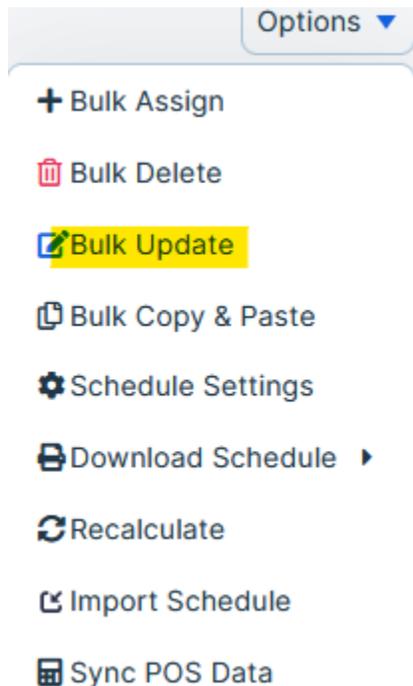


Bulk Update Shift Assignments

Under **Team Management - Schedule**, choose the **Options** dropdown on the right side of the page, and choose **Bulk Update**.



1. Select the employees who need to be updated on the left side of the screen.
2. Next, identify which shift template you wish to update, and the date range.
3. Choose the new shift, give it a name, choose a start time, end time, the specified jobs, location, and time zone.
4. Choose a color that you would like the shift to have on the calendar, add any breaks, or note associated with the shift.
5. Select **Apply**

Bulk Update Assignments



Step 1: Select Employees

Select by name

Select by group

Select from employees

Deanna Mann ✕

Joe Smith ✕

[Clear Search](#)

Step 2: Select a Shift to Update

Which shift template would you like to update?

None

For what dates do you want to apply this change to?

08/28/2023

To

08/28/2023

Step 3: Update Selected Shift to

Shift

None

Shift Name

Shift Name

Start Time

03:05 PM

End Time

04:05 PM

Time Zone

Timezone is required.

Jobs

Please choose a job

Location

Color



HEX

Schedule color with correct format is required

Break Start Time

End Time

Type

[Add Break](#)

The shift will now appear updated on the calendar.