Select the Master Schedule from the Admin tab
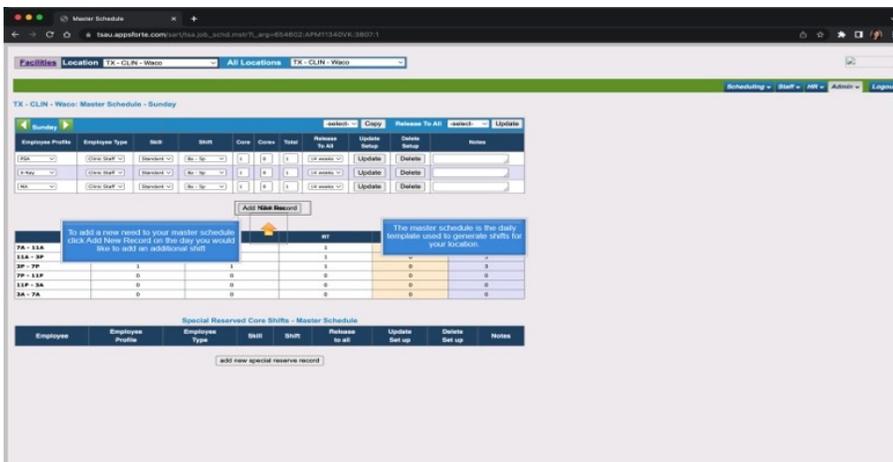
The master schedule is the daily template used to generate shifts for your location. To add a new need to your master schedule click Add New Record on the day you would like to add an additional shift.

Select the Job Profile for the schedule addition

Select the Employee Type for the schedule addition
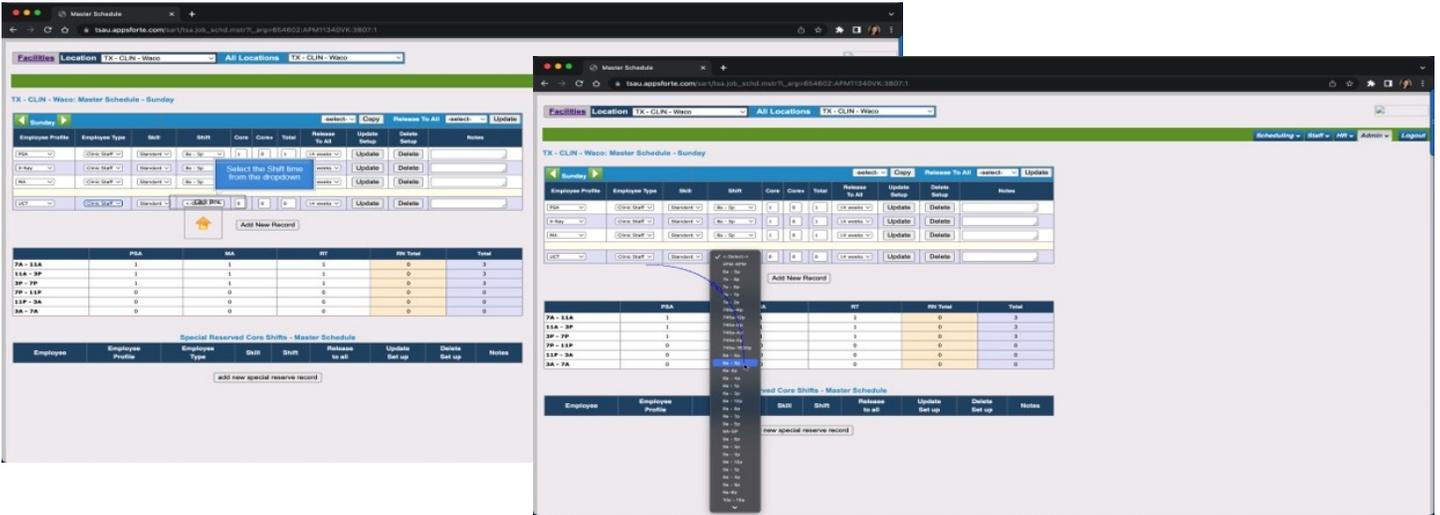
Select the Shift time from the dropdown
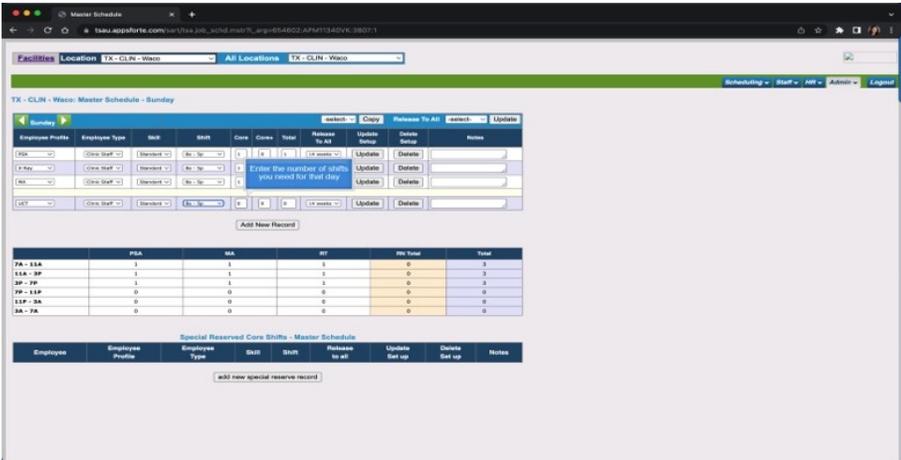
Enter the number of shifts you need for that day
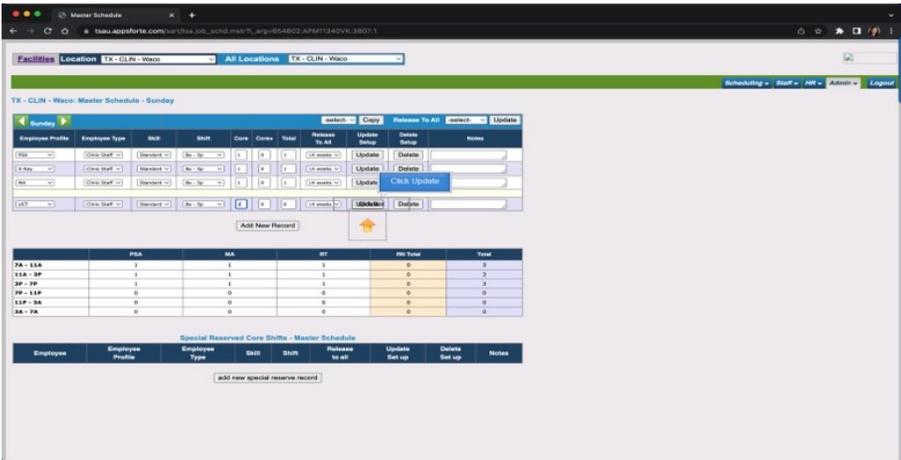
Then Click Update
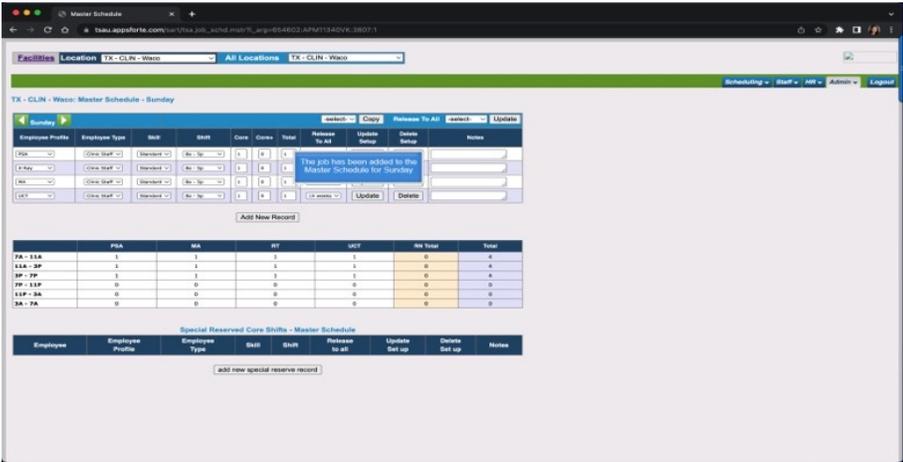
The job has been added to the Master Schedule for Sunday
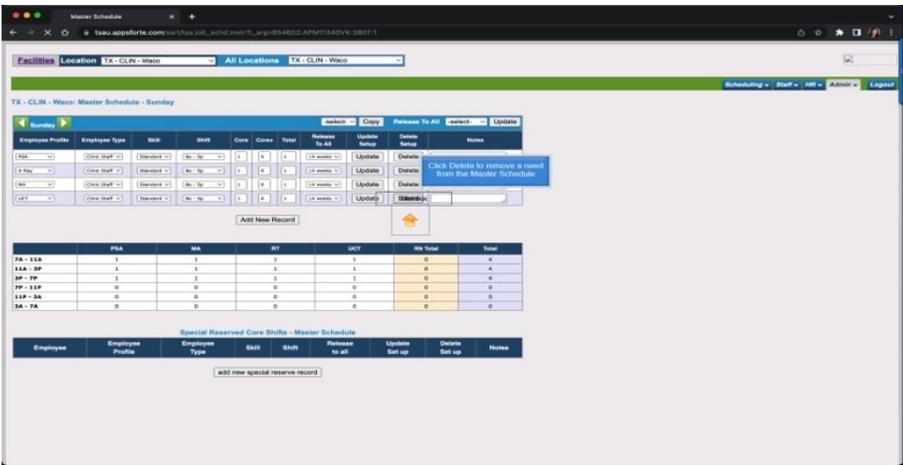
Click Delete to remove a need from the Master Schedule
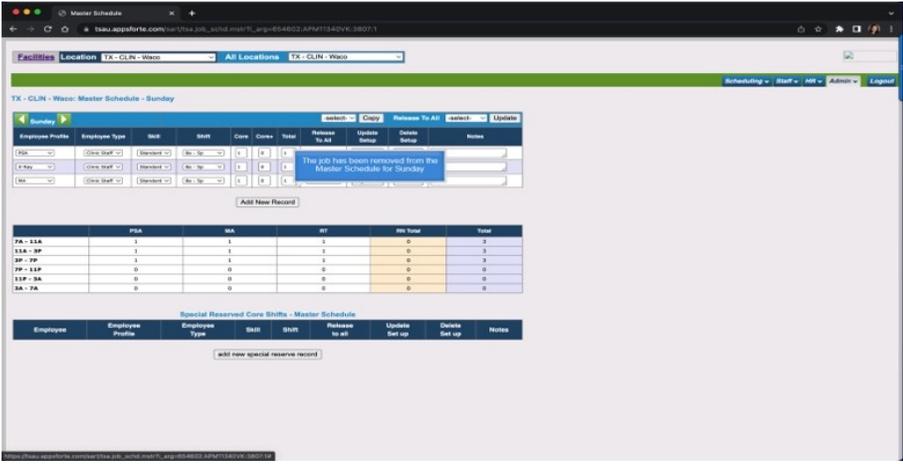
The job has been removed from the Master Schedule for Sunday
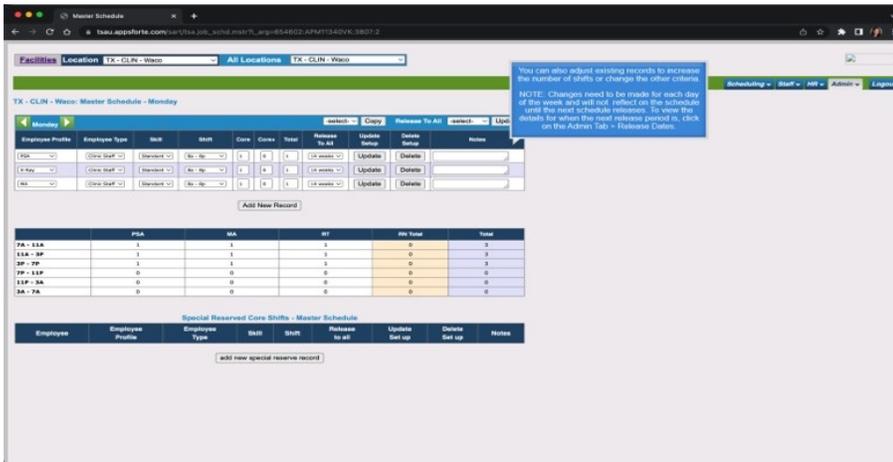
You can also adjust existing records to increase the number of shifts or change the other criteria.

NOTE: Changes need to be made for each day of the week and will not reflect on the schedule until the next schedule releases. To view the details for when the next release period is, click on the Admin Tab and select Release Dates.