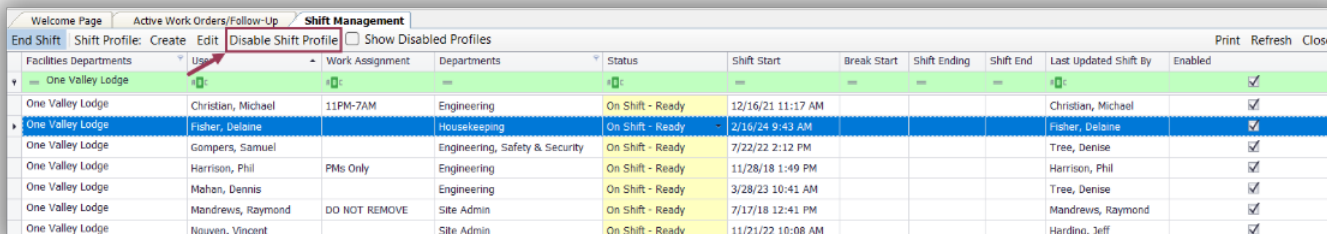


Disabling a user's profile removes the user from the Shift Management Screen and prevents the user from being assigned to work orders.

## Disabling a Shift Profile

**Step 1:** Highlight the user's name. Click the **Disable Shift Profile** button.

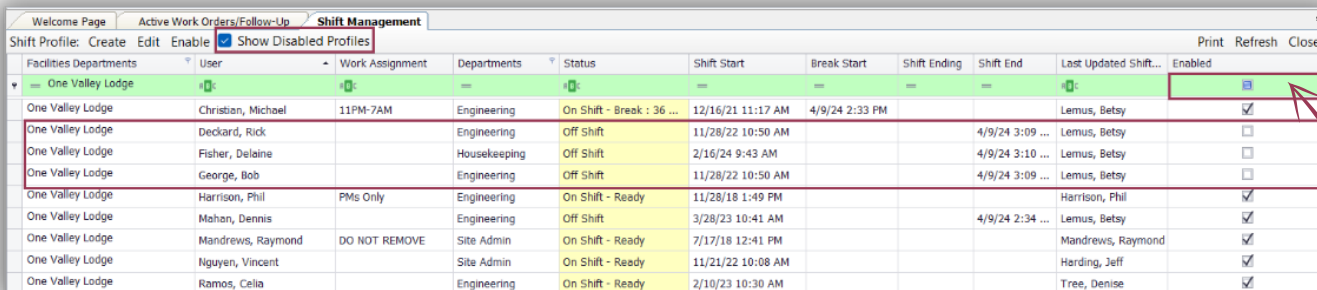


Facilities	Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
One Valley Lodge		Christian, Michael	11PM-7AM	Engineering	On Shift - Ready	12/16/21 11:17 AM				Christian, Michael	<input checked="" type="checkbox"/>
One Valley Lodge		Fisher, Delaine		Housekeeping	On Shift - Ready	2/16/24 9:43 AM				Fisher, Delaine	<input checked="" type="checkbox"/>
One Valley Lodge		Gompers, Samuel		Engineering, Safety & Security	On Shift - Ready	7/22/22 2:12 PM				Tree, Denise	<input checked="" type="checkbox"/>
One Valley Lodge		Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	<input checked="" type="checkbox"/>
One Valley Lodge		Mahan, Dennis		Engineering	On Shift - Ready	3/28/23 10:41 AM				Tree, Denise	<input checked="" type="checkbox"/>
One Valley Lodge		Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	<input checked="" type="checkbox"/>
One Valley Lodge		Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	<input checked="" type="checkbox"/>

**Note:** Once the user's "Asgard Profile" is disabled, visibility and access disappear entirely from the system.

**Step 2:** To view disabled users click on the **Show Disabled Profile** button.

Note - A **blank check box** indicates Disabled users.



Facilities	Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
One Valley Lodge		Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 36 ...	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	<input checked="" type="checkbox"/>
One Valley Lodge		Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34 ...	Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	<input checked="" type="checkbox"/>
One Valley Lodge		Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	<input checked="" type="checkbox"/>
One Valley Lodge		Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	<input checked="" type="checkbox"/>

You can sort by **enabled**, **disabled**, or **both** by clicking in the check box filter.

## Enabling a Disabled Shift Profile

**Step 1:** Click on the **Show Disabled Profile** button.

Facilities	Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
One Valley Lodge											<input type="checkbox"/>
One Valley Lodge		Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 36 ...	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	<input checked="" type="checkbox"/>
One Valley Lodge		Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34 ...	Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	<input checked="" type="checkbox"/>
One Valley Lodge		Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	<input checked="" type="checkbox"/>
One Valley Lodge		Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	<input checked="" type="checkbox"/>

**Step 2:** Highlight the disabled user's name. Click the **Enable** button.

Facilities	Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
One Valley Lodge		Enable									<input type="checkbox"/>
One Valley Lodge		Chavez, Asgard, Jose		Engineering	Off Shift	7/22/22 2:11 PM			4/3/23 8:28 ...	Harding, Jeff	<input type="checkbox"/>
One Valley Lodge		Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 58 ...	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	<input checked="" type="checkbox"/>
One Valley Lodge		Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34 ...	Lemus, Betsy	<input checked="" type="checkbox"/>

**Note:** The user can now put themselves On-Shift-Ready from their mobile device, and work orders can be assigned to them.



The Shift Management screen provides enhanced visibility into user status:

- Shift Start
- Break Start
- Shift Ending
- Shift End
- Last Updated Shift By
- Enabled/Disabled

Facilities	Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
One Valley Lodge											<input type="checkbox"/>
One Valley Lodge		Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 36 ...	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09 ...	Lemus, Betsy	<input type="checkbox"/>
One Valley Lodge		Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	<input checked="" type="checkbox"/>
One Valley Lodge		Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34 ...	Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge		Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	<input checked="" type="checkbox"/>
One Valley Lodge		Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	<input checked="" type="checkbox"/>
One Valley Lodge		Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	<input checked="" type="checkbox"/>