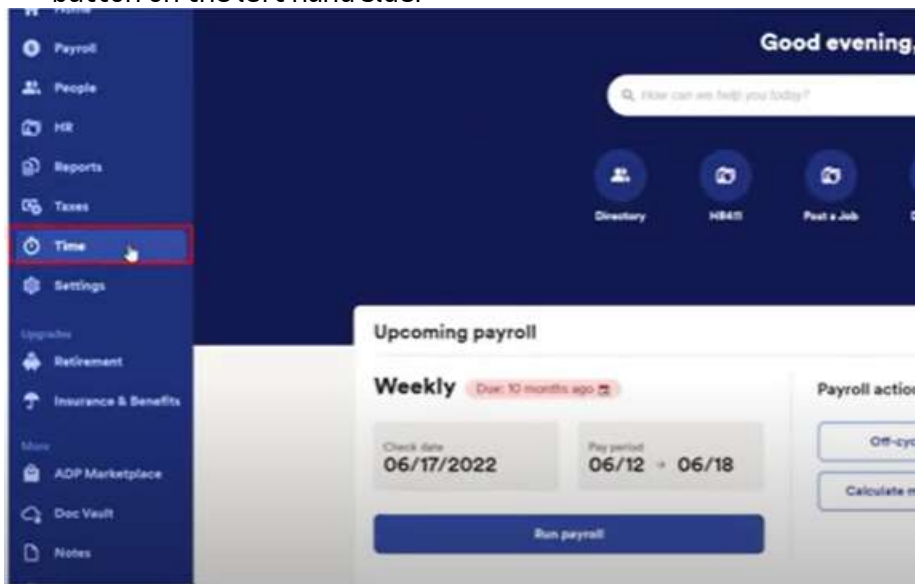
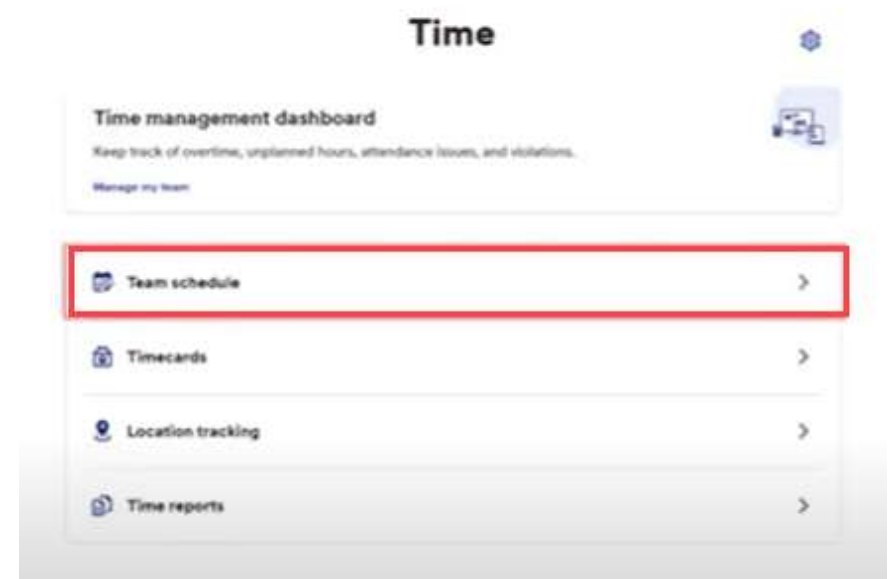


Quick Shifts

- 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.



Quick Shifts

3 To create a quick shift click on **Actions** on the top right. Then click on **Manage Quick Shifts**.

The screenshot shows the 'Manage Schedules' interface. At the top, there's a header with 'Manage Schedules' and a close button. Below it, a navigation bar shows the current week: 'Week of Apr 10, 2023 - Apr 16, 2023'. There are buttons for 'Display/Filter', 'Publish drafts (1)', and 'Actions'. The main area is a calendar grid with columns for days of the week (Mon 10, Tue 11, Wed 12, Thu 13, Fri 14, Sat 15) and rows for employees: 'Open Shifts', 'Gutierrez, Lisa', and 'Patterson, Desmond'. A dropdown menu is open over the 'Actions' button, listing options: 'Create shift', 'Create Open Shift', 'Assign quick shift', 'Manage quick shifts' (highlighted with a red box), 'Create unavailability', and 'Copy schedule to next week'.

4 This will take you to the Quick Shifts Management screen. You can add a new Quick Shift by clicking on **Create**.

The screenshot shows the 'Manage Quick Shifts' screen. At the top, there's a 'Back' button and the title 'Manage Quick Shifts'. Below the title, there are two buttons: 'Create' (highlighted with a red box) and 'Delete'. Below the buttons, there's a table header with columns: 'Name', 'Shift time', and 'DEPARTMENT'. Below the header, the text 'No data found' is displayed.

- 5 The fields needed to be entered for a quick shift. The department field is optional. Then click **save**.

← Back Create Quick Shift

Name

Start Time End Time

DEPARTMENT

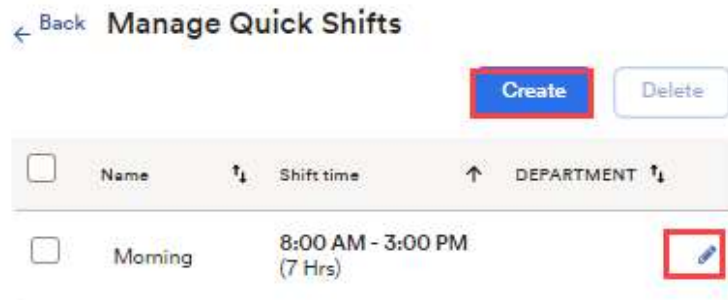
- 6 Now there is a single Quick Shift.

← Back Manage Quick Shifts

<input type="checkbox"/>	Name	Shift time	DEPARTMENT
<input type="checkbox"/>	Morning	8:00 AM - 3:00 PM (7 Hrs)	

Quick Shifts

7 You can edit the Quick Shift by clicking on the **pencil** icon or you can add additional quick shifts by clicking on **create**.



8 To use a quick shift go to the schedule grid and click on the **+** icon.

× 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	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+

9 Then choose the **Quick Shift** drop down to choose the shift.


← Back Add/Create

DP Patterson, Desmond


Entry 


Quick Shift

Select option ^

Search: 

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

Start Time 

End Time 

Department

Select option v

Comments Visible to employee

0/512

[Add new entry](#)

[Add unavailability](#)

[Delete all schedules](#)