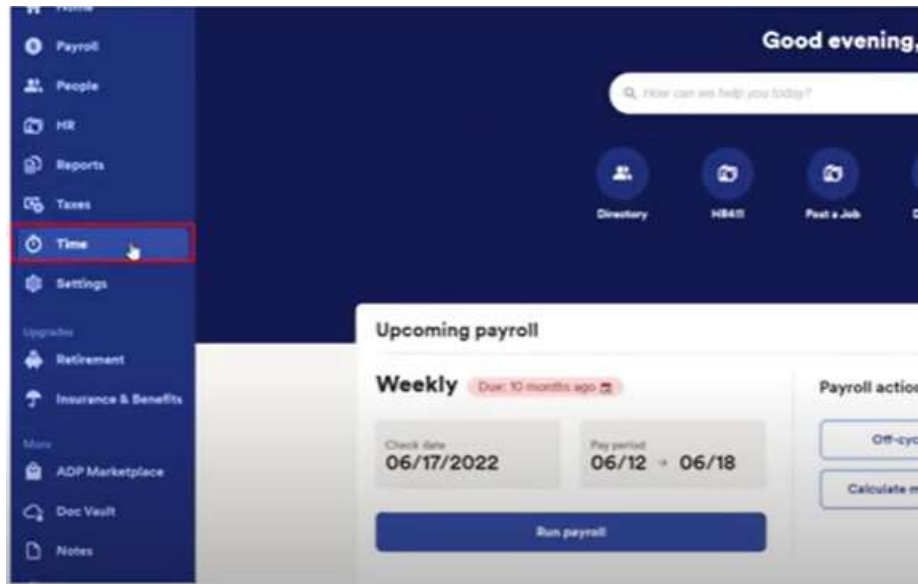
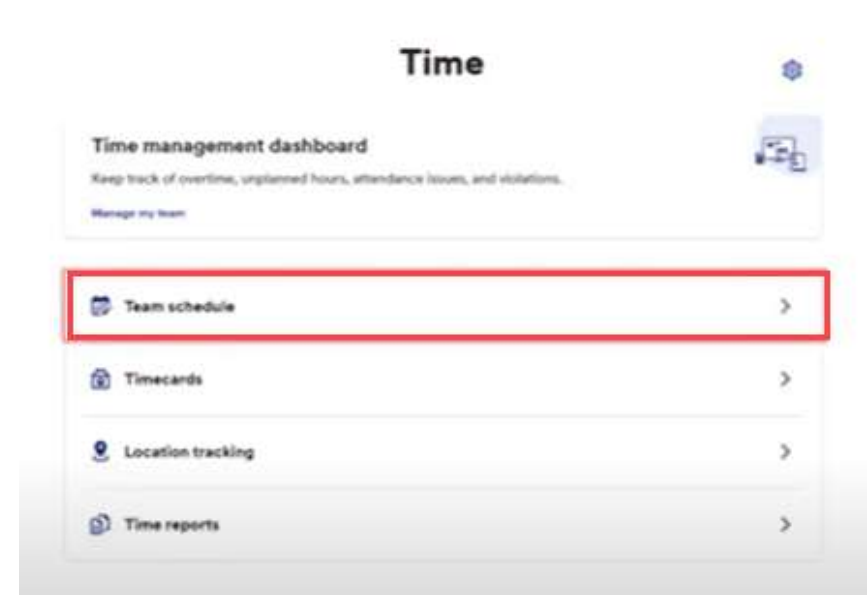


Drafts and Published Shifts

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

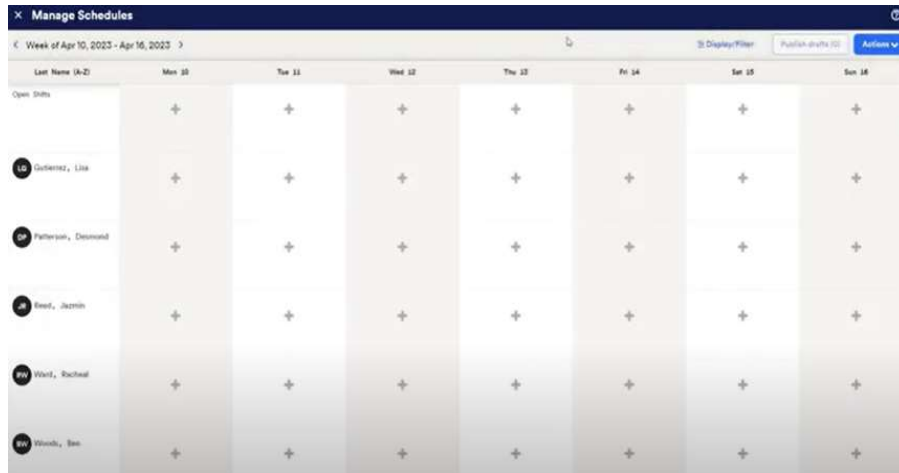


- 2 Then click on **Team Schedule**.

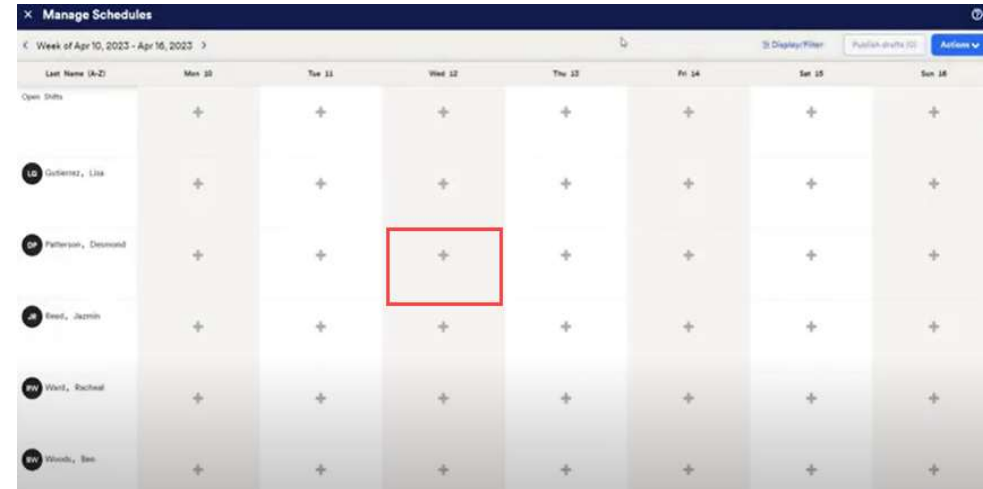


Drafts and Published Shifts

3 This will open the scheduling screen.



4 First let's add a draft shift, by clicking the + on an **empty square**.



Drafts and Published Shifts

- 5 Once we've entered the information, we have the option at the bottom to **save as draft**.

← Back Add/Create

JR Reed, Jazmin

Entry

Quick Shift

8:00 AM - 3:00 PM, Morning, 7 HRS

Start Date 04/14/2023 End Date 04/14/2023

Start Time 8:00 AM End Time 3:00 PM

Department Select option

Comments Visible to employee

0/512

Add new entry

Add unavailability

Delete all schedules

Save as draft Publish

- 6 This is how it will look as a draft. The draft shift shows as a dotted outline and says draft on it. Draft shifts can only be seen by a manager working on an employees schedule. This allows you to move around and work on the schedule without the employees seeing anything prematurely on their computers or phones.

Manage Schedules

Week of Apr 10, 2023 - Apr 16, 2023

Last Name (A-Z)	Mon 10	Tue 11	Wed 12
Open Shifts	+	+	+
LG Gutierrez, Lisa 0:00 Hrs	+	+	+
DP Patterson, Desmond 9:00 Hrs	+	+	8:00 AM - 5:00 PM DRAFT
JR Reed, Jazmin 0:00 Hrs	+	+	+
RW Ward, Rachel 0:00 Hrs	+	+	+
BW Woods, Ben 0:00 Hrs	+	+	+

Drafts and Published Shifts

7 Published shifts shows as **solid blocks**.

The screenshot shows the 'Manage Schedules' interface for the week of April 10, 2023, to April 16, 2023. The interface displays a grid of shifts for five employees: Lisa Guterrez, Desmond Patterson, Jazmin Reed, Rachael Ward, and Ben Woods. Published shifts are shown as solid blue blocks. For example, Desmond Patterson has a solid blue block for a shift on Wednesday, April 12, from 8:00 AM to 5:00 PM. Draft shifts are shown as dashed blue blocks.

Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13
Open Shifts	+	+	+	+
LB Guterrez, Lisa 9:00 Hrs	+	+	+	+
DP Patterson, Desmond 18:00 Hrs	+	+	8:00 AM - 5:00 PM DRAFT	8:00 AM - 5:00 PM
JR Reed, Jazmin 9:00 Hrs	+	+	+	+
RW Ward, Rachael 9:00 Hrs	+	+	+	+
BW Woods, Ben 9:00 Hrs	+	+	+	+

8 To publish the shifts, click on the **publish drafts** button in the top right corner. This will publish all the draft shifts you have made at once.

The screenshot shows the 'Manage Schedules' interface with draft shifts highlighted by dashed blue boxes. A dialog box titled 'Publish all draft shifts' is displayed, indicating that 3 scheduled drafts for the week of April 10, 2023, to April 16, 2023, are being published. The dialog has two buttons: 'Cancel' and 'Yes, publish', with the 'Yes, publish' button highlighted by a red box.

Publish all draft shifts

You are publishing 3 scheduled drafts for Apr 10, 2023 - Apr 16, 2023

Cancel Yes, publish

Note: In addition to being able to see their schedule on their devices, employees will also get a shift reminder push notification the night before their shift start time.