

# **Copy your schedules, Shift template, and Schedule template**

Create tailored schedules with customizable templates and copy them instantly. This helps save your valuable time and efforts.

You can create these shifts using

- Copy your schedules
- Shift template
- Schedule template

#### **Copy your schedules**

Fill in schedules by copying them from the previous day or week and apply them to the current calendar schedules.

- **Note:** You cannot copy the entire month schedule as the total number of days vary from month to month.
  - 1. Click **Schedule Editor**.
  - 2. Click **Tools** dropdown in the top-right corner and select **Copy Previous Day/Copy Previous Week**. The *Copy Shifts* window will appear.
  - 3. Select the date range for which you're going to copy schedule and click Copy

All S	JI Schedules - All Positions - All Job Sites - Employee View -		< 4 Feb - 10 Feb + >			Week ~ Tools ~ Pub			Publish	
All Employees 🗸		Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Unpublish 57 Shifts		Sat
Ø	Open Shifts		, , , , , , , , , , , , , , , , , , ,					Copy Pre	vious Week	
AC	Amelia Chia 120 h / \$ 1440.00	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zvlker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurant	Apply Template Save as Template		
BD	Benjamin Davis 54 h / \$ 648.00		<b>10:00 - 19:00</b> Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zviker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zviker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zylker Group of Restaurant	Clear Shifts aurant Sync to Calendar Export Print Print Print Settings aurants, Austin Zyner Group		<sup>•</sup> Restaurants, Aus
ВН	Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin		<b>10:00 - 19:00</b> Cashier Zylker Group of Restaurants, Austin	<b>10:00 - 19:00</b> Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurant			Restaurants, Aus
GL	Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurant			er of Restaurants, Au
JF	James Felch 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zylker Corporation Pvt Ltd Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurant	09:00 - 18: Kitchen Mar zylker Grou		<b>)</b> ger of Restaurants, Aus
MJ	Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	<b>10:00 - 18:00</b> Barista Zylker Group of Restaurants, Pleasan	<b>10:00 - 18:00</b> Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zylker Group of Restaurant	10:00 - 18 Barista Staurants, Pleasan Zylker Gro		) of Restaurants, Ple
мт	Martin Tyler 61 h / \$ 854.00	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zylker Group of Restaurants, Pleasan	10:00 - 19:00 Cashier Zylker Group of Restaurant	10:00 Cashie staurants, Pleasan Zylker		of Restaurants, Au
SJ	Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zylker Group of Restaurants, Pleasan	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Pleasan	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Pleasan	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zylker Group of Restaurant	09:00 - 18 Kitchen Ma taurants, Austin Zylker Gro		<b>)</b> ger of Restaurants, Au
SB	Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	<b>10:00 - 18:00</b> Dishwasher Zylker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zylker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zylker Group of Restaurant	10:00 - 18:00 Dishwasher taurants, Pleasan Zylker Group r		) of Restaurants, Plea
Add I	Employee									
nedule por Co	ed Hours 564 h ost \$7574.00	81 h \$ 1098.00	90 h \$ 1206.00	81 h \$ 1071.00	82 h \$ 1110.00	72 h \$ 945.00	90 h \$ 1206.00		\$	68 h 938.00

Note: You can also drag and drop employees' shifts. Just hold your employee's shift that you want to move by dragging and dropping them in their desired location.

### Shift template

Create schedules using <u>shift templates</u>. These shift templates help save time on recurring schedules tailored to specific needs and avoid reworking schedules from scratch. To do this:

- 1. Click **Schedule Editor** in the **Schedule tab**.
- 2. Select the cell corresponding to the employee for whom you want to manage the shift template, athen click (+).
- 3. Navigate to the Shift Template. Select the template you want to assign.



## Schedule template

Save schedules as standard templates to organize and plan work ahead. These templates can be saved and used when required.

- 1. Click **Schedule Editor.** Go to the calendar you want to save as a template.
- 2. Click the **Tools** dropdown in the top-right corner and select **Save as Template**. The *New Schedule Template* window will appear.
- 3. Enter the name of the template, and click **Save Template**.

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All Employees 🗸	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Unpublish 62 Shifts	Sat 10
) Open Shifts						<b>10a - 7p</b> General and Kitchen Mana	Copy Previous Week	_
Benjamin Davis 54 h / \$ 1188.00	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	Apply Template Save as Template	1
Brad Harper 54 h / \$ 1242.00	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	<b>10a - 7p</b> Chef	Clear Shifts	
Gabriel Lewis 63 h / \$ 1575.00	10a - 7p Sous Chef	10a - 7p Sous Chef	<b>10a - 7p</b> Sous Chef	10a - 7p Sous Chef	<b>10a - 7p</b> Sous Chef	10a - 7p Sous Chef	Sync to Calendar Export	
James Felch 63 h / \$ 945.00	<b>10a - 7p</b> Waiter	<b>10a - 7p</b> Waiter	<b>10a - 7p</b> Waiter	<b>10a - 7p</b> Waiter	<b>10a - 7p</b> Waiter	<b>10a - 7p</b> Waiter	Print Print Settings	
Maria Joseph 63 h / \$ 1512.00	10a - 7p Bartender	10a - 7p Bartender	10a - 7p Bartender	<b>10a - 7p</b> Bartender	<b>10a - 7p</b> Bartender	<b>10a - 7p</b> Bartender	<b>10a - 7p</b> Bartender	
Martin Tyler 63 h / \$ 1701.00	10a - 7p Senior Chef	10a - 7p Senior Chef	<b>10a - 7p</b> Senior Chef	10a - 7p Senior Chef	10a - 7p Senior Chef	<b>10a - 7p</b> Senior Chef	<b>10a - 7p</b> Senior Chef	
Patricia Roberts 63 h / \$ 1890.00	10a - 7p Owner and General Manager	10a - 7p Owner and General Manager	10a - 7p Owner and General Manager	10a - 7p Owner and General Manager	10a - 7p Owner and General Manager	<b>10a - 7p</b> Owner and General Manag	10a - 7p Owner and Ge	eneral Manager
Sarah Jackson 54 h / \$ 1512.00	<b>10a - 7p</b> General and Kitchen Manager	10a - 7p General and Kitchen Manager	<b>10a - 7p</b> General and Kitchen Manager	10a - 7p General and Kitchen Manager	<b>10a - 7p</b> General and Kitchen Manager		<b>10a - 7p</b> General and k	litchen Manager
Susan Bones 63 h / \$ 1575.00	10a - 7p Sous Chef	10a - 7p Sous Chef	10a - 7p Sous Chef	10a - 7p Sous Chef	10a - 7p Sous Chef	<b>10a - 7p</b> Sous Chef	10a - 7p Sous Chef	
ld Employee								

### **Apply Template**

- 1. Click **Schedule Editor.** Go to the calendar you want to apply schedules as templates.
- 2. Click the **Tools** dropdown in the top-right corner and select **Apply Template**. The *New Schedule Template* window will appear.
- 3. Choose the calendar that you want to apply the template to by selecting the template's name.

All Schedules ~	hedules v All Positions v All Job Sites v Employee View v		< 4 Feb - 10 Feb - >				Week ~ Tools	✓ Publish
All Employees 🗸	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Unpublish 57 Shit	ts Sat
Open Shifts							Copy Previous W	lek
							Apply Template	
AC Amelia Chia 120 h / \$ 1440.00	O9:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	O9:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	O9:00 - 05:00 Chef Executive Zylker Group of Restaurants, Austin	Chef Executive Zylker Group of Restaura	Save as Template	
BD Benjamin Davis 54 h / \$ 648.00		10:00 - 19:00 Line Cook Zviker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zviker Group of Restaurants Austin	10:00 - 19:00 Line Cook Zviker Group of Restaurants Austin	10:00 - 19:00 Line Cook Zviker Group of Restaurants Austin	10:00 - 19:00 Line Cook Zviker Group of Restaura	Clear Shifts	Restaurants, Au
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GL Gabriel Lewis 54 h / \$ 756.00	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin		<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaura	Print Settings	er roup of Restaurants, Au
JF James Felch 63 h / \$ 1008.00	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Pleasan	<b>09:00 - 18:00</b> Kitchen Manager Zylker Corporation Pvt Ltd Zylker Group of Restaurants, Austin	<b>09:00 - 18:00</b> Kitchen Manager Zylker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zylker Group of Restaura	09:00 - Kitchen Zylker G	<b>18:00</b> Manager roup of Restaurants, Au
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