## **Deleting Shifts**

## Control Panel > Setup > Coverage

## **Deleting Shifts:**

1. Go to Control Panel > Setup > Coverage.

Setup	Content Manager
Places	
Tenants	
Vendors	
User Group	s
User Searc	h
User Regist	tration
Coverage	
Work Order	Routing

- 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 then click on the **Delete** button.

Property:	Hillview Towers	~
O Covera	ge Hours	
O Add Shif	it 🛛 🥜 Edit 🥥 Delete	
Days		Hours
Monday - Fr	iday	8:00 AM - 5:00 PM
Saturday - S	Sunday	10:00 AM - 5:00 PM
Monday - Fr	iday	5:00 PM - 11:00 PM

4. A confirmation dialogue will open. Click on Yes to delete the shift.



## Note:

• There must be at least one shift configured for a property.