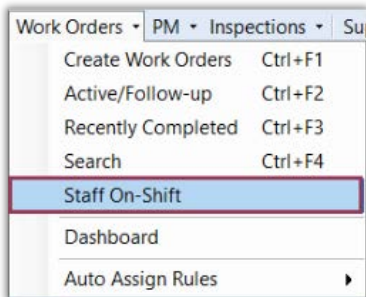


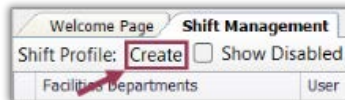
Staff On-Shift supports a “set it and forget it” model for managers. You create a Shift Profile with a user’s allowed Work Order Types, Work Assignment, and Departments once. Don’t worry, you can always update the Shift Profile as needed.

Creating a Shift Profile

Step 1: Open the Work Orders drop-down and select **Staff On-Shift**.



Step 2: Click on **Create** in the upper left-hand corner.

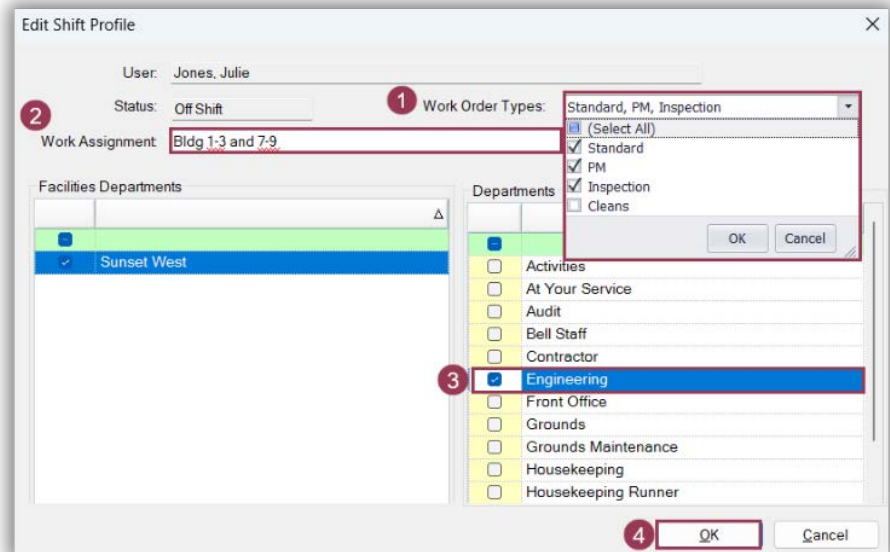


Step 3: Start typing the first or last name of the user you want to put On-Shift. The system will filter for you. Click the name and then **OK**.



Step 4: Create the Shift Profile by:

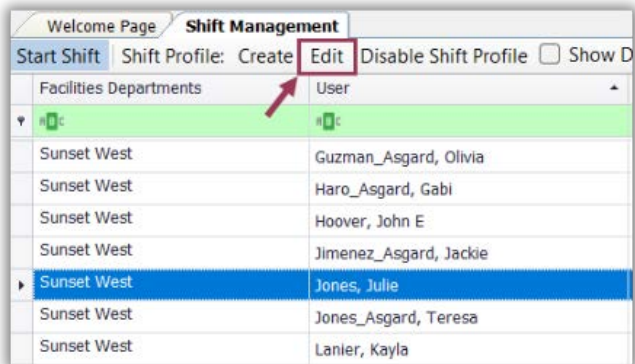
1. Selecting one or more **Work Order Types** the user should be assigned to and receive on the mobile device.
2. The **Work Assignment** field can be used to assist with assigning work orders to the correct user. For example, to show zones, work time, or floor/Bldg assignments.
3. Select all **Departments** the user will cover during the shift. (For Example, evening Engineering may also respond to Housekeeping delivery requests).
4. Click **OK**.



The user is now available to be put On-Shift.
See **Start and End Shifts Job Aide** for more information.

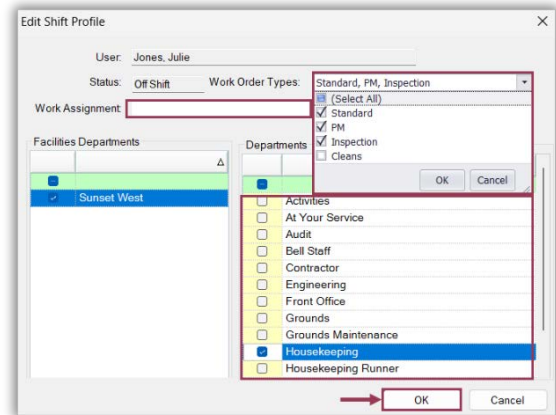
Editing a Shift Profile

Step 1: Highlight the user's name and click **Edit**.



Facilities Departments	User
Sunset West	Guzman_Asgard, Olivia
Sunset West	Haro_Asgard, Gabi
Sunset West	Hoover, John E
Sunset West	Jimenez_Asgard, Jackie
Sunset West	Jones, Julie
Sunset West	Jones_Asgard, Teresa
Sunset West	Lanier, Kayla

Step 2: Edit the user's profile as needed:
Work Order Types - Work Assignment - Departments



User: Jones, Julie
Status: Off Shift
Work Order Types: Standard, PM, Inspection
Work Assignment: [Empty]
Facilities Departments: Sunset West
Departments: Housekeeping
Activities: [List of activities with checkboxes]
OK Cancel

Click **OK**