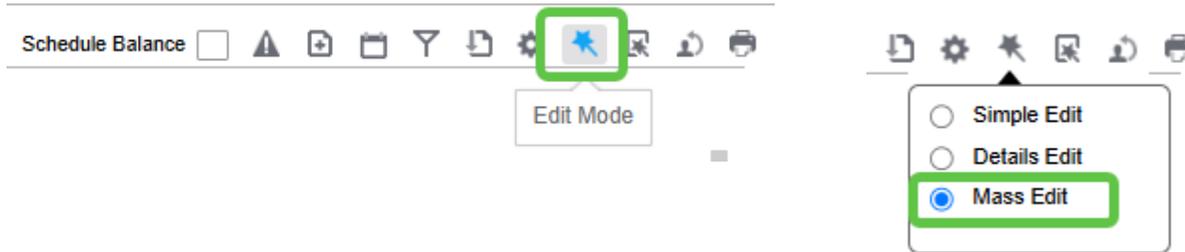


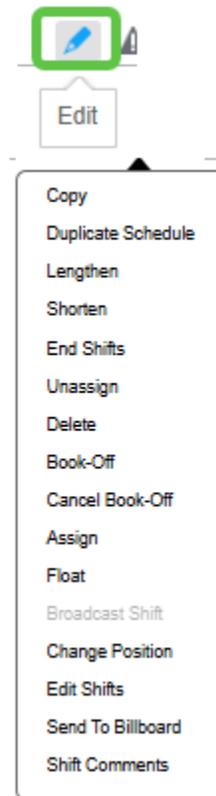
Adding Shifts to the Advanced Schedule View Using Mass Edit Mode

Log in to WFM, go to Schedule Admin, Scheduling>Advanced Schedule view, then load the Team’s schedule for the dates needed.

Mass Edit mode allows you to edit a selected shift, or a group of shifts that you have selected. Go to the function tools in the top-right above the schedule and select the Edit Mode (wand) icon, then select Mass Edit.



A new function tool, Edit (pencil icon), has been added to the row of function icons. This function list options for adding/editing shifts with Mass Edit.



Adding Shifts Using Mass Edit – Three ways to add shifts with mass edit

Copy shifts:

1. Select shifts from the calendar to be copied, they will display green
2. Select the pencil icon and then Copy
3. Select the employee or employees to be added for each shift – leave employee field blank to add an Unassigned Shift
4. Verify the date, start & end times, position, and activity – any of these can be changed as needed
5. Select Save

Duplicate shifts: Use duplicate to copy a pattern of shifts

1. Select shifts from the calendar to be copied, they will display green
1. Select the pencil and then Duplicate Schedule
2. Select the employee or employees to be added, select the start date, and then select Save

Assigning Unassigned shifts:

1. Select the Unassigned shifts to be scheduled, they will display green
2. Select the *employee's name from the schedule calendar to assign the shift
3. Acknowledge the message(s) displayed by selecting Ok

*If the employee does not display on the schedule calendar:

1. Select the unassigned shifts to be scheduled, they will display green
2. Select the pencil icon, and then select Assign
3. Use the lookup to find and select the employee's name, and then select Save

If you need to edit a group of shifts – use mass edit:

1. Select the shifts to be edited, the shifts will display green
2. Select the pencil, and then Edit Shifts
3. Make the changes as needed – you can change the start or end times, position, and activity; you can also modify or delete the meal break
4. Then select Save.

Please Note: If you modify the start or end time of any shift, the shift label on the ASV does not change.

For example, a shift label of N12 1845 indicates a 12-hour shift starting on night shift at 1845, but if you modify the start time to be 2300, the shift label will still display as N12 1845, with an asterisk.

The assignment sheet, printed schedules, and employee's schedule calendar will display the updated shift time, in the example above the shift will display as 2300-0715. Again, the ASV will display the original shift label of N12 1845*. If the shift is selected, the updated shift time displays in the details.