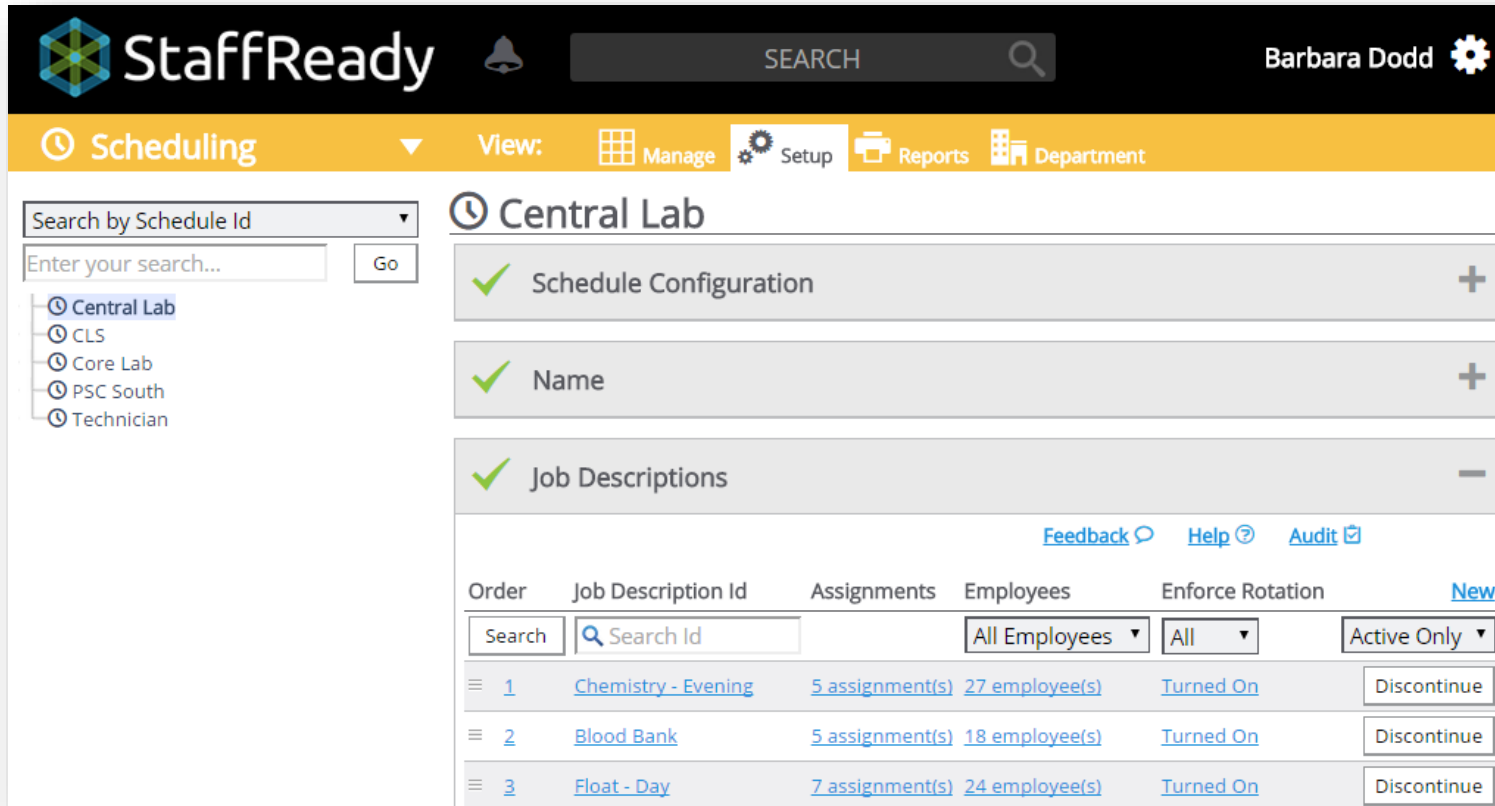


Setup View – Job Description Color Bar

Add and Edit Shift Assignments

This reference guide provides a process overview of how to **Add and Edit Shift Assignments** within the **Job Description** color bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Add new shift assignments
- Edit shift assignments
- Create manual shift assignments



The screenshot displays the StaffReady Scheduling Module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name Barbara Dodd. The main navigation bar shows 'Scheduling' as the active tab, with sub-tabs for 'Manage', 'Setup', 'Reports', and 'Department'. The 'Setup' sub-tab is selected, and the 'View:' dropdown is set to 'Manage'.

The main content area is titled 'Central Lab' and features a 'Schedule Configuration' section with three expandable items: 'Schedule Configuration', 'Name', and 'Job Descriptions'. The 'Job Descriptions' item is expanded, showing a table of job descriptions. The table has columns for 'Order', 'Job Description Id', 'Assignments', 'Employees', 'Enforce Rotation', and 'New'. The 'New' column contains 'Discontinue' buttons for each row.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
1	Chemistry - Evening	5 assignment(s)	27 employee(s)	Turned On	Discontinue
2	Blood Bank	5 assignment(s)	18 employee(s)	Turned On	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	Turned On	Discontinue

Add Shift Assignments

Add Shift Assignments

1. Click the **Job Description** color bar.

View: Manage Setup Department

5East

✓ Name +

✓ Job Descriptions ←

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	IV2	5 assignment(s)	4 employee(s)	Off	Active Only
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off	Discontinue
3	IV3	5 assignment(s)	4 employee(s)	Off	Discontinue
4	D2	5 assignment(s)	4 employee(s)	Off	Discontinue

2. Click on **0 assignment(s)**.

5 BB1 [0 assignment\(s\)](#)

3. Click **Add Shift**.

Shift Assignments

Job Description: BB1

No shift assignments have been added to this job description. Click "Add a Shift" to create a new shift assignment.

[Add a Shift](#)

4. In the **Assignment Id** box, type a value no more than 8 characters long that reflects the job description name.
5. Select the check boxes for the days of the week you need coverage for the shift assignment.
6. On the **Location** menu, click the location.
7. On the **Start** menu, click the start time.
8. In the **Duration** box, type the duration.
9. In the **Unpaid Break** box, type the length of time.
10. Click **Save Changes**.

Shift Assignments > New Shift Assignment ✕

Job Description
BB1

Assignment Id* ⓘ

Days* ⓘ

Manual assign only

All Days

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

When and Where ⓘ

Location* ⓘ

Start* ⓘ Duration* ⓘ Unpaid Break* ⓘ End

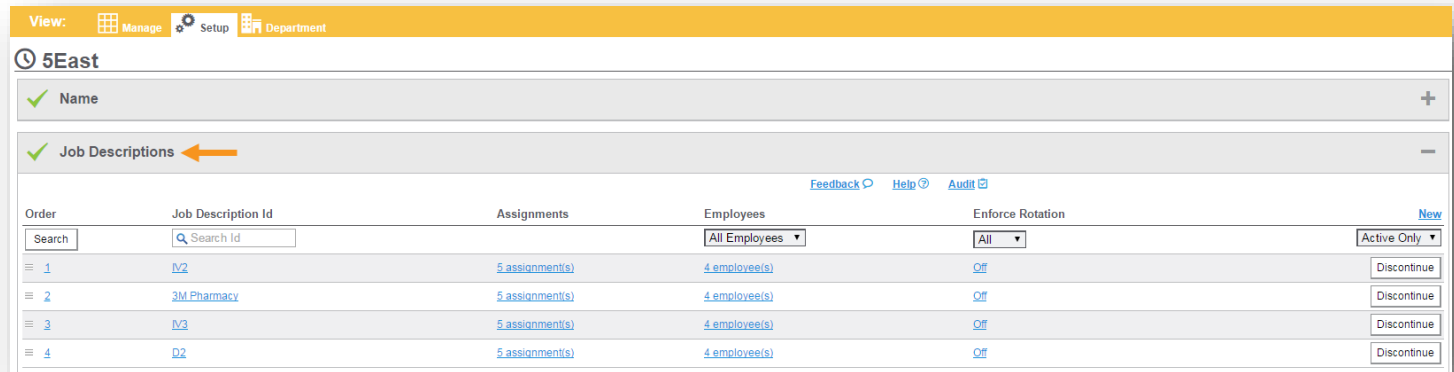
Changes take effect after rebuild of schedules starting 05/19/2013 or later

Edit Shift Assignments

Shift assignment edits will not impact schedule periods that are locked for editing or published. Changes will go into effect for schedule periods with **Automatic Build** status during the next system rebuild.

Edit Shift Assignments

1. Click the **Job Description** color bar.



View: Manage Setup Department

5East

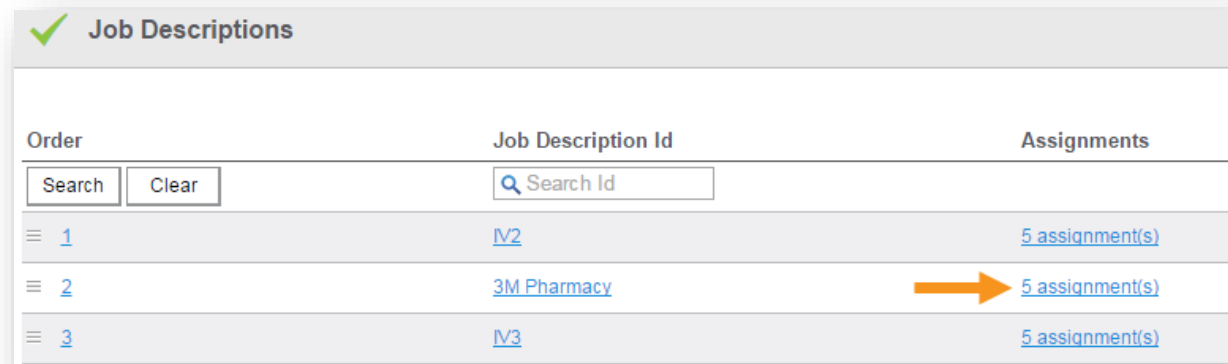
✓ Name +

✓ Job Descriptions ←

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	IV2	5 assignment(s)	4 employee(s)	Off	Discontinue
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off	Discontinue
3	IV3	5 assignment(s)	4 employee(s)	Off	Discontinue
4	D2	5 assignment(s)	4 employee(s)	Off	Discontinue

2. Click on **assignment(s)**.



✓ Job Descriptions

Order	Job Description Id	Assignments
1	IV2	5 assignment(s)
2	3M Pharmacy	5 assignment(s)
3	IV3	5 assignment(s)

3. To add a day of the week to the shift assignment, click **ON**.

4. To remove a day of the week from the shift assignment, click **OFF**.

5. To change the starting time, duration, unpaid break, or name of the shift assignment, click **Edit**.

6. After you make your changes, click **Save Change**

Shift Assignments

Job Description: 3M Pharmacy

Shift Assignments

Assignment	When	Where	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Min Off	Override	Skill Level	Priority	New
3M Pharmacy	7:00 - 15:30	5th Floor	OFF	ON	ON	ON	ON	ON	OFF	8.00	None	Low	Priority	Edit

Shift Assignments > Edit Shift Assignment

Job Description
3M Pharmacy

Assignment Id*

Days* Manual assign only

All Days

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

When and Where

Location*

Start* Duration* Unpaid Break* End

Changes take effect after rebuild of schedules starting 05/19/2013 or later