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, then click the **Edit** button.

property:	Hillview Towers		*	
O Covera	ge Hours			
O Add Shi	CEdit 😂 Delate			
Days		Hours	Hours	
Monday - Friday		8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	
Seturday - Sunday		10:00 AM - 5:00 PM	10:00 AM - 5:00 PM	
Monday - Friday		5:00 PM - 11:00 PM	5:00 PM - 11:00 PM	

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

