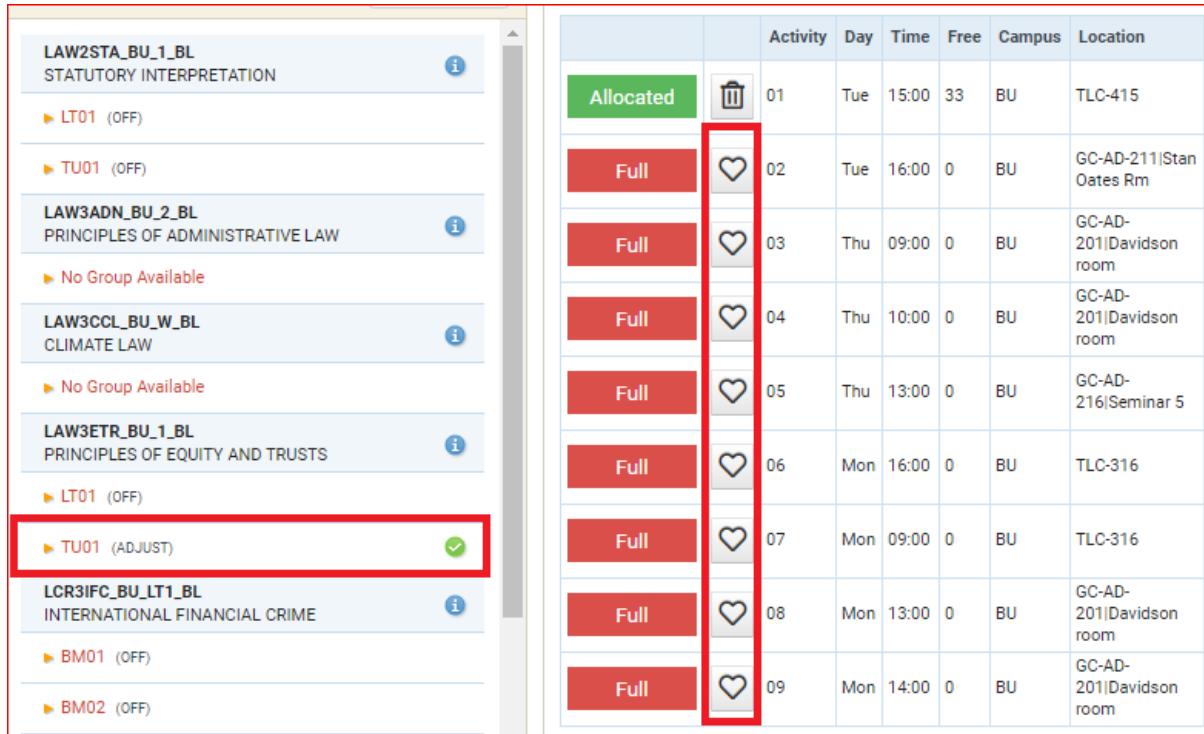


## Managing Swap Requests

1. Log in to the Allocate Pus.
2. In the Enrolments window (at the left side of the screen), click on any activity group that has the word 'ADJUST' next to it. A list of activities for that activity group will display.
3. You will see the activity you are allocated to and next to any Full activities, you will see a 'Swap Request' button .
4. Click on the 'Swap Request' button for the activity you want.



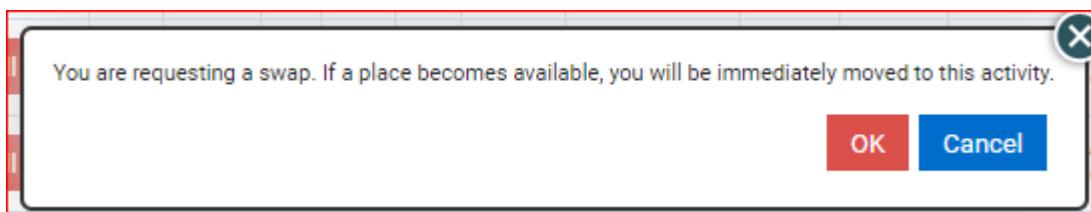
The screenshot shows the Allocate Pus interface. On the left, the 'Enrolments' window lists several activity groups:

- LAW2STA\_BU\_1\_BL STATUTORY INTERPRETATION: LT01 (OFF)
- LAW3ADN\_BU\_2\_BL PRINCIPLES OF ADMINISTRATIVE LAW: TU01 (OFF)
- LAW3CCL\_BU\_W\_BL CLIMATE LAW: No Group Available
- LAW3ETR\_BU\_1\_BL PRINCIPLES OF EQUITY AND TRUSTS: LT01 (OFF)
- LCR3IFC\_BU\_LT1\_BL INTERNATIONAL FINANCIAL CRIME: TU01 (ADJUST) (highlighted with a red box)
- LCR3IFC\_BU\_LT1\_BL INTERNATIONAL FINANCIAL CRIME: BM01 (OFF)
- LCR3IFC\_BU\_LT1\_BL INTERNATIONAL FINANCIAL CRIME: BM02 (OFF)

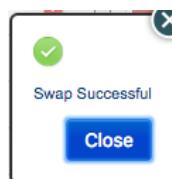
On the right, a table titled 'Swap Requests' shows the details of the activities:

	Activity	Day	Time	Free	Campus	Location
Allocated	01	Tue	15:00	33	BU	TLC-415
Full	02	Tue	16:00	0	BU	GC-AD-211 Stan Oates Rm
Full	03	Thu	09:00	0	BU	GC-AD-201 Davidson room
Full	04	Thu	10:00	0	BU	GC-AD-201 Davidson room
Full	05	Thu	13:00	0	BU	GC-AD-216 Seminar 5
Full	06	Mon	16:00	0	BU	TLC-316
Full	07	Mon	09:00	0	BU	TLC-316
Full	08	Mon	13:00	0	BU	GC-AD-201 Davidson room
Full	09	Mon	14:00	0	BU	GC-AD-201 Davidson room

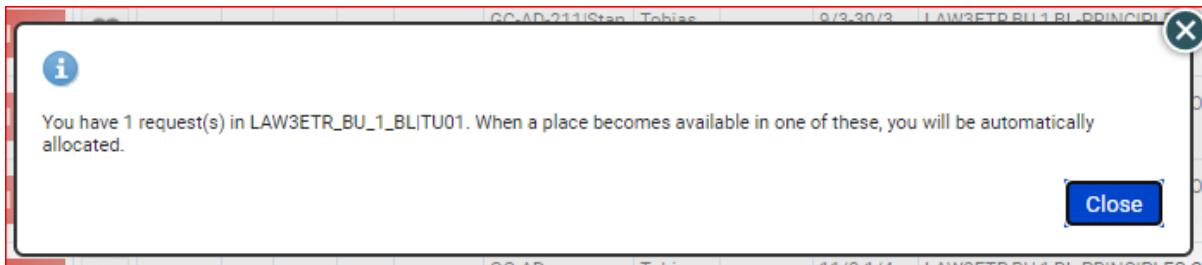
5. A confirmation message is displayed for the swap request. Click OK if you agree to be moved, without further confirmation, once a place becomes available.



6. After clicking 'OK', you will get one of two messages.
  - a. If you see the message 'Swap Successful', congratulations! The system has found a matching request and instantly allocated you to your requested activity.



b. If you receive the message 'Your swap will be processed once a place becomes available', your swap is now pending. This also means you are on waitlist for that activity.



This can happen if:

- There is not currently a matching swap request.
- Something is preventing your allocation to the activity, such as a clash with another activity.

7. Unless your swap was instantly successful, a 'Pending Swap' button  will appear next to the selected activity.

The screenshot shows a software interface with a red border. At the top, it displays 'GC-AD-211|Stan. Tobias' and '0/3,30/3 | LAW3ETR\_BU\_1\_BL|TU01|04'. Below this is a table with the following data:

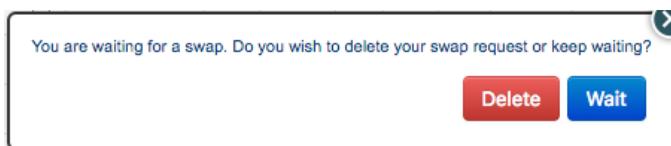
		Activity	Day	Time	Free	Campus	Location
Allocated		01	Tue	15:00	33	BU	TLC-415
Full		02	Tue	16:00	0	BU	GC-AD-211 Stan Oates Rm
Full		03	Thu	09:00	0	BU	GC-AD-201 Davidson room
Full		04	Thu	10:00	0	BU	GC-AD-201 Davidson room
Full		05	Thu	13:00	0	BU	GC-AD-216 Seminar 5
Full		06	Mon	16:00	0	BU	TLC-316
Full		07	Mon	09:00	0	BU	TLC-316
Full		08	Mon	13:00	0	BU	GC-AD-201 Davidson room
Full		09	Mon	14:00	0	BU	GC-AD-201 Davidson room

8. You can enter additional swap requests to other full activities in the same activity group by repeating steps 3 - 7 above.

9. If you have multiple pending swap requests for an activity group, when one of the pending swaps is fulfilled, all remaining pending swap requests for that activity group will be cancelled/invalidated.

### To cancel a pending swap:

10. Click the 'Pending Swap' button. 
11. Click 'Delete' to confirm.



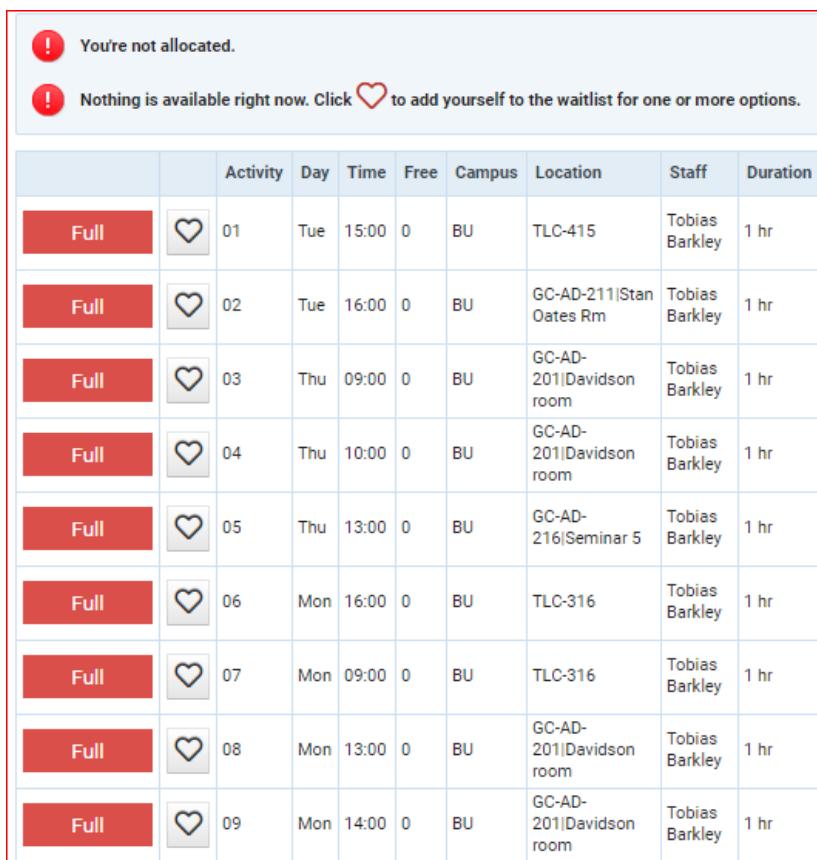
12. The swap request will no longer be valid and the 'pending' swap symbol is replaced with the swap symbol.

### If you change your mind and don't want to cancel the swap:

13. Click on 'Wait' to retain the swap request.
14. A pending swap symbol will still be displayed next to the full activity.

### Steps to be on Waitlist:

1. you will see a 'Swap Request' button  next to any Full activities, even though you are not allocated to an activity. If you are not allocated but everything is full you can go on a waitlist.
2. Click on the 'Swap Request' button for the activity you want.



		Activity	Day	Time	Free	Campus	Location	Staff	Duration
Full		01	Tue	15:00	0	BU	TLC-415	Tobias Barkley	1 hr
Full		02	Tue	16:00	0	BU	GC-AD-211 Stan Oates Rm	Tobias Barkley	1 hr
Full		03	Thu	09:00	0	BU	GC-AD-201 Davidson room	Tobias Barkley	1 hr
Full		04	Thu	10:00	0	BU	GC-AD-201 Davidson room	Tobias Barkley	1 hr
Full		05	Thu	13:00	0	BU	GC-AD-216 Seminar 5	Tobias Barkley	1 hr
Full		06	Mon	16:00	0	BU	TLC-316	Tobias Barkley	1 hr
Full		07	Mon	09:00	0	BU	TLC-316	Tobias Barkley	1 hr
Full		08	Mon	13:00	0	BU	GC-AD-201 Davidson room	Tobias Barkley	1 hr
Full		09	Mon	14:00	0	BU	GC-AD-201 Davidson room	Tobias Barkley	1 hr

The processing of a waitlist request works in the same way as a swap requests, so follow steps 5-9 from 'Managing swap requests' above to complete your waitlist request(s). You can enter multiple waitlist requests for full activities within an activity group. The same steps as shown in the above section should also be followed if a pending swap is desired to be cancelled.

**The following rules apply to swap requests and waitlist requests:**

- Swap requests and waitlist requests can only be made during 'Allocation Adjustment' periods.
- You can request a swap or waitlist to one or more 'Full' activities in an activity group.
- In order to request a swap, you must be allocated to another activity in that activity group.
- If you are not allocated to an activity, you can enter a waitlist, you can request to be allocated to one of more 'Full' activities in an activity group.
- Processing of waitlist requests works the same as swap requests and both are processed in the order the request was made.
- If a swap or waitlist request is fulfilled, any other pending swap or waitlist requests for that activity group will be cancelled.
- If you move to another activity or become deallocated from the 'from' activity, your swap or waitlist request will be cancelled/invalidated.
- If the 'to' or 'from' activity is impacted by a timetable change, your swap or waitlist request will be invalidated.
- If you have requested a swap to an activity that subsequently clashes with another one of your activities, the swap will fail until the clash is cleared.
- If a swap or waitlist request fails due to a clash, it will remain pending, but it will be moved to the end of the queue.
- In some cases, space can become available in a class without automatically processing your swap. If you have a pending swap or waitlist request for an activity, but you notice that the class has space available, you should select the activity!
- Swap and waitlist requests are anonymous and there is no need to find a 'partner' to swap classes. The system will handle this for you.
- You will not be asked to confirm your request again before it is processed. Therefore, if you change your mind about the swap, you should log in and cancel it as soon as possible.