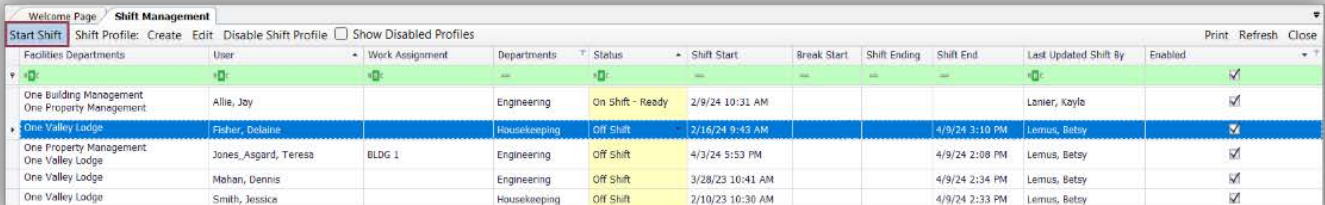
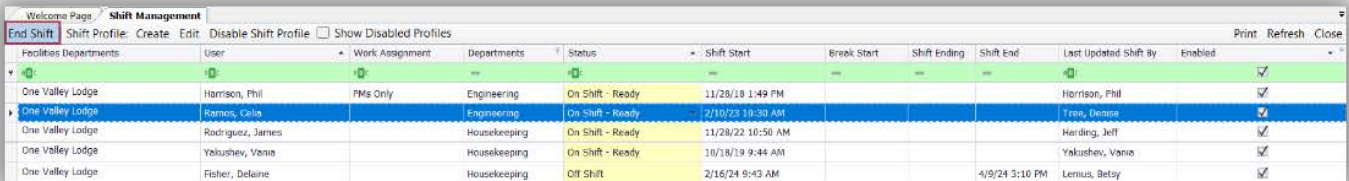


Step 1: Highlight the **Off Shift** user whose shift you would like to **Start** & click the blue **Start Shift** button.



Facilities Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
One Building Management One Property Management	Allie, Jay		Engineering	On Shift - Ready	2/9/24 10:31 AM				Lanier, Kayla	<input checked="" type="checkbox"/>
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 PM	Lemus, Betsy	<input checked="" type="checkbox"/>
One Property Management One Valley Lodge	Jones_Asgard, Teresa	BLDG 1	Engineering	Off Shift	4/3/24 5:53 PM			4/9/24 2:08 PM	Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge	Mohan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34 PM	Lemus, Betsy	<input checked="" type="checkbox"/>
One Valley Lodge	Smith, Jessica		Housekeeping	Off Shift	2/10/23 10:30 AM			4/9/24 2:33 PM	Lemus, Betsy	<input checked="" type="checkbox"/>

Step 2: To End a user's shift, highlight the user & click the blue **End Shift** button.



Facilities Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 11:49 PM				Harrison, Phil	<input checked="" type="checkbox"/>
One Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 18:30 AM				Tree, Denise	<input checked="" type="checkbox"/>
One Valley Lodge	Rodriguez, James		Housekeeping	On Shift - Ready	11/28/22 16:50 AM				Hending, Jeff	<input checked="" type="checkbox"/>
One Valley Lodge	Yakushev, Vania		Housekeeping	On Shift - Ready	10/18/19 9:44 AM				Yakushev, Vania	<input checked="" type="checkbox"/>
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 PM	Lemus, Betsy	<input checked="" type="checkbox"/>

Step 3: If the User whose shift is ending has work orders assigned to them, you will be prompted to **Unassign** or **Reassign** any outstanding work orders. The best practice is to select **Unassign the work orders**. Otherwise, Confirm End of Shift by clicking **Yes**.

End Shift ✕

Ramos, Celia has 4 outstanding work orders in the Engineering department. Would you like to reassign these work orders to someone who is still on-shift?

- No, leave them assigned to Ramos, Celia
- No, leave them assigned to Ramos, Celia
- Assign them to Gompers, Samuel
- Assign them to Harrison, Phil (PMs Only)
- Assign them to Christian, Michael (On Shift - Break : 23 hours, 13 mins)
- Assign them to Andrews, Christine
- Assign them to Todd, James
- Unassign the work orders**

Confirm Shift End ✕

? End shift for Jimenez_Asgard, Jackie?

Yes
No

Step 4: To Start or End shifts for Multiple Users, click and drag your mouse to highlight the users or pick and choose users by holding down the Ctrl Key while using your mouse to make selections. Once the users are highlighted, click the **Start or End Shift button**.

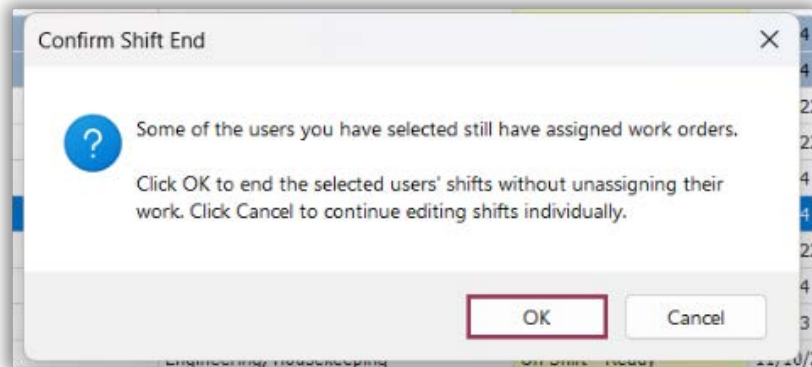
Facilities Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/16 1:49 PM				Harrison, Phil	✓
One Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	✓
One Valley Lodge	Rodriguez, James		Housekeeping	On Shift - Ready	11/28/22 10:50 AM				Harding, Jeff	✓
One Building Management One Property Management	Ross, Rodney		Engineering	On Shift - Ready	2/9/24 10:31 AM				Lanier, Kayla	✓
One Valley Lodge	Todd, James		Engineering	On Shift - Ready	8/23/22 4:32 PM				Harding, Jeff	✓
One Property Management	Webb, Anthony		Housekeeping	On Shift - Ready	11/15/22 11:01 AM				Webb, Anthony	✓

Facilities Departments	User	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
One Valley Lodge	Todd, James		Engineering	On Shift - Ready	8/23/22 4:32 PM				Harding, Jeff	✓
One Valley Lodge	Smith, Jessica		Housekeeping	Off Shift	2/10/23 10:30 AM		4/9/24 2:33 PM		Lemus, Betsy	✓
One Building Management One Property Management	Ross, Rodney		Engineering	On Shift - Ready	2/9/24 10:31 AM				Lanier, Kayla	✓
One Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	✓
One Valley Lodge	Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM		4/9/24 2:34 PM		Lemus, Betsy	✓
One Property Management One Valley Lodge	Jones, Agard, Teresa	BLDG 1	Engineering	Off Shift	4/3/24 5:53 PM		4/9/24 2:08 PM		Lemus, Betsy	✓
One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	✓
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM		4/9/24 3:10 PM		Lemus, Betsy	✓
One Building Management One Property Management	Allie, Jay		Engineering	On Shift - Ready	2/9/24 10:31 AM				Lanier, Kayla	✓

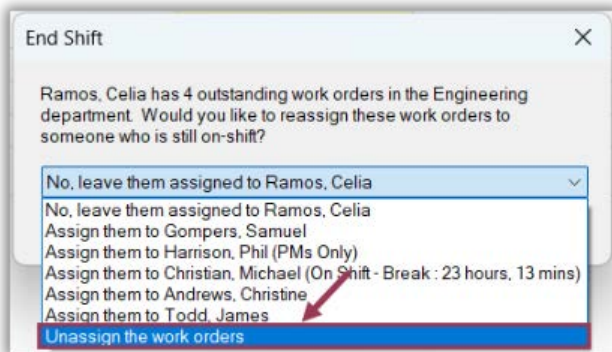
Step 5: When Ending Multiple User's Shifts, if any of the users still have uncompleted work orders assigned to them, you will need to click **Cancel** to reassign or unassign the work orders of those users **individually**.

REMEMBER

When ending a user's shift who is still assigned to work orders, it is best practice to select **"Unassign the work orders."**



Once the Ending Shift process is completed, the **Users' Status** updates to **Off Shift**.



User	Work Assignment	Departments	Status
Todd, James		Engineering	On Shift - Ready
Smith, Jessica		Housekeeping	Off Shift
Rodriguez, James		Housekeeping	On Shift - Ready
Ramos, Celia		Engineering	Off Shift
Mahan, Dennis		Engineering	Off Shift
Harrison, Phil	PMs Only	Engineering	Off Shift
Fisher, Delaine		Housekeeping	On Shift - Ready
Allie, Jay		Engineering	Off Shift