

## FINALIZING SCHEDULE USING UNASSIGNED SHIFTS

### FOR MOVING AN EMPLOYEE'S SHIFT TO ANOTHER DATE, USE UNASSIGNED SHIFT in Details Edit Mode

1. Select the employee's shift to be moved, and then select Unassign from the blue tabs in the details edit section
2. Select an unassigned shift for date the employee needs to work
3. Select the lookup in the left column, select employee's name and then, select Save

### STEPS WITH SCREENSHOTS:

**1**

W1 W2 Sun 15 Mon 16 Tue 17

6.00 36.00 D12 064 WRK VCH PHO

Copy Mark for Swap Delete Float **Unassign** Add Shift Split Shift

Details Day Start Time End Time Unit Position

06:45 19:15 VCH PHO RN

**UNASSIGNED**

Ztrain90080, Hannah

Show Qualified Only

Show Available Only

Skills:

- RN
- PEARS
- BLS PROVIDER
- VCH FLOAT ACUTE CARE
- RN-HW
- SL
- RN-PRE

Save Cancel

Fri 20 Sat 21

D12 0645 WRK VCH PHO

D12 064 WRK VCH PHO

**2**

### NOTE THE SCHEDULE COVERAGE BEFORE AND AFTER MOVE – Schedule coverage updates real-time

Total Coverage

**Before Move**

Overall Coverage	33/26	33/30	29/35	28/35	28/35	23/35
VCH PHO	33/26	33/30	29/35	28/35	28/35	23/35
RN	24/18	24/18	19/22	19/22	19/22	15/22
12 HR DAY	13/9	13/9	10/11	10/11	9/11	7/11

Total Coverage

**After Move**

Overall Coverage	32/26	33/30	29/35	28/35	28/35	24/35	25/30
VCH PHO	32/26	33/30	29/35	28/35	28/35	24/35	25/30
RN	23/18	24/18	19/22	19/22	19/22	16/22	18/22
12 HR DAY	12/9	13/9	10/11	10/11	9/11	8/11	8/11

**FOR MOVING AN EMPLOYEE'S SHIFT TO ANOTHER DATE, USE UNASSIGNED SHIFT in Mass Edit Mode**

1. Select the employee's shift to be moved, and then select Unassign from the blue tabs in the details edit section
2. Select the Edit Mode function (wand icon) from the functions, top-right of page, and then select Mass Edit
3. Select an unassigned shift for date the employee needs to work, the shift will be shaded green
4. Select the employee's name from the schedule calendar and the shift is added

**STEPS WITH SCREENSHOTS:**

**Step 1:** A screenshot of a shift calendar for Sun 17, Mon 18, and Tue 19. A shift for 'D12 0645' on Mon 18 is selected. Below the calendar, a toolbar contains buttons: Copy, Mark for Swap, Delete, Float, Unassign, and Add Shift. The 'Unassign' button is highlighted with a green box and a green arrow pointing to it.

**Step 2:** A screenshot of the top-right function menu. The 'Mass Edit' option is selected, indicated by a green box and a green arrow. Other options include Simple Edit and Details Edit.

**Step 3:** A screenshot showing a comparison of a shift on Mon 18. The top shift is yellow and assigned to 'VUH 8E'. The bottom shift is green and unassigned, also for 'VUH 8E'. A green circle with the number '3' is next to the green shift.

**Step 4:** A screenshot showing an employee selection dropdown. The dropdown is open, showing 'Ztrain141100, Emily [0.9]' selected. A green arrow points from this selection to a shift 'D12 0645' on Mon 18, which is now added to the employee's schedule. A green circle with the number '4' is next to the dropdown.