

HOW TO SEND SHIFTS TO THE BILLBOARD USING MASS EDIT

From the Advanced Schedule View (ASV) - load the schedule for the team sending shifts to billboard

1. Select the wand icon from the function tabs top-right, and select Mass Edit
2. Select the *Unassigned Shifts to be send, they will display green as selected
3. Select the pencil icon from the function tabs (first icon listed) and then, select Send to Billboard
4. Select billboard groups that you want to claim shifts, if selecting more than one group, select the first group, hold down the control key (Ctrl) from the keyboard and select additional groups, then click Submit

The unassigned shifts that have been posted display with a clipboard icon

You will receive a message in VandyWorks when an employee claims a shift.

*Shifts must be Published to send to the billboard

Screenshots with steps below:

1

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VUH 10N ...	VUH 10N ...	VUH 10N ...	VUH 10N ...
D12 0645 WRK VUH 10N	D12 0645 WRK VUH 10N	N12 1845* WRK VUH 10N	D12 0645 WRK VUH 10N
N12 1845 WRK VUH 10N	DayOCN ONCALL VUH 10N	N12 1845 WRK VUH 10N	N12 1845 WRK VUH 10N

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- Copy
- Duplicate Schedule
- Lengthen
- Shorten
- End Shifts
- Unassign
- Delete
- Book-Off
- Cancel Book-Off
- Assign
- Float
- Broadcast Shift
- Change Position
- Edit Shifts
- Send To Billboard**
- Shift Comment

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Send to Billboard

Available Billboards

- VUH 10N ALL STAFF: VUH 10N ALL STAFF
- VUH PARTNER GROUP- 9T3,10N,11S:

Comment

Submit Cancel

*For information on Publishing, see the document Publishing – How to Publish