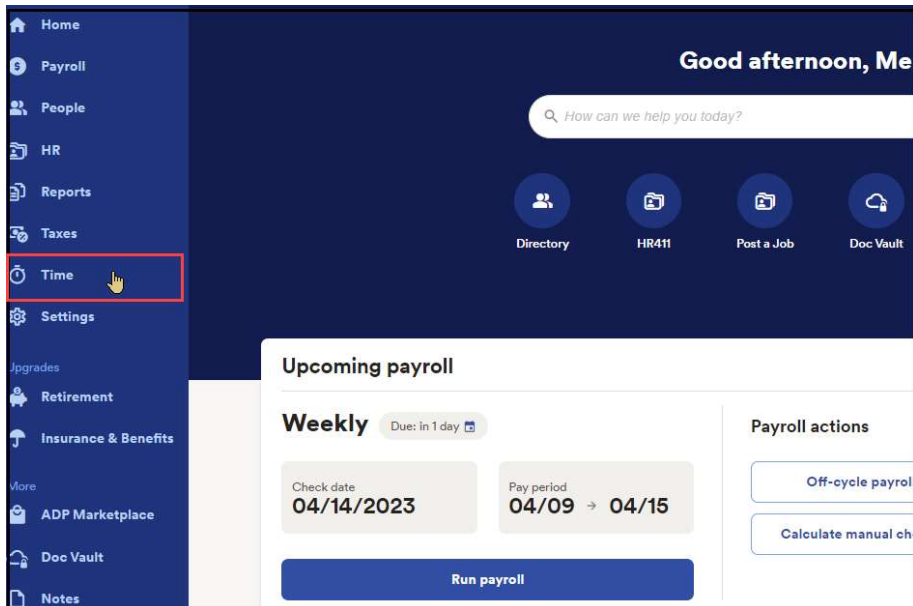
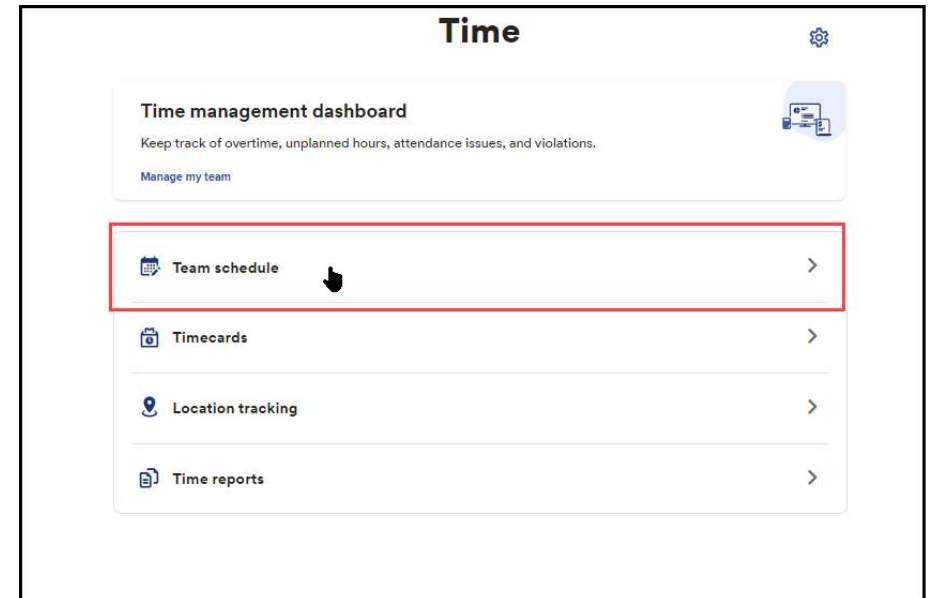


Open Shifts

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



2 Then click on **Team Schedule**. This will open the scheduling screen.



Open Shifts

3 This will open the **Scheduling** screen. The top row of the scheduling grid is for **Open Shifts**. This is used for when employees drop a shift for an emergency, or if you just want to create an open shift to see which employees are interested.

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 Guiterrez, 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	+	+	+
BW Ward, Rachael 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

4 To create an **Open Shift**, click on the plus sign.

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 Guiterrez, 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	+	+	+
BW Ward, Rachael 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

Open Shifts

- 5 A menu will slide in from the right with a few options. At the top you can choose the **Number of Open Shifts** you wish to create. Then you must enter the **Start** time and **End** time for the shift.

The screenshot shows the 'Create Open Shift' form with the following details:

- Number of open shifts: 1
- Quick Shift: Select option
- Start Date: 04/13/2023
- End Date: 04/13/2023
- Start Time: hh:mm AM
- End Time: hh:mm AM
- Department: Select option
- Request expiration date: 04/12/2023, 11:00 PM
- Add a comment: [Empty text area]

- 6 Below is an **Expiration Date**. It is automatically created based on the shift date. However, you can adjust it as needed. If an employee doesn't claim the shift before the expiration date, the shift will delete itself. After all the information is entered, click **Next**.

The screenshot shows the 'Create Open Shift' form with the following details:

- Number of open shifts: 1
- Quick Shift: Select option
- Start Date: 04/14/2023
- End Date: 04/14/2023
- Start Time: 8:00 AM
- End Time: 5:00 PM
- Department: Select option
- Request expiration date: 04/13/2023, 5:00 PM
- Add a comment: [Empty text area]
- Next button: [Highlighted]

Open Shifts

- 7 Next is the **Eligibility**. If an employee is already scheduled to work they will be ineligible to claim the shift. You can also manually remove employee's eligibility. Just click on **Select who can claim the request** and choose the employees manually.

The screenshot shows the 'Create Open Shift' interface. The left pane displays a calendar grid for Tuesday 11, Wednesday 12, and Thursday 13. The right pane is titled '2. ELIGIBILITY' and contains the following information:

- Shift details**
Number of open shifts: 1
Friday, Apr 14, 2023
8:00 AM - 5:00 PM (09:00 HRS)
- Eligibility**
1 employee is eligible to claim this shift.

A red box highlights the text 'Select who can claim the request' at the bottom of the eligibility section.

- 8 Manually select the employee and click **Add**.

The screenshot shows the 'Eligible employees' interface. The left pane displays a 'Manage Schedules' view for the week of April 10, 2023 - April 16, 2023. The right pane is titled 'Eligible employees' and contains the following information:

- Buttons: 'By supervisor' and 'By employee'.
- Search bar: 'Search by employee name'.
- Employee list: A list of employees with their names, last names, and current status. The employee 'Reed, Jazmin' is selected, indicated by a red box around her name and a checked checkbox.
- Bottom summary: A table showing the number of employees and total hours for each day of the week.

A red box highlights the 'Add' button at the bottom right of the interface.

- 9 Finally, you can **Publish** the shift right away for employees to claim it, or **Save Draft** to publish later.

The screenshot displays the 'Manage Schedules' interface. On the left, a calendar view shows the week of April 10, 2023, to April 16, 2023. The calendar is organized by employee last names: Lisa Gutierrez, Diamond Patterson, Jazmin Reed, Rachael Ward, and Ben Woods. Each employee's schedule is shown across the days of the week, with open shifts indicated by plus signs and specific shift times. For example, Lisa Gutierrez has an open shift on Wednesday, April 12, from 8:00 AM to 4:00 PM. The right sidebar, titled 'Create Open Shift', shows the '2. ELIGIBILITY' step. It displays the shift details: 'Number of open shifts: 1', 'Friday, Apr 14, 2023', and '8:00 AM - 5:00 PM (09:00 HRS)'. It also indicates that '1 employee is eligible to claim this shift' and lists 'Reed, Jazmin' as the eligible employee. At the bottom of the sidebar, there are three buttons: 'Previous', 'Save draft', and 'Publish'. The 'Publish' button is highlighted with a red box.