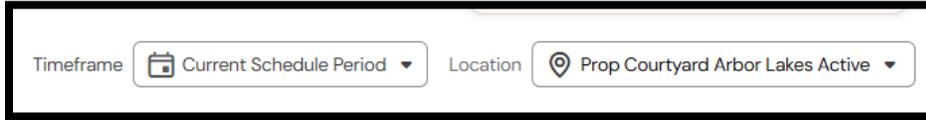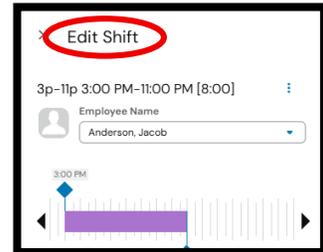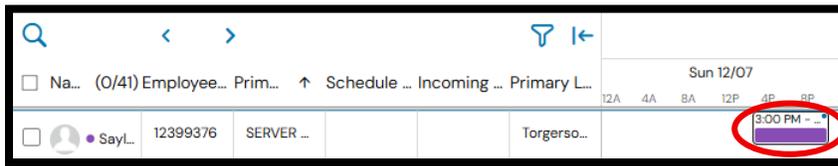# HOW TO EDIT SHIFTS IN SCHEDULES
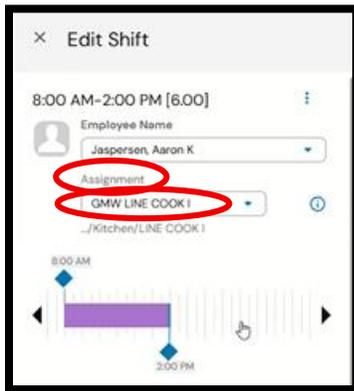
My Team > Team Plan > Schedule Planner

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

- Double click on the cell with the shift you want to edit and the **edit shift** side bar will appear.


- Use the **assignment** drop down to select the position you want to change to. Right now it's showing GMW LINE COOK I.

- Then click on **Transfer**, select **Regular**, and click **Apply.** This will make it a regular shift, not a transfer shift, and will appear with a purple sidebar.
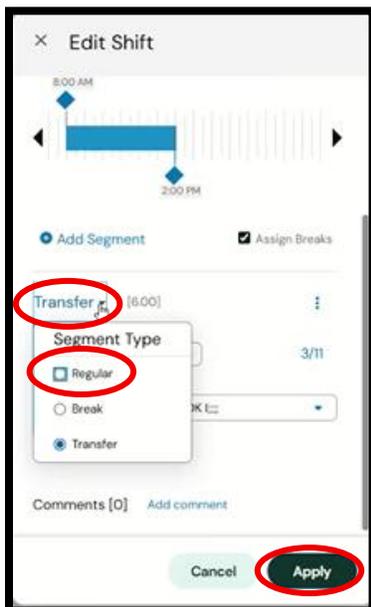
- If you hover over the scheduled shift timeframe, the box below will appear, and you will see the new position title
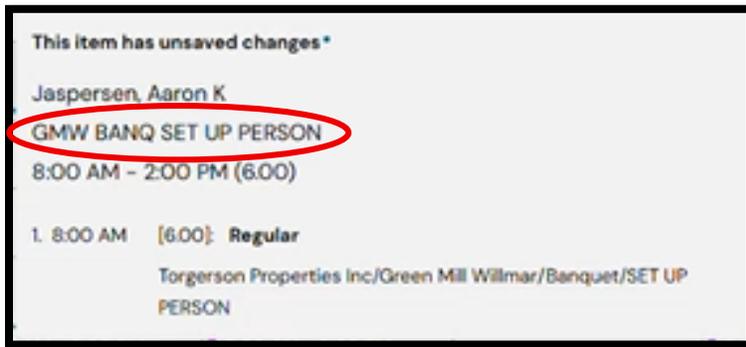
- Keep in mind, the blue dot indicates unsaved changes – click **save** in the top righthand corner for this to disappear.