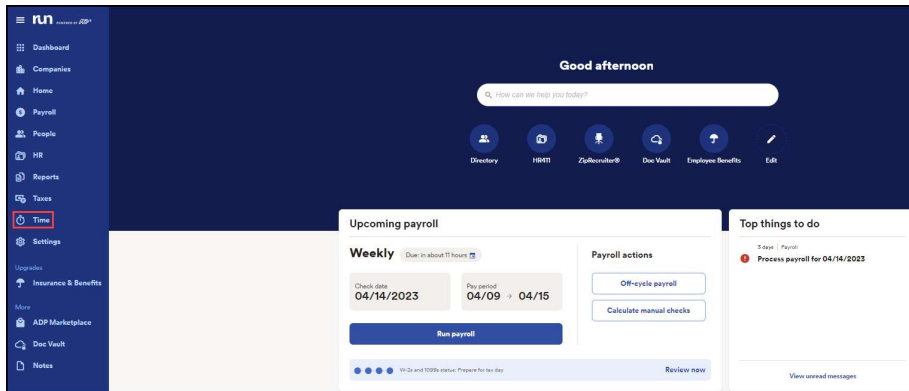
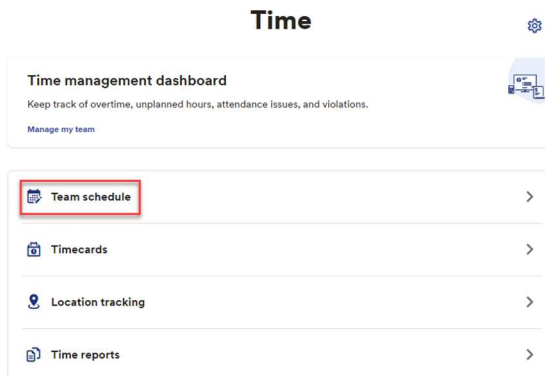


# Copy to Next Week

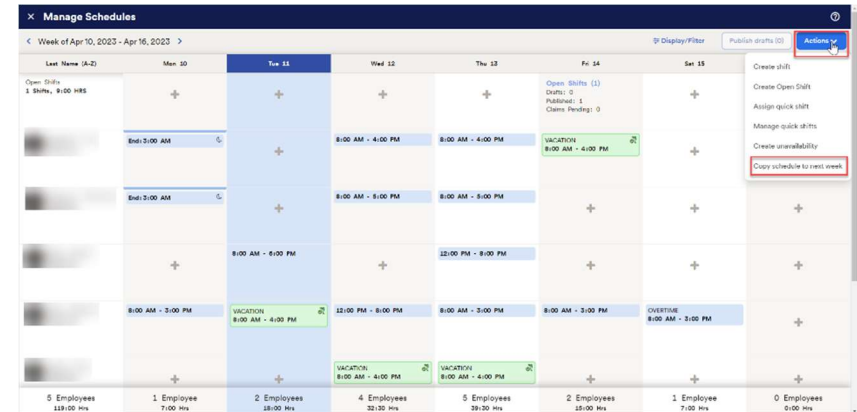
- 1 To get to the **Scheduling Page**, log into RUN and click the **Time button** on the left-hand side.



- 2 Then click on **Team Schedule**.



- 3 Next, Select **Actions**, if your employees are mostly going to be working the same schedule next week, you can select **Copy Schedule to Next Week**.



\*Note: you can continuously copy schedule to next week as far in advance as you'd like as long as your employees do not have any pending PTO or unavailability on future scheduled days.\*

# Copy to Next Week

- 4 After copying, a confirmation screen will pop up where you can confirm **Copy schedule to next week** or **Cancel**.

### Copy Schedule

Are you sure you want to copy schedule to next week?

This will copy all 12 shifts from the week of Apr 10, 2023 - Apr 16, 2023 and apply them to the week of Apr 17, 2023 - Apr 23, 2023.

Important: Shifts won't be copied to any days that an employee's status is inactive.

- 5 To see the copied schedule, click on the **arrow** in the top left to go to the next week. You'll notice that the schedule copied over in draft state. This allows us to make any final adjustments before it gets posted to the employees. After making any necessary adjustments, we can select **Publish Drafts**.

Week of Apr 17, 2023 - Apr 23, 2023	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23
Open Shifts	+	+	+	+	+	+	+
Guilford, Lisa 12:00 Hrs	+	+	9:00 AM - 4:00 PM DRAFT	9:00 AM - 4:00 PM DRAFT	+	+	+
Patterson, Desmond 12:00 Hrs	+	+	9:00 AM - 5:00 PM DRAFT	9:00 AM - 5:00 PM DRAFT	+	+	+
Reed, Jazmin 12:00 Hrs	+	9:00 AM - 6:00 PM DRAFT	+	12:00 PM - 9:00 PM DRAFT	+	+	+
Ward, Rachel 16:00 Hrs	9:00 AM - 3:00 PM DRAFT	+	12:00 PM - 9:00 PM DRAFT	9:00 AM - 3:00 PM DRAFT	9:00 AM - 3:00 PM DRAFT	9:00 AM - 3:00 PM DRAFT	+
Woods, Ben 7:00 Hrs	+	+	+	+	9:00 AM - 3:00 PM DRAFT	+	+