

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

Eacilities Departments	Usor	Work Assignment	Denartments	T Statue	Shift Start	Break Start	Shift Ending	Shift End	Last Undated Shift Ry	Enabled
<pre>iDt</pre>	*D:	s@c		* D t		-	-	_	·Oc	V
One Building Management One Property Management	Allie, Jay		Engineering	On Shift - Ready	2/9/24 10:31 AM				Lanier, Kayla	N
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 PM	Lemus, Betsy	▼
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	×
One Valley Lodge	Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34 PM	Lemus, Betsy	N/
One Valley Lodge	Smith, Jessica		Housekeeping	Off Shift	2/10/23 10:30 AM			4/9/24 2:33 PM	Lemus, Betsy	N

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		
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One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil		2	
One-Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	= 2/10/23 10:30 AM				Tree, Denise	AR TOTAL	V	
One Valley Lodge	Rodriguez, James		Housekeeping	On Shift - Ready	11/28/22 10:50 AM				Harding, Jeff		M	
One Valley Lodge	Yakushev, Vania		Housekeeping	On Shift - Ready	10/18/19 9:44 AM				Yakushev, Vania		¥.	
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10 PM	Lemus, Betsy		¥.	

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.

nd Shift	× Confirm Shift End	the tients then
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?	End shift for lin	anat Argard Jackie?
No, leave them assigned to Ramos, Celia		ieriez_Asgaru, Jackie:
No, leave them assigned to Ramos, Celia		
Assign them to Harrison, Phil (PMs Only)		
Assign them to Christian, Michael (On Shift - Break : 23 hours, 13 mir	s)	
Assign them to Andrews, Christine	k Yes	No
Assign them to Todd, James 🛛 📕		
Unassign the work orders		12 12

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**.

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dities Departments	User	Work Assignment	Departments	Y Status	+ Shift Start	Break S	Start Shift	nding Shift End	Last Updated Shift B	y Enabled
k.	(D)	100	=	10c	100	-	-	=	e⊡c	V
ne Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	×
ie Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	1
e Valley Lodge	Rodriguez, James		Housekeeping	On Shift - Ready	11/28/22 10:50 AM	1			Harding, 3eff	×
e Building Management e Property Management	Ross, Rodney		Engineering	On Shift - Ready	~ 2/9/24 10:31 AM				Lanier, Kayla	
e Valley Lodge	Todd, James		Engineering	On Shift - Ready	8/23/22 4:32 PM				Harding, Jeff	V
e Property Management	Webb, Anthony		Housekeeping	On Shift - Ready	11/15/22 11:01 AM	0			Webb, Anthony	1
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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.



REVHINDER

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
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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