

How to Change the Times of a Shift

The screenshot displays the StaffSync interface for 'Supermarket Test Store'. The left sidebar contains navigation icons, with 'Rostering' highlighted. The main area shows a weekly roster for 'Thursday - Week 14' (June 2022) with columns for 5AM, 6AM, 7AM, 8AM, 9AM, 10AM, and 11AM. Staff members listed include 'Bakery - Assistant' (Ned Zelic, Mikiel Arteta, Trisram Verrell), 'Bakery - Baker' (Wilfried Zaha), and 'Department Manager'. A shift for 'Bakery - Assistant' on Thursday is highlighted with a blue line. The right sidebar shows 'Staff & Requirements' for 'NED ZELIC', including roles like 'Bakery - Assistant' and 'Bakery - Baker', and a summary of 'Ned Working This Week: 36h 00m' with a list of shifts and their times. Numbered callouts 1-7 and A indicate the steps for changing a shift's time.

1 Select the **Rostering** button

2 Select the Department

3 Select the **Daily** view

4 Click on the shift you wish to amend

A This section displays all the shifts for this staff member in the current week. The shift you have selected to amend will have a blue line next to it

5 Enter the new start time and/or finish time

6 Click on the save icon

7. Click on **Notify Changes** – StaffSync will notify the staff with changes via push notification on their phones