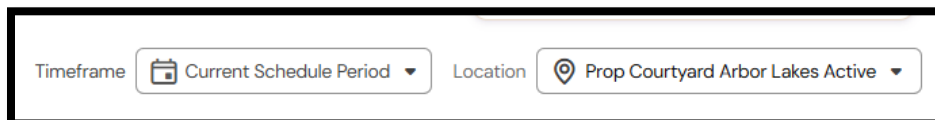


# HOW TO ADD SHIFTS TO SCHEDULES

## My Team > Team Plan > Schedule Planner

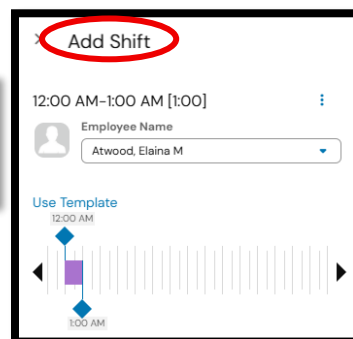
- Adjust the **Timeframe** and **location** field if needed in the upper right corner



Timeframe  Location

- 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.

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**Add Shift**

12:00 AM-1:00 AM [1:00]

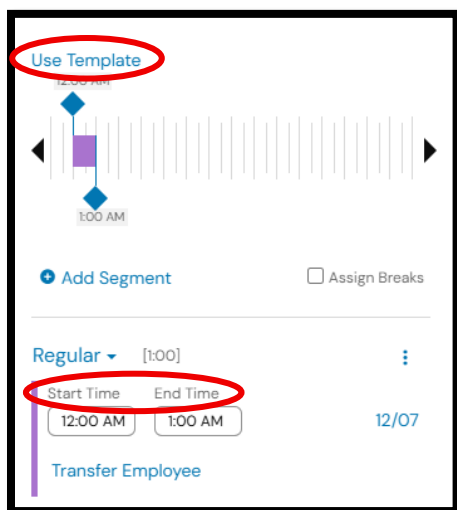
Employee Name

Use Template

12:00 AM

1:00 AM

- 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.



**Use Template**

12:00 AM

1:00 AM

**Add Segment** ☐ Assign Breaks

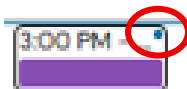
**Regular** [1:00]

**Start Time** **End Time**

12:00 AM 1:00 AM

12/07

Transfer Employee



3:00 PM

- A purple bar will appear on the schedule indicating the change

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