

Shift Management – Start & End Shifts

Note: If you experience any issues or have questions on Shift Management, contact us at support@katanasoft.com

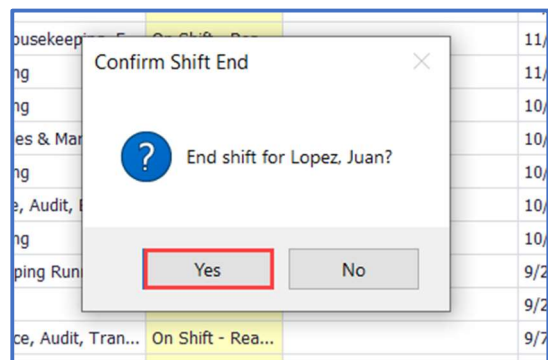
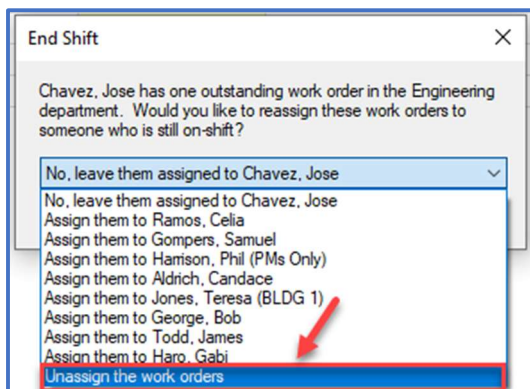
Step 1: Highlight the **Off Shift** user whose shift you would like to **Start** & click the blue **Start Shift** button

Welcome Page Shift Management					
Start Shift Shift Profile: Create Edit Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles					
Facilities Departments	User	Departments	Status	Work Assignment	Shift Start
▼	▼	▼	▼	▼	▼
Sunset West	Alatorre, Evee	Grounds, Front Office, Activities, At You...	Off Shift		3/28/22 1:
Sunset West	Alatorre, Julie	Housekeeping, Housekeeping Runner, I...	On Shift - Ready		9/29/21 2:
Sunset West	Test123, User	At Your Service, Engineering, Housekee...	On Shift - Ready		3/25/22 3:
Sunset West	Adreno, Porticia	Activities	On Shift - Ready		3/29/22 8:
Sunset West	Perez, Gabi	Housekeeping, Engineering, Front Offic...	On Shift - Ready		7/1/20 1:3

Step 2: To **End** a user's shift, highlight the user & click the blue **End Shift** 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
▼	▼	▼	▼	▼	▼
Sunset West	Alatorre, Evee	Grounds, Front Office, Activities, At You...	Off Shift		3/28/22 1
▶ Sunset West	Alatorre, Julie	Housekeeping, Housekeeping Runner, I...	On Shift - Ready		9/29/21 2
Sunset West	Test123, User	At Your Service, Engineering, Housekee...	On Shift - Ready		3/25/22 3
Sunset West	Adreno, Porticia	Activities	On Shift - Ready		3/29/22 8
Sunset West	Perez, Gabi	Housekeeping, Engineering, Front Offic...	On Shift - Ready		7/1/20 1:3

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**.

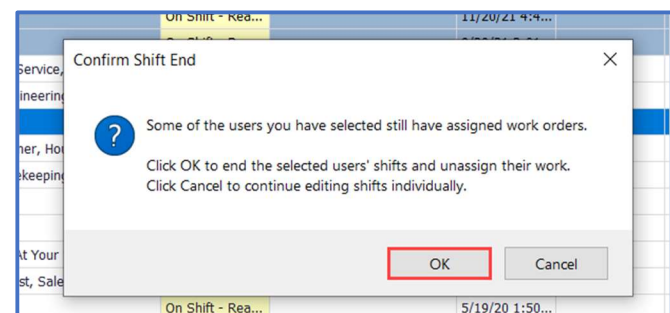


Step 4: To Start or End shifts for Multiple Users click and drag your mouse to highlight the users or to cherry-pick users, hold down the Ctrl Key while using your mouse to make selections

Welcome Page Shift Management Active Work Orders/Follow-Up					
Start Shift Shift Profile: Create Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles					
Facilities Departments	User	Departments	Status	Work Assignment	Shift Start
▼	☐	☐	☐	☐	☐
Sunset West	Alatorre, Eeve	Grounds, Front Office, Activities, At You...	Off Shift		3/28/22 1:
Sunset West	Alatorre, Julie	Housekeeping, Housekeeping Runner, I...	Off Shift		9/29/21 2:
Sunset West	Adreno, Porticia	Activities	Off Shift		3/29/22 8:
Sunset West	Hoover, John E	, Activities, At Your Service, Audit, Tran...	Off Shift		9/7/21 11:
▶ Sunset West	Paul, Pam	Engineering, Housekeeping, PBXPT, Gro...	Off Shift		3/25/22 1:

Welcome Page Shift Management Active Work Orders/Follow-Up					
End Shift Shift Profile: Create Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles					
Facilities Departments	User	Departments	Status	Work Assignment	Shift Start
▼	☐	☐	☐	☐	☐
Sunset West	Alatorre, Eeve	Grounds, Front Office, Activities, At You...	Off Shift		3/28/22 1:
Sunset West	Alatorre, Julie	Housekeeping, Housekeeping Runner, I...	On Shift - Ready		9/29/21 2:
Sunset West	Adreno, Porticia	Activities	On Shift - Ready		3/29/22 8:
Sunset West	Perez, Gabi	Housekeeping, Engineering, Front Offic...	On Shift - Ready		7/1/20 1:3
Sunset West	Hoover, John E	, Activities, At Your Service, Audit, Tran...	On Shift - Ready		9/7/21 11:
▶ Sunset West	Paul, Pam	Engineering, Housekeeping, PBXPT, Gro...	On Shift - Ready		3/25/22 1:

Step 5: When Ending Multiple Users Shift, click **OK** to unassign work orders that are assigned to the selected users



The **Users' Status** updates to **Off Shift**

Welcome Page Shift Management					
Start Shift Shift Profile: Create Edit Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles					
Facilities Departments	User	Departments	Status	Work Assignment	Shift S
▼	☐	☐	☐	☐	☐
▶ Sunset West	Torres, Richard	Maintenance, Housekeeping, Engineering	Off Shift		10/2/1
Sunset West	Barnes, Bucky	Engineering	Off Shift		5/19/2
Sunset West	Perez, Gabi	Housekeeping, Engineering, Front Offic...	On Shift - Rea...		7/1/20
Sunset West	Larson, Brie	Housekeeping	Off Shift	Water Safety	7/10/2
Sunset West	Barker, Bob	Engineering	Off Shift		10/6/2
Sunset West	George, Bob	Housekeeping	On Shift - Rea...		11/2/2