

Booking Off Several Shifts in the ASV

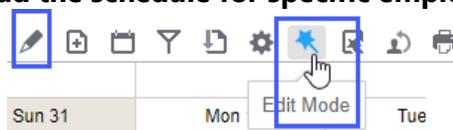
Booking off one employee for multiple dates

1. Select Scheduling from the blue menu bar and then Advanced Schedule View
2. Select the team, and then select Load
3. Select the Calendar icon from the function tools in the top, right to open the book off wizard

4. Select employee using the lookup, then select the start and end dates to be booked off
5. A list of the employee's scheduled shifts display, select the Book-Off code above the list to apply to all shifts - can change any shift to a different book-off code if needed
6. Enter comments (optional) and select Submit

Note: There is an option to book-off unscheduled shifts. DO NOT USE THIS OPTION

To book off several employees from your team use the mass edit function. Load the schedule for two-weeks up to six weeks. Can also load the schedule for specific employees instead of the team.



1. Change the edit mode to mass edit by selecting the wand icon from the function tools on the top, right and then select Mass Edit
2. Select shifts for all employees that need to be booked off, the shifts will display green as you select them
3. Select the pencil icon from the function tools, and then select Book-Off, all selected shifts display
4. Type or select a book-off code in the top field, this will apply to all shifts; if a different book-off code is needed for any shift, then change that book-off code as needed
5. Enter comments (optional) and select Submit

To cancel any dates from a series booked off using the book-off wizard button or mass edit can be done with the Mass Edit function:

1. Select the shifts to be cancelled from book-off
2. Select the pencil, and then select Cancel Book-Off
3. A list of booked off shifts will display with a checkmark by the selected shifts to cancel
4. Click Submit and the employee is once again scheduled for the shift.