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:

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: