

Your First Schedule -----

Enter a Previous Schedule Week - Add Shifts

Once you have [entered your Positions](#) and [set which Positions each employee can work](#) you are ready to enter your first weekly schedule which can be the basis for future weeks.

Your first schedule takes the longest to set up - once you have defined your shifts for the first week you can then copy it into future weeks and make any necessary changes and then use AutoFill to get the best work assignments for the new week.

Optional: if many of your shifts have the same begin & end times (or unpaid lunch breaks or color etc.) you can [Create Shift Categories](#) first so that you can choose them when adding shifts to quickly populate default fields as you add your initial shifts).

To add your First Shifts use the "By Employee" Schedule View.

(The "By Employee" view is always recommended for creating and editing your schedule)

From any Page:

- ⌘ Hover over **SCHEDULES** in the top menu and choose **By Employee**
- ⌘ Click **Week>** to [navigate](#) to the week you want to schedule.
- ⌘ Click the cell that corresponds to the employee and day you want to add a shift (the cursor turns to plus sign) to open the Quick Shift ADD window.

Your First Schedule

The easiest way to get your first schedule into our system is to duplicate one of your previously scheduled weeks.

Whether your current schedule is in a spreadsheet on your computer or handwritten on a calendar - you can enter the work assignments into WhenToWork and use that as the basis for future weeks.

Even if your schedule varies from week to week WhenToWork can automate your scheduling and save you hours each week.



HOME **SCHEDULES** EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Sample Pharmacy
Unpublished Schedule

Schedule View: By Employee Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Change Layout

John Aaron Add Time Off

1. Start Time: 8:05a End Time: 3p Display Color: Color

2. Enter Paid Hours: or Auto Calculate

3. Position: Store-Floater

Optional Text: Optional Category: none

Add this shift to: Mon Tue Wed Thu Fri Sat Sun

Cancel Assign to Existing Unassigned Shift Add Shift 5.

1. Add a **Begin** and **End Time** for the shift - Enter the time with the letter a or p after it to indicate AM or PM. (Ex. 815a), or military time (Ex. 2215). You can enter any times you like down to the minute. (The times can later be changed by a manager to reflect actual time worked if you like)

If you created Categories - choose a category first to automatically enter any of the category default information.

2. **Paid Hours** - (Duration of shift) - if the shift includes unpaid **lunch period** or break time you can uncheck the **AutoCalc** box and enter the time the employee will be paid for this shift. (Ex. 8am to 5pm with an hour lunch or meal break enter 8 paid hours)

3. In the Quick Shift ADD window click the Position down arrow and select a Position that this shift is for

4. **Check off any other days of the week to add this shift** - to quickly add the same shift for this employee on those days

5. Click **Add Shift** button

Make a mistake? If you need to change any shift you can [drag/drop](#) it to another day or employee or click the shift to [change the times, position, or employee assigned](#) or to [delete it](#). Or you can use the [Multi-Shift Edit view](#) to make changes to more than one shift at a time. To copy a shift use Ctrl drag/drop.

Note: After adding the shift(s), the window will close and your schedule is immediately updated without the page reloading.

Optional information that can be entered for any shift

Optional Text - can be displayed with the shift on the schedules (Ex. if there are special instructions to the employee, break / lunch times, location notes or meeting times)

Optional Categories - If you have shifts with similar begin and end times over multiple Positions, or if you have [other reasons to use categories](#), you can click the Category drop down and choose **Add / Edit Categories** to create categories. (Ex. if you have similar night shifts for different positions you can create a NIGHT category and enter and defaults so that when you Add Shifts you can first choose that Category and the fields will be prepopulated (but changeable) for you in the Shift Change window.)

To add an "Unassigned shift" - Click the **Add Shifts** button at the top of the schedule (or click on a day in the highlighted unassigned shifts row at the top of the schedule) and leave the worker assigned set to "None - AutoFill."

The screenshot shows the 'Add Shift' modal with the following details:

- Security:** Security
- Start Time:** 8:15a
- End Time:** 5:15p
- Add this shift to:** Select All | Clear All
- Mon:** **Tue:** **Wed:** **Thu:** **Fri:** **Sat:** **Sun:**
- Paid Hours or:** 8 Auto Calc
- Category:** None
- Color:** [Dropdown]
- Workers Needed:** [Input]
- Refresh after each change:**

In the background schedule table, the 'Add Shifts' button is highlighted. Below the modal, the 'Assign Employee(s) to Shift(s)' dropdown is set to 'None - (AutoFill)'.

Note: you can have [unassigned shifts automatically posted to the tradeboard](#) when you Publish so that employees can pick them up.

Related Topics:

- ⌵ [By Employee View - Drag & Drop](#)
- ⌵ [Adding Shifts to a Schedule](#)
- ⌵ [Adding New Shifts Using Shift Categories](#)
- ⌵ [Click Shifts to Change](#)
- ⌵ [By Employee View - DRAG & DROP](#)
- ⌵ [Assigning an Employee Yourself](#)
- ⌵ [Automatically Assigning Employees Using AutoFill](#)

"Navigate" to a New Schedule Week

To move between schedule weeks use the "Week of..." navigation row on weekly schedule views. You can move forward by one or more weeks or click the calendar icon to choose a date, or click the "Today" icon.

To move to a new week in the Schedules Section

Place the mouse over the "Week of..." row. You will see the six previous and next weeks appear. Click on one of those dates to go to that week (1.).

To move back one week click that date or use the left arrow (2.).

To move forward one week click the date to the right or click the right arrow (3.).

To go to today's schedule week or day click the 🗓️ Today icon (4.).

To choose a particular date click the 📅 Calendar icon (5.).

The screenshot displays the 'Sample Pharmacy Unpublished Schedule' interface. At the top, there is a navigation menu with options: HOME, SCHEDULES, EMPLOYEES, TRADES, TIME-OFF, MESSAGING, REPORTS, ON NOW, SETTINGS, HELP, and SIGN OUT. Below the menu, the title 'Sample Pharmacy Unpublished Schedule' is centered. The interface includes several filters: 'Schedule View: By Employee', 'Category: All Categories', and 'Positions: All Positions'. A toolbar contains buttons for 'Add Shifts', 'Import', 'Search', 'AutoFill', 'Clear/Delete', 'Save Template', 'Print', 'Publish', and 'Export'. A navigation row shows dates from Jun-1 to Aug-24, with a central 'Week of Jul 13, 2009' highlighted. Red arrows and numbers 1 through 5 indicate navigation actions: 1. Clicking a date in the navigation row; 2. Clicking the left arrow; 3. Clicking the right arrow; 4. Clicking the 'Today' icon; 5. Clicking the calendar icon. A calendar pop-up for February 2009 is shown, with a red arrow pointing to the 'Today' button. The main schedule area shows a grid of shifts for employees like John Aaron and Aaron Abson, with columns for dates from Jul-16 to Jul-19.

Related Topics:

[By Employee View - Drag & Drop](#)

WhenToWork.com Online Scheduling