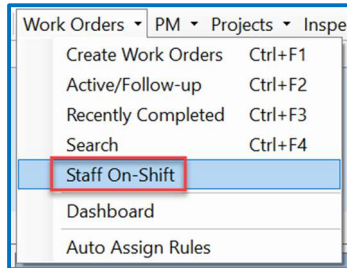


Shift Profile Management – Creating, Editing, Disabling Users

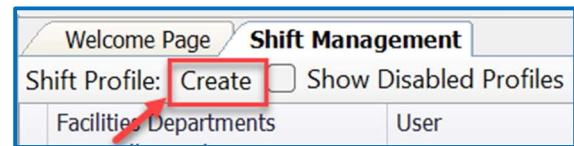
Staff On-Shift now supports a “**set it and forget it**” model for managers. You create a Shift Profile with a user’s allowed Work Order Types, Work Assignment, and Departments **once**. Don’t worry, you can always update the Shift Profile as needed.

Creating a Shift Profile

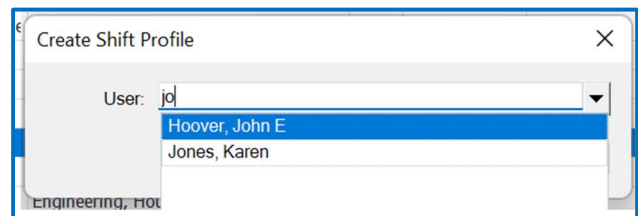
Step 1: Open the Work Orders drop-down and select **Staff On-Shift**.



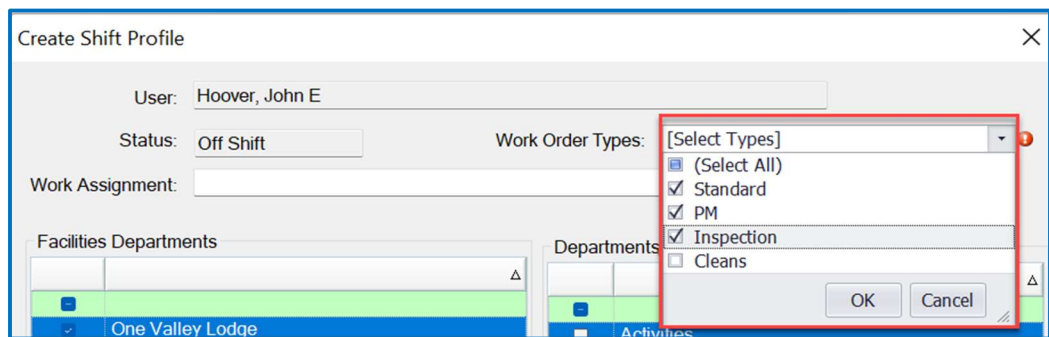
Step 2: Click on **Create** in the upper left-hand corner.



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**.

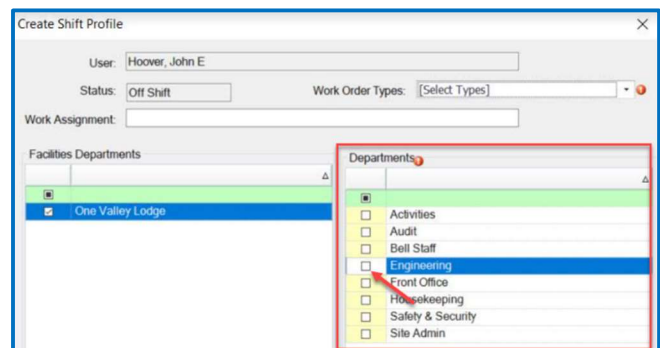


Step 4: Select the Work Order Types the user should be assigned to and receive on the mobile device (if applicable).



Step 5: Select all departments the user will be covering during the shift. (For Example, evening Engineering may also respond to Housekeeping delivery requests). Click **OK**.

Step 6: The user is now available to be put On-Shift. See *Shift Profile Management – Start or End Shifts Job Aide*.



Editing a Shift Profile

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

Welcome Page Shift Management	
End Shift	Shift Profile: Create Edit Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles
Facilities Departments	User
One Valley Lodge	Lemus, Betsy
One Valley Lodge	Abrix, Leanne
One Valley Lodge	Hoover, John E
One Valley Lodge	Ramos, Celia
One Valley Lodge	Gompers, Samuel

Step 2: Edit the user's profile by changing the **Work Order Types** and/or **Departments**. Click **OK**.

Create Shift Profile

User: Hoover, John E

Status: Off Shift

Work Order Types: Standard, PM, Inspection, Cleans

☒ (Select All)
 ☒ Standard
 ☒ PM
 ☒ Inspection
 ☐ Cleans

Work Assignment:

Facilities Departments: One Valley Lodge

Departments:

☐ Activities
 ☐ Audit
 ☐ Bell Staff
 ☒ Engineering
 ☐ Front Office
 ☒ Housekeeping
 ☐ Safety & Security
 ☐ Site Admin

OK

Cancel

Disabling a Shift Profile

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

Welcome Page		Shift Management				
End Shift	Shift Profile: Create Edit		Disable Shift Profile	<input type="checkbox"/> Show Disabled Profiles		
Facilities Departments		User	Departments	Status	Work Assignment	Shift Start
▼	One Valley Lodge	Ramos, Celia	Engineering	On Shift - Ready		3/15/21 6:1...
	One Valley Lodge	Gompers, Samuel	Engineering	On Shift - Ready		9/23/21 8:1...
▶	One Valley Lodge	Harrison, Phil	Engineering	On Shift - Ready	PMs Only	11/28/18 1:...
	One Valley Lodge	Aldrich, Candace	Housekeeping, Engineering	On Shift - Ready		9/3/21 2:55...
	One Valley Lodge	Webb, Anthony	Housekeeping	On Shift - Ready		12/27/21 1...
	One Valley Lodge	Nguyen, Vincent	Site Admin	On Shift - Ready		12/27/21 1...
	One Valley Lodge	Mandrews, Raymond	Site Admin	On Shift - Ready	DO NOT REMOVE	7/17/18 12:...



Disabling a user's profile takes away the user's ability to put themselves On Shift – Ready or Off Shift from the mobile device.

Welcome Page Shift Management											
End Shift Shift Profile: Create Edit Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles											Print Refresh
Facilities	Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
▼	One Valley Lodge	Abrix, Leanne	Engineering, Housekeeping	Off Shift		=	=	=	=	Abrix, Leanne	<input checked="" type="checkbox"/>
	One Valley Lodge	Aldrich, Candace	Housekeeping, Engineering	On Shift - Ready		9/3/21 2:55 PM				Aldrich, Candace	<input checked="" type="checkbox"/>
	One Valley Lodge	Andrews, Christine	Housekeeping	On Shift - Ready		10/18/19 10:41 AM				Andrews, Christine	<input checked="" type="checkbox"/>
▼	One Valley Lodge	Chavez, Jose	Engineering, Housekeeping	On Shift - Ready		12/15/20 4:30 PM				Chavez, Jose	<input type="checkbox"/>
	One Valley Lodge	George, Bob	Engineering, Housekeeping	On Shift - Ready		12/27/21 11:25 AM				George, Bob	<input checked="" type="checkbox"/>
	One Valley Lodge	Rodriguez, James	Housekeeping	On Shift - Ending Shift		11/6/18 9:54 AM		12/14/21 1:18 AM		Rodriguez, James	<input checked="" type="checkbox"/>
	One Valley Lodge	Todd, James	Engineering	On Shift - Ready		12/1/17 2:11 PM				Todd, James	<input checked="" type="checkbox"/>
	One Valley Lodge	Webb, Anthony	Housekeeping	On Shift - Ready		12/27/21 11:25 AM				Webb, Anthony	<input checked="" type="checkbox"/>



The Shift Management screen provides additional visibility of the user's status:

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