Editing Shifts

Control Panel > Setup > Coverage

Editing Shifts:

1. Click Control Panel > Setup > Coverage.



- 2. Click the **Property** field and select the desired property from the drop-down menu. The **Shifts** screen is updated to display all shifts associated with the property you have selected.
- 3. Select the shift you want to modify and click on the **Edit** button.



- 4. In the pup-up window that opens, make any necessary edits. See <u>Setting Up Shifts</u> for help in making changes to the fields.
- 5. Click Save.

