ADDING A SHIFT IN THE ADVANCED SCHEDULE VIEW (ASV)

There are many ways to add a shift in the ASV, the choice is yours! Log in, go to Schedule Admin, then load the schedule for the dates needed.

Assigning an Unassigned Shift to an Employee is the preferred method for adding a shift:
1. Select the unassigned shift for the job/date/shift, and the details edit panel displays
2. Using the lookup, select the employee for this shift
3. Select Save – *If the shift you are assigning is posted to the billboard a message "Attention Required' message displays,* select Ok to acknowledge

Copy a Shift when a matching unassigned shift is not available:
1. Select the shift to be copied, and the details edit panel displays
2. Select Copy from the function tabs and the shift displays green
3. Select the date on the calendar for the employee – the shift displays on the schedule

Adding a Shift from the Calendar:
1. Select the calendar for the employee on the date you want to add a shift. A rectangular box is displayed.
2. Type shift label (note this field is case sensitive), the shift label must be typed exactly as listed, ex: D12 0645, D10 0845, and then select the tab key
3. The details edit panel is displayed, make any additional changes if needed, and then select Save

New Ad Hoc – there are several choices for adding shifts, including setting them to repeat
Basic shift to be added:
1. Select the New Ad Hoc icon from the function tools top, right of page
2. Select the date for the shift
3. Select Unit
4. Pre-defined Shift is preselected, select the shift label or select the lookup to choose a shift label*
5. Select the employee using the look-up and find the employee's name in the right-hand column and their default job is displayed, select a different job if needed
6. Select Add Shift – the shift displays on the calendar shaded blue

*If there is not a shift label for the time needed you will select simple shift – see steps below:
1. Follow steps one -three above
2. Select Simple Shift, a new set of parameters displays
3. Enter the shift start and end times
4. Select the Activity using the lookup – ***if the shift is >6 hours, add a meal break*** **
5. Next, follow steps 5 & 6 above

**To add a meal break, select the plus sign next to Break Activity, select or type Meal enter a start and end time
NOTE: If creating a new unassigned shift, follow above steps, except leave the employee field blank

Using the Repeat function within New Ad Hoc:
1. Select the New Ad Hoc icon from the function tools top, right of page
2. Select the date for the shift

3. Select Repeat and repeat options display
   a. Repeat Pattern- daily
      i. Defaults to Daily - Select the end date
      ii. Every Number of Days defaults to 1, indicating you want the shift to repeat every day until the end date – change the number to how often you want the shift to repeat, for example, every other day would be 2, every third day would be three, etc.
   b. Repeat Pattern – Weekly
      i. Select Weekly from the dropdown and a list of days of the week displays
      ii. Select the end date
      iii. Select the day/days for the shift to be repeated
4. Select Unit
5. Select a pre-defined shift or enter simple shift, and then enter start and end times
6. Select employee and their default shift displays, select a different job if needed
7. Select Add Shift - the shift displays on the calendar shaded blue

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

Select the Mass Edit icon, the wand, from the function tools, top right of page – a new function icon (pencil) displays as the first tool

Copy shifts:
1. Select shifts from the calendar to be copied, they will display green
2. Select the pencil and then Copy
3. Select the employee or employees to be added for each shift
4. Verify the dates, start & end time, Unit, Position and Activity for each shift – you can modify the dates, position and/or activity as needed
5. Select Save

Duplicate shifts:
1. Select shifts from the calendar to be copied, they will display green
2. Select the pencil and then Copy
3. 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 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. The list of shifts will be displayed with details - enter changes as needed and then select Save