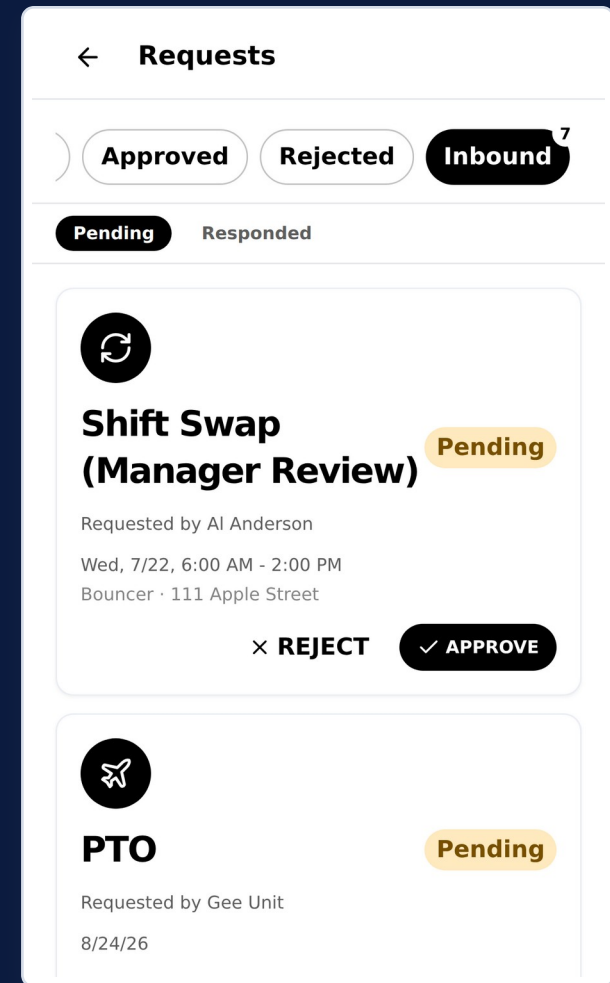


Reviewing your team's requests

Time off, shift swaps and availability changes all land in one queue. Clear it from your phone between rushes, or from the desktop when you're planning.

Mobile app + desktop



Three things your team can ask for

1

Time off

Vacation, sick, unpaid or personal. The request carries the dates, the hours and — this is the one to look at — whether they actually have the balance to cover it.

2

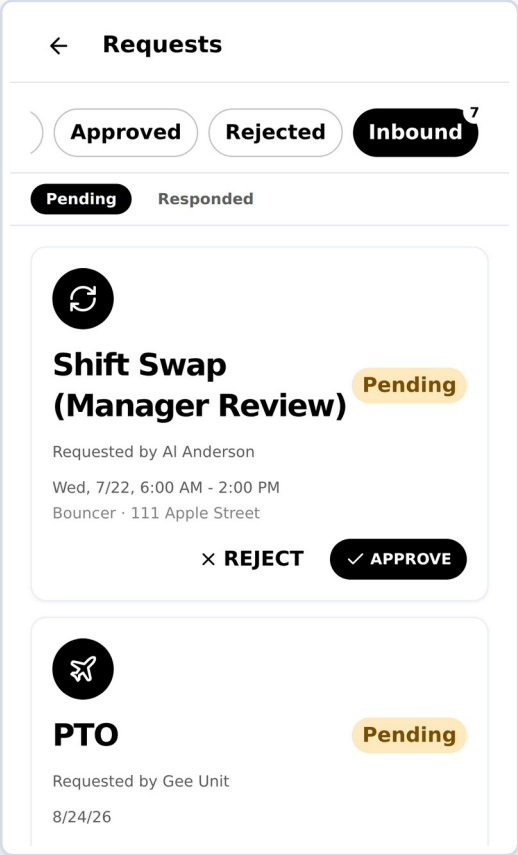
Shift swaps

Only reaches you once a teammate has agreed to take the shift. Approving it is what actually moves the shift; until you do, the original person is still on it.

3

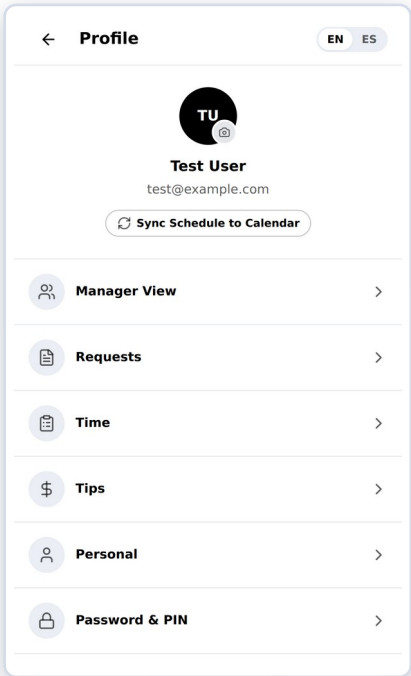
Availability changes

A team member is changing the hours they can work, from a date they choose. Approving it changes what the scheduler offers them from that date on.



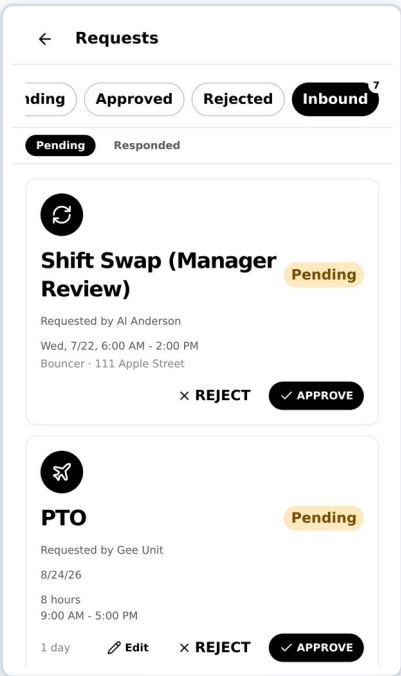
The Inbound queue on your phone

Clearing the queue on your phone



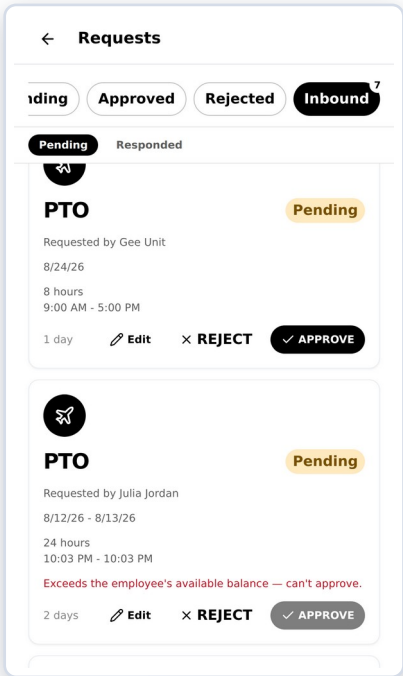
1. Profile → Requests

Tap your initials in the top right of any tab, then Requests.



2. Switch to Inbound

Your own requests sit under All; your team's sit under Inbound, with a count.



3. Approve, reject or edit

Every card names who asked and for what. Kronto blocks approval outright when it would exceed someone's balance.

Where they surface on the desktop

You don't have to go looking. Requests appear on the two screens you already have open — the schedule you're building, and the dashboard you start the day on.

🕒 181.4h \$523,935

7 Requests

12 Alerts

Import ▾

📋 Checklists

On the schedule toolbar, with a count

Review 1 manager swap ... Due 8/6

Review 6 time-off requests Due 8/6

On the dashboard, as a to-do

Availability changes are the exception: they reach you through the inbox or the phone, not this list.

Requests

×

Time Off Requests (6)

Gee Unit PTO request on 08/24/2026

Julia Jordan PTO request on 08/12/2026

Derek Diaz Personal request on 08/11/2026

Ellen Evans Sick request on 08/10/2026

Chloe Clark Vacation request on 08/09/2026

Al Anderson PTO request on 08/08/2026

Shift Swap Requests (1)

Al Anderson → Chloe Clark Bouncer shift on 07/22/2026

One list, grouped by type

Working through a batch

Time Off → Pending is the one built for volume. Better for working through a batch: balances, locations and roles sit side by side, so you can see the knock-on effects before you say yes.

All Locations ▾All Roles ▾All Types ▾

+ Time Off ⚙

Upcoming

6 Pending

History

Name ↑↓	Start ↑	End ↑↓	Type ↑↓	Location ↑↓	Role ↑↓	Notes	Hours ↑↓	Balance ↑↓	Actions
AA Al Anderson	Aug 8, 2026 10:03pm	Aug 9, 2026 10:03pm	PTO	Apple	Security	Seed time-off request #1	24.0h	10h PTO available	✓✗✎
CC Chloe Clark	Aug 9, 2026 10:03pm	Aug 10, 2026 10:03pm	Vacation	Borges, Apple	Bartender	Seed time-off request #2	24.0h	–	✓✗✎
EE Ellen Evans	Aug 10, 2026 10:03pm	Aug 11, 2026 10:03pm	Sick	Austen, Borges, Apple	Beverage	Seed time-off request #3	24.0h	10h Sick available	✓✗✎
DD Derek Diaz	Aug 11, 2026 10:03pm	Aug 12, 2026 10:03pm	Personal	Apple, Banana, Cranberry	Bartender	Seed time-off request #4	24.0h	–	✓✗✎
JJ Julia Jordan	Aug 12, 2026 10:03pm	Aug 13, 2026 10:03pm	PTO	Apple	Host	Seed time-off request #5	24.0h	10h PTO available	✓✗✎
GU Gee Unit	Aug 24, 2026 9am	Aug 24, 2026 5pm	PTO	Apple	Server	–	8.0h	10h PTO available	✓✗✎

Approve with the tick, reject with the cross, or open the pencil to adjust the hours first

Watch the Balance column: it turns red when someone is asking for more hours than they have left, so you can catch it before you approve rather than after.