

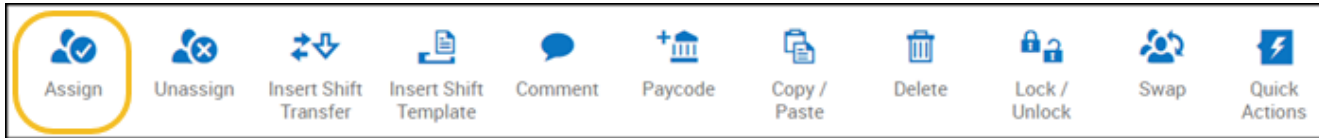


Assign an open shift to an employee

You can assign an employee to an open shift manually by using Quick Actions, drag and drop or editing the open shift. If the employee is assigned a job that is different from the job of the open shift, the employee is transferred to the job assignment and times as the open shift.

Assign an open shift using Quick Actions

1. Select **Quick Actions** and select **Assign**.



2. Select the open shift then select the employee's date cell.
3. Repeat as needed.
4. **Save** the change.

If break rules are violated, reassign the breaks:

1. Right-click the shift.
2. Click **Assign Breaks** in the glance.
3. **Save** the change.
4. **Note:** If the employee's primary job does not match the job of the open shift, the segment becomes a transfer job. Work rule or labor categories remain the same as the open shift.

Drag and drop an open shift (Gantt view only)

There are also the following caveats:

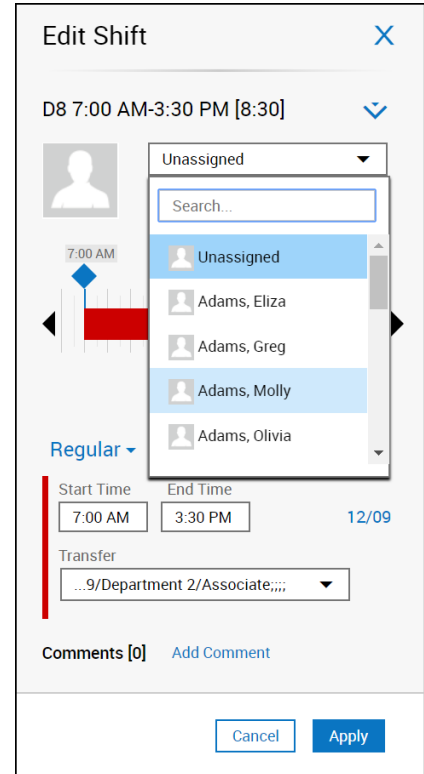
- You cannot move an open shift to a different open shift row.
- You cannot move an open shift to a locked day.
- You cannot move an open shift if the shift starts or ends on a locked day.

1. Select the open shift and drag it to an employee's date cell.
2. **Save** the change.

Name [0/17]	Sun 12/08				Mon 12/09							
	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P
...nt 1/Senior Associate												
...partment 2/Associate												
...nt 2/Senior Associate												
...9/Department 1/Lead												


Edit an open shift to assign it to an employee

1. Right-click an open shift.
2. In the Shift glance, select **Edit**.
3. Select an employee from the list at the top of the **Edit Shift** pane.
4. Select **Apply**.
5. **Save** the change.








Edit Shift ✕

D8 7:00 AM-3:30 PM [8:30] ▾

 Unassigned ▾

Search...

-  Unassigned
-  Adams, Eliza
-  Adams, Greg
-  Adams, Molly
-  Adams, Olivia

7:00 AM ◀ ▶

Regular ▾

Start Time: 7:00 AM End Time: 3:30 PM 12/09

Transfer: ...9/Department 2/Associate;;; ▾

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