




# 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

Timeframe  Current Schedule Period ▼ Location  Prop Courtyard Arbor Lakes Active ▼

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

		Sun 12/07				Mon 12/08				Tue 12/09			
		12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P
<input type="checkbox"/>	N(0/41) ↓ Employee... Primary J... Schedule ... Incoming ... Primary L...												
<input type="checkbox"/>	 And... 12387386 LINE CO... Torgerso...												


**7a-3p • 7:00 AM – 3:00 PM [8:00]**  
Anderson, Jacob


This item has unsaved changes\*


7:00 AM


3:00 PM


1 7:00 AM – 3:00 PM [8:00]


 Edit


 Add Paycode

 Assign Breaks

 Enter Time Off

 Unassign

 Delete

 More actions