

How to Add, Move, Remove or Extend a Meal Break

- 1 Select the **Rostering** button
- 2 Select the Department
- 3 Select the **Daily** view
- 4 Select **Start One Click Meal Breaks**
- A Once you have selected the option to start the one click breaks, this bar will now appear
- 5 To add or move a meal break, click on the shift bar where you wish to insert the break or move it
- 6 To remove a meal break, click on the break on the shift bar
- 6 Once the break has been inserted or removed click on **Stop One-Click Breaks**
- 7 To extend the meal break (e.g. from 30min to 1 hour), hover the mouse over the end of the break and drag it to the new finish time
- 8 Click **Notify Changes** to send a notification to the staff member with roster changes

Note: When extending the meal break, the shift finish time will also be extended