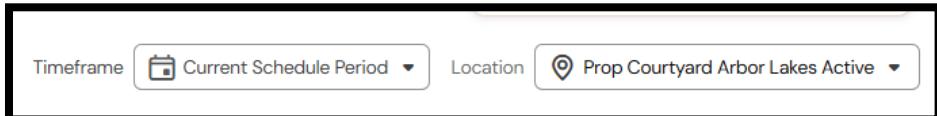


HOW TO DELETE SHIFTS IN SCHEDULES

My Team > Team Plan > Schedule Planner

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



- Right click on the shift you want to remove, click **delete**, and click **save**.

