# Guide to Adding Unsigned Shifts That Repeat

How to Use the Repeat Function within New Ad Hoc

Scenario: I have a Day Shift CP on a weekend schedule that has suddenly come off Mondays. I need to add an unassigned D12 0645 CP shift to every Monday for the next schedule process, but I have already set up the process, so the unassigned shifts have locks – first, **load the schedule the first week for the scheduling period where the shifts need to be added:**

1. Select the New Ad Hoc icon, located top-right in the row of function tools.
2. Select the first date for the shift to be added and check the Repeat box to the right of the date.
3. A new set of parameter options display, example: Select Weekly from the dropdown.
4. Select the End Date for the last shift to be added, example: 02/03/2025.
5. Select the day or days for the shift to be added for each week, example: Monday.
6. Select the unit, and a Pre-defined Shift, example: D12 0645.
7. We are adding unassigned shifts, so you will not select an employee – select the job for the shifts, and then select the blue Add Shift button – see steps 1-7 below with screenshots, if needed.

Repeat Pattern*   End Date*
Weekly ▼   02/03/2025 📅

☑ Mo
☐ Tue
☐ We
☐ Thu
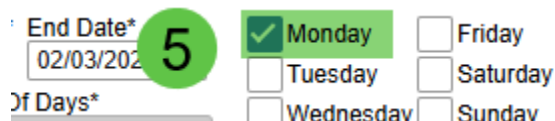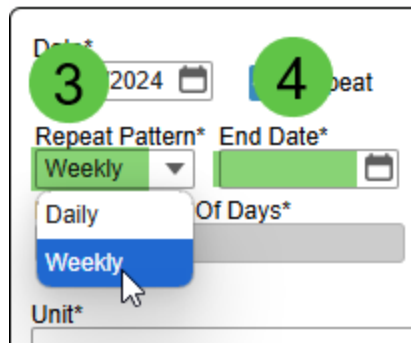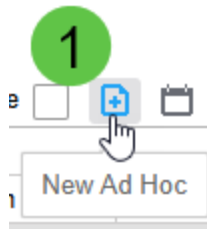
Every Number Of Days*

(6)

Unit*
VUH TVC2 OBS   Q☰

🔘 Pre-defined Shift   D12 0645   Q☰

Unit*
VUH TVC2 OBS   Q☰

🔘 Pre-defined Shift   D12 0645   Q☰
⚪ Simple Shift

Employee
Q☰

(7)

Job*
CP   Q☰

Add Shift   Cancel

December								
Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7

🔒 D12 0645 WRK VUH TVC2 OBS

AN UNASSIGNED SHIFT FOR D12 0645, CP IS ADDED TO EACH MONDAY

🔒 D12 0645 WRK VUH TVC2 OBS

🔒 D12 0645 WRK VUH TVC2 OBS

You can now go to the self-scheduling process and increase the number of shifts offered for Monday, Day Shift CPs

🔒 D12 0645 WRK VUH TVC2 OBS

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D12 0645 ☆ WRK VUH TVC2 OBS

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