FLOATING EMPLOYEE(s) TO ANOTHER TEAM USING MASS EDIT

Mass edit can be used to float one employee or multiple employees to one location.

Log into the Schedule Admin and load the *team's schedule for the employee or employees to be floated from, for the dates to be floated.

*Instead of loading the team's schedule you can also find and locate the employees to be floated using the lookup in the Employee field, select the dates and then load schedule

Steps for floating an employee(s) using mass edit:

- 1. Select the wand icon from the function tools and select Mass edit, the pencil icon will be added to the front of the function tools
- 2. Select the shifts that will be floated to a select team they will be shaded green—(*these shifts can be scheduled to one employee or multiple employees*)
- 3. Select the pencil icon from the function tools, and then select Float and the Float Wizard displays
- 4. Select the team that employees will be floated to in the Floated to Unit field
- 5. Select or type the employee's shift for each floated shift listed, and then select Next
- 6. Select Floats for the Float Code, and then select Next
- 7. Verify all floats are correct, and then select Finish

A message displays stating "Shift successfully floated" select OK to acknowledge

Shifts display shaded blue with the name of the team where the employee will be working.



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