

Shifts Schedules

Shift Schedules

If you wish to use Shift Schedules please ensure we have all of your shift options to put in the database such as 5am start time vs 12pm start time or office 8-5pm.

1. Open the menu - Admin - Shift Schedules
2. Select New Shift to add a single date schedule per employee. Select Add Typical Shifts to add "normal" shifts for all active employees. If shift is applied to their profile this will fill in with typical shifts for the employee.
3. Use Edit Shifts to remove days they will be off.

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