



Job Aid

"Drag and drop" a shift

In the Gantt view of Schedule Planner, you can move a shift (or open shift) by selecting a shift and dragging it horizontally, vertically, or diagonally to another person or day.

Drag and drop a shift

- If you move a shift to an employee with a different job, the shift results in a transfer.
- You can move a shift by 15-minute increments if your selected date span is 1 or 2 days; or by 1-day increments if your selected date span is more than 2 days.

There are also the following caveats:

- You cannot move an open shift to a different open shift row.
- You cannot move a shift to a group row, which includes the group row in the **By Schedule Group** and **By Employment Terms** views.
- You cannot move a shift to a locked day.
- You cannot move a shift if the shift starts or ends on a locked day.

Fri 11/08						Sat 11/09					
2A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P
		6:00 AM...									
		7:00 AM ...				11/09		7:00 AM - 4			