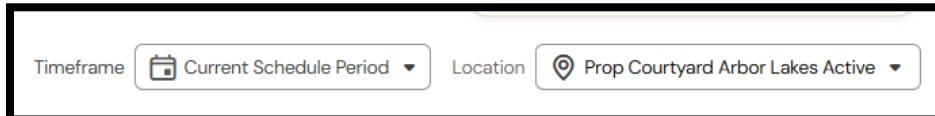


HOW TO ADD SHIFTS TO SCHEDULES

My Team > Team Plan > Schedule Planner

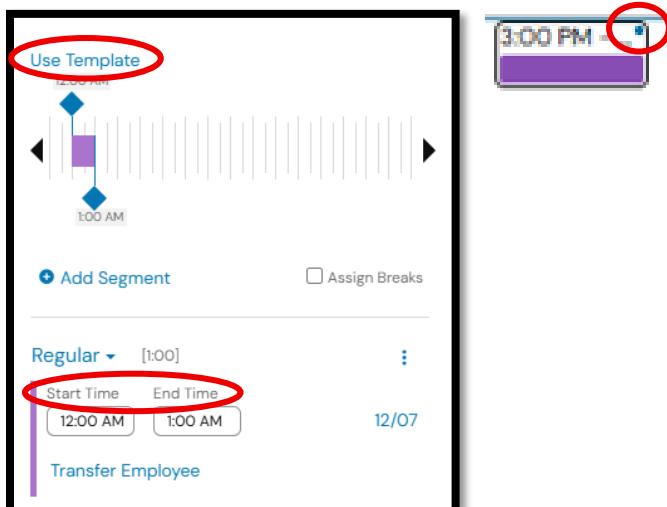
- Adjust the **Timeframe** and **location** field if needed in the upper right corner



- 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.

A screenshot showing the 'Add Shift' sidebar on the right and the main schedule grid on the left. The sidebar has a red circle around the title 'Add Shift'. The schedule grid shows a row for 'Torgerson...' with a red circle around the empty cell next to the employee name.

- 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

