

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.

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