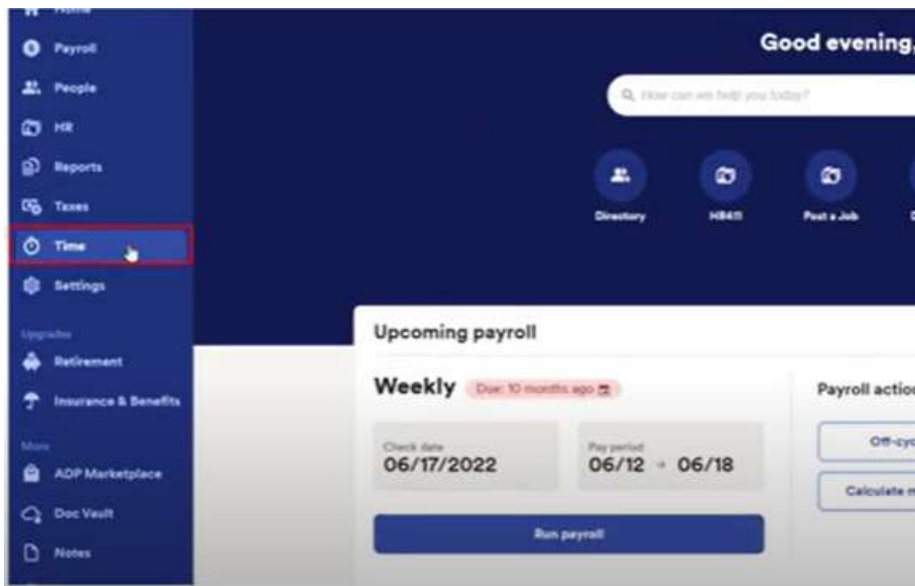
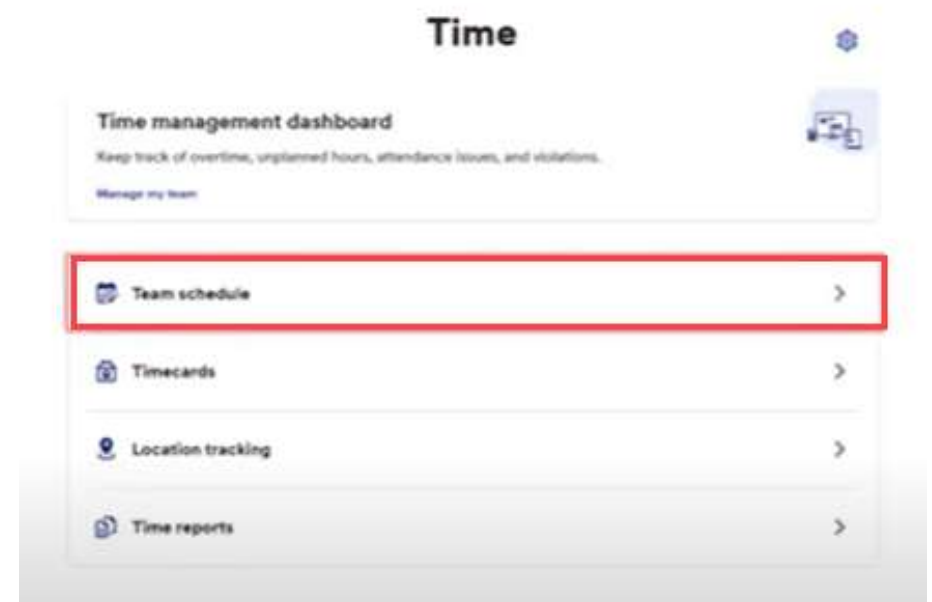


Intro to Schedules

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**.



Intro to Schedules

3 This will open the scheduling screen. This is a scheduling grid, where you can see all the employees names on the left hand side and the days of the week across the top. The Schedule grid will show the weeks from **Monday** to **Sunday** and **cannot** be adjusted.

4 You can navigate between weeks using **arrows** in the **top left**.

Manage Schedules							
Week of Apr 10, 2023 - Apr 16, 2023							
Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 HRS	+	+	+	+	Open Shifts (1) Drafts: 0 Published: 1 Claims Pending: 0	+	+
LG Gutierrez, Lisa 23:00 Hrs	End: 3:00 AM	+	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	+	+
DP Patterson, Desmond 18:00 Hrs	End: 3:00 AM	+	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	+	+	+
JR Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
RW Ward, Racheal 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+
BW Woods, Ben 23:00 Hrs	+	+	VACATION 8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	8:00 AM - 3:00 PM DRAFT	+	+
5 Employees 126:00 Hrs	1 Employee 7:00 Hrs	2 Employees 18:00 Hrs	4 Employees 32:30 Hrs	5 Employees 39:30 Hrs	3 Employees 22:00 Hrs	1 Employee 7:00 Hrs	0 Employees 0:00 Hrs

Manage Schedules							
Week of Apr 10, 2023 - Apr 16, 2023							
Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 HRS	+	+	+	+	Open Shifts (1) Drafts: 0 Published: 1 Claims Pending: 0	+	+
LG Gutierrez, Lisa 23:00 Hrs	End: 3:00 AM	+	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	+	+
DP Patterson, Desmond 18:00 Hrs	End: 3:00 AM	+	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	+	+	+
JR Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
RW Ward, Racheal 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+
BW Woods, Ben 23:00 Hrs	+	+	VACATION 8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	8:00 AM - 3:00 PM DRAFT	+	+
5 Employees 126:00 Hrs	1 Employee 7:00 Hrs	2 Employees 18:00 Hrs	4 Employees 32:30 Hrs	5 Employees 39:30 Hrs	3 Employees 22:00 Hrs	1 Employee 7:00 Hrs	0 Employees 0:00 Hrs

Intro to Schedules

5 If there isn't a shift, you can click on the + sign to add a shift. At the bottom of the screen you can see the number of employees scheduled to work that day, as well as how many hours are scheduled in total.

Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 HRS	+	+	+	+	+	+	+
Gutierrez, Lisa 23:00 Hrs	End 3:00 AM	+	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	+	+
Patterson, Desmond 18:00 Hrs	End 3:00 AM	+	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	+	+	+
Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
Ward, Racheal 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+
Woods, Ben 23:00 Hrs	+	+	VACATION 8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	8:00 AM - 3:00 PM DRAFT	+	+

5 Employees 126:00 Hrs	1 Employee 7:00 Hrs	2 Employees 18:00 Hrs	4 Employees 32:30 Hrs	5 Employees 39:30 Hrs	3 Employees 22:00 Hrs	1 Employee 7:00 Hrs	0 Employees 0:00 Hrs
---------------------------	------------------------	--------------------------	--------------------------	--------------------------	--------------------------	------------------------	-------------------------

6 In the top right corner there is an **Actions** button. Clicking this activates a drop down menu with scheduling features including the ability to **create** and **manage shifts**.

- Create shift
- Create Open Shift
- Assign quick shift
- Manage quick shifts
- Create unavailability
- Copy schedule to next week