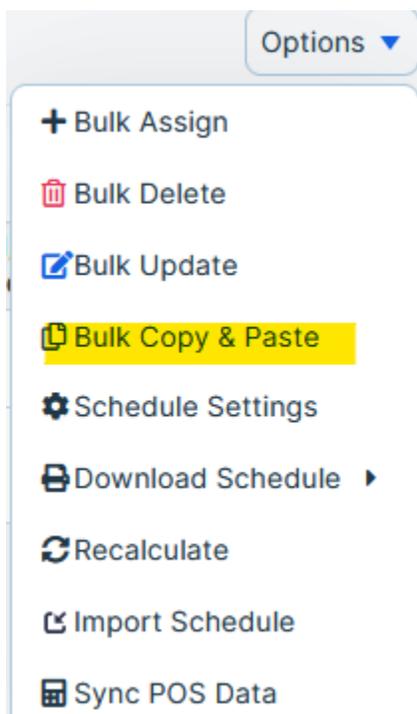


# Bulk Copy and Paste Employees to New Shifts

If you wish to quickly update the schedule to create new shifts for employees, you can copy and paste their shifts to new places. This can be done in bulk using the following process:

Under **Team Management - Schedule**, choose the **Options** drop-down on the right side of the page, and choose **Bulk Copy & Paste**.



1. Choose employees you wish to copy and paste either by name or by group
2. Select the shift you would like to copy, by specifying the dates currently being used, and the dates to which you would like to paste these employees.
3. If necessary, choose any specific shift template to be copied, or if designed, choose all shifts.
4. Select **Apply**.

## Copy & Paste Assignments



### Step 1: Select Employees

Select by name

Select by group

#### Select from employees

Select

### Step 2: Select Shift

Copy From  To

Paste To  To

Repeat Times

#### Copy Assignments with

Shift Template

Cancel

Apply

Your new shifts will appear on the schedule.