



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.

- 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.

