Shift Schedule

Creating Shifts

1. Click the hamburger menu, then **Admin**, then **Settings**
2. In Settings, go to **Shifts**
3. Add shifts based on: name, type (Typical, Vacation, Sick, Holiday, etc.), department, start time (including incentive hours, if applicable), and season
4. Mark the shift as **Active**

> **Reminder:** Repeat this for each start time, even if they're only 15 minutes apart.

Creating Shift Schedules

1. Go back to the hamburger menu, then **Admin**, then **Shift Schedules**
2. Add shifts for each employee, using **Add Typical Shift** for a recurring, constant shift, **New Shift** for a one-time shift, or **Edit Shifts** to edit existing shifts
3. Change the employee using the dropdown menu

Once employees are added, they'll be available to add to the board for service and deliveries.

Technician Vehicles

- A technician can hold more than one vehicle in a day. One vehicle is the primary, and job parts come out of the primary vehicle's stock.
- The office sets each person's vehicles for the day on the board. Technicians manage theirs under **My Vehicles** in the app.
- Vehicles carry year, make, model, and license plate.

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