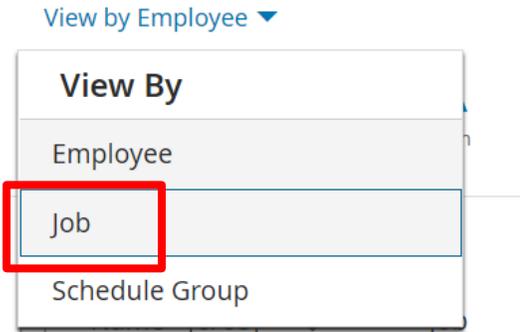


## Manually Add Open Shifts

You can manually add open shifts to the schedule, as needed.

The easiest way to do this is to view the schedule by **Job**:



Click **Quick Actions**



You will see the schedule listed by Job. Click **Insert Shift Template**.

View by Job ▾

Current Schedule Period: [Calendar Icon] I!LD NEW [User Icon] Loaded 8:33 AM

Assign Unassign **Insert Shift Template** [Tag Icon] Comment Paycode Copy / Paste Delete Lock / Unlock Swap Approve Refuse Cancel Quick Actions Refresh Save

Location	Job	2/27 - 3/05	3/06 - 3/12	3/13 - 3/19	3/20 - 3/26	3/27 - 4/02	4/03 - 4/09	4/10 - 4/16	4/17 - 4/23
	RN OR	Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16	
	CHARGE	Geen 7:00 AM... Nard 7:00 AM...	Geen 7:00 P... Wiley 7:00...	Stor 3:00 PM... Mass 3:00 A...	Stor 3:00... Laird 7:00 AM...	Sings 11:00... Tamu 7:00 PM... Wher 7:00 AM...	Tamu 7:00 P... Kow 7:00 AM...	Dem 7:00 P... Nard 7:00 AM...	Anyw...
	OC	M(Moe Hoff Sieb Clive Kilm Carn Row	Park Park Park	Anyw Geer Geer	Kow Moe kilm	Mass	Laird	Allen Irvin Seew Dem	
	LPN								
	PCT				Helli		Grici Grici		
	SURGTECH	Parat 7:00 AM... Broo Broo Broo Broo	Parat 7:00 P... Kohu Kohu Hilya	Rom. 7:00 P... Kohu Kohu Hilya	3:00 PM - 7:00... Broo Broo Broo Rom.	7:00 P... Broo Broo Broo Hilya	7:00 P... Kohu Kohu	Rom. 1:00... Kohu 7:00... Hilya Hilya	

Absence Calendar Rule Violation Comments Daily Coverage Audit

## Manually Add Open Shifts

Locate the shift template you need from the list or type it into the Search box and results will appear. Click the shift you want to add from the box, then click on the day you want to add it for the job you need.

View by Job ▾

Assign Unassign Insert Shift Transfer Insert Shift Template Segment Tag Comment Paycode Copy / Paste Delete Lock / Unlock Swap Approve Refuse Cancel

Location	Job	Shift Template	3/19	3/20 - 3/26	3/27 - 4/02						
		<div style="border: 1px solid black; padding: 5px;"> <p>7-19h</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>7-19h</td> <td>0700-1930</td> </tr> <tr> <td colspan="2">OC SMH 7-... OC SMH 0700-1930</td> </tr> </tbody> </table> </div>	Name	Description	7-19h	0700-1930	OC SMH 7-... OC SMH 0700-1930				
Name	Description										
7-19h	0700-1930										
OC SMH 7-... OC SMH 0700-1930											
	RN OR										
	CHARGE										
	OC										
	LPN										
	PCT										
	SURGTECH										

Absence Calendar Rule Violation Comments Daily Coverage

Here you can see the 7-19h shift has been added to an LPN job on Sunday, April 10. The red dot next to the shift indicates that this shift has not yet been saved. Click **Save** and the red dot will disappear.

Insert Shift Template 7-19h

Assign Unassign Insert Shift Transfer Insert Shift Template Segment Tag Comment Paycode C P

Location	Job	2/27 - 3/05	3/06 - 3/12
		Sun 4/10	Mon 4/11
	RN OR		
	CHARGE		
	OC		
	LPN	<div style="border: 1px solid red; padding: 2px;"> <p>7:00 AM - 7:30 PM</p> </div>	
	PCT		
	SURGTECH		

