

Open Shifts

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When viewing the Manager Dashboard, a Manager can see all the Open Shifts that are currently running.

The screenshot shows the 'Managers Dashboard' with two main sections: 'Review Requests' and 'Open Shifts'. The 'Open Shifts' section is highlighted with a purple border. It contains a table with columns for Employee, Shift Code, Shift Start, and Current T... (Current Task). The table lists five open shifts for various employees on 6/01/16.

	Employee	Shift Code	Shift Start	Current T...
	Hall, Rebecca	Regular	6/01/16 7:43 AM	
	Technician, Tom	Regular	6/01/16 7:45 AM	
	Service, Sally	Installation	6/01/16 7:46 AM	Office Time
	Most, Tammy	Office Time	6/01/16 8:40 AM	
	Papay, Travis	Regular	6/01/16 9:21 AM	

Select the edit button to the left of an Employee to view the Employee Shift information.

This is a close-up view of the 'Open Shifts' table. A purple circle highlights the edit icon (a document with a pencil) to the left of the row for 'Service, Sally'. A purple arrow points from this icon towards the text of the row.

	Employee	Shift Code	Shift Start	Current Ta...	Task Start
	Hall, Rebecca	Regular	6/01/16 7:43 AM		
	Technician, Tom	Regular	6/01/16 7:45 AM		
	Service, Sally	Installation	6/01/16 7:46 AM	Office Time	6/01/16 7:46 AM
	Most, Tammy	Office Time	6/01/16 8:40 AM		
	Papay, Travis	Regular	6/01/16 9:21 AM		