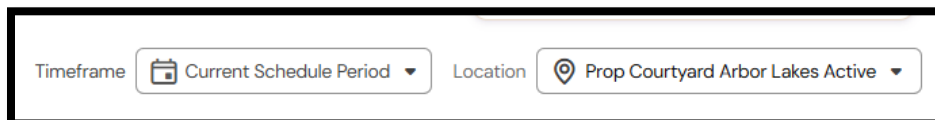# HOW TO ADD SHIFTS TO SCHEDULES

My Team > Team Plan > Schedule Planner
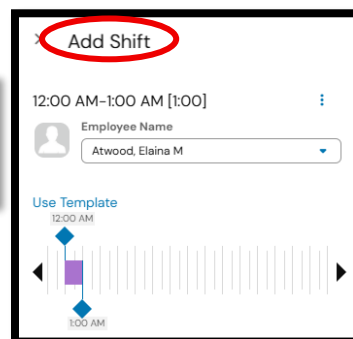
- Adjust the **Timeframe** and **location** field if needed in the upper right corner

- Double click on the blank cell next to the employee you want to add a shift for and the **add shift** side bar will appear.
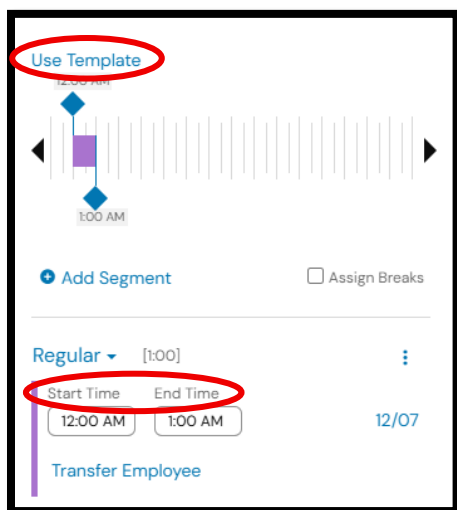

- Enter the start and/or end time under **regular** and click **apply** or click **use template**, choose a pre-populated shift time, click **apply** and **save**. If you don't click **save** a blue dot will appear indicating unsaved changes.
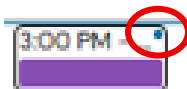
- A purple bar will appear on the schedule indicating the change