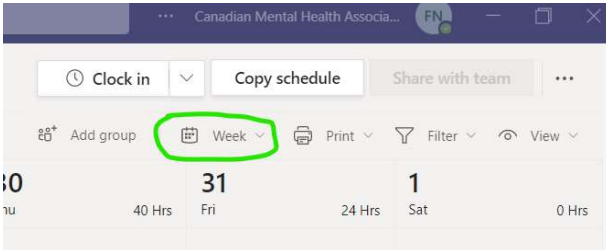
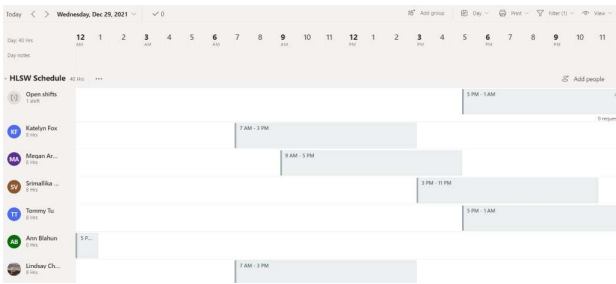


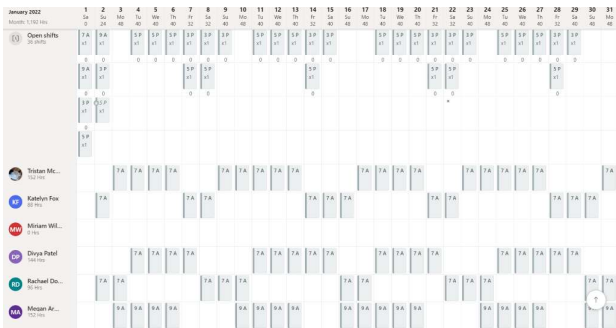
But if you click on the Week drop down menu:



...you can choose to view either a Day view, which can be great for visually picturing how shifts play out over a specific day:

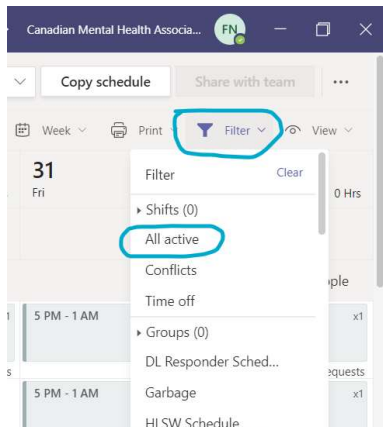


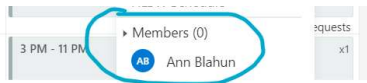
...or a Month view:



### 3. Filter

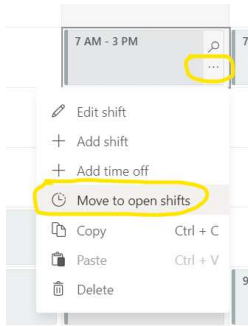
You can also use the Filter drop down to further refine your view of the schedule by choosing to look at just the shifts that are occupied or by viewing just the shifts filled by a particular staff member(s):



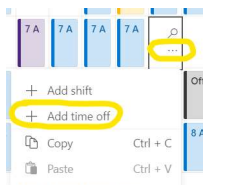


### Removing a shift:

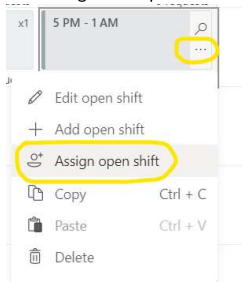
- If the staff did not work any of their shift **due to being sick or something similar**, please update the BuoC channel with their name, time/date of shift, a general description of the reason and tag the appropriate Team Lead.
- Then go into Shifts, find the shift in question and choose to "Move to open shifts".



- Once the shift is removed, we then need to mark that staff as being off. To do this, click into the now empty slot where their shift was and choose to Add Time Off:

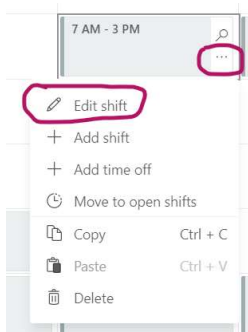


- Please only use the option for Off and do not select Sick or Vacation (as the reason for the time off can be noted in the Back Up On Call post you make and doesn't need to be broadcast to all the staff). Then ensure the hours of their shift as listed and that the colour is set to Grey.
- If another staff member has agreed to work that empty shift or this was part of a shift swap, you can then reassign that open shift to the new staff member:



### Editing a shift:

- If the staff member is unable to work their entire shift, the time of that shift needs to be changed or the shift will be covered by another staff member please update the BuoC channel with their name, time/date of shift and a general description of the reason and tag the appropriate Team Lead.
- Then go into Shifts and choose to "Edit the shift":



- From the Edit screen, you will then choose to change the times for the shift, update the colour coding of the shift or change the staff member covering the shift entirely:

- NOTE: watch that when a shift time is edited that the end times are accurate, shifts may extend the shift to maintain the number of hour originally scheduled.
- Some specific examples where we would need to edit a shift can include:
  - **A staff member needs to work modified hours:**
    - Edit their existing shift to reflect the updated hours.
    - Change the colour of the shift to Yellow to reflect this modification.
  - **A staff member is splitting their shift with someone else:**
    - Edit the existing shift to reflect the new time Staff A will work.
    - Create a second shift to reflect the time Staff B will work.
    - Ensure both shifts are coloured Yellow to reflect their modification.

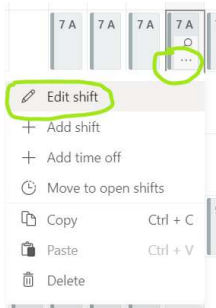
### Colour Coding of Shifts

When viewing the schedule, you may notice different colours displaying:

- Yellow: any shifts listed in yellow mean that the hours of that shift have been modified from what we would normally expect them to be.
- Dark Purple: any shift listed in purple means the staff member will be doing that shift remotely.
- Green: any shift showing a green activity on it, will indicate that this staff member is covering a monitor shift during their shift. The exact time of the monitor shift will be displayed in the notes too.
- Dark Pink: Of the current open shifts, these shifts are critical to be filled - i.e. if you are looking to pick up a shift or any extra hours, it would be most helpful to the program if you picked up these shifts.
- Grey: Shifts in grey/black are to indicate OFF time.

### Reassigning a shift task:

- If due to a shift cancellation or shift modification, a task on a shift needs to be reassigned to another staff member, go to the shift of the staff member who will be taking on the task:



- Then choose to add a shift activity:

- Add the relevant details and click done.

**Shift activities**  
Example: Lunch, Front counter, etc

7 AM - 3 PM

Mo

Name: Monitor Shift Code: Mo Color: Green Start: 8:00 AM End: 12:00 PM Paid: Yes

+ Add new

Cancel Done

- Finally add a quick (albeit slightly redundant) description in the Shift Notes as well (ex. "Monitor Shift: 0800-1200") as this note will display from the Week view better than the task itself will.

**Submitting updates to the schedule:**

- Any shift changes will have a star displayed beside them. This means the changes are only visible to the members of the BuoC team and not to the HLSWs. Once you're ready to share the changes you've made, click the Share with team\* button:

The screenshot shows a weekly schedule grid for days 3, 4, and 5. At the top, there are buttons for 'Clock in', 'Copy schedule', and 'Share with team\*'. The 'Share with team\*' button is highlighted with a pink circle. Below the grid, there are shift blocks with stars next to them, also highlighted with pink circles. The grid shows shifts for 5 PM - 1 AM and 7 AM - 3 PM on various days.

- You'll then be able to selectively choose the date range you want to share by selecting a start and end date. You'll see asterisks beside any dates that have unpublished changes. Please be careful to only share the dates that you've specifically made changes on as there may be changes further ahead that are not ready to be sent out!
- Once you have your date ranges, you can select the Share button. Side note: you can select who notifications go out to, but unfortunately right now Shifts only supports notifications for users with Teams mobile apps so it isn't a notification system we'll be relying on!

**Share with your team**

January 2022      February 2022

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	1*	2*	3*	4*	5*		
2	3	4	5	6	7	8	6*	7*	8*	9*	10*	11*	12
9	10	11	12	13	14	15	13*	14*	15*	16*	17*	18*	19*
16	17	18	19	20	21	22	20*	21*	22*	23*	24*	25*	26*
23	24	25	26	27	28	29	27	28					
30	31												

25 Assigned shifts    7 Open shifts ⓘ    A notification will be sent to:

Your entire team

Affected team members only

Cancel    Share

