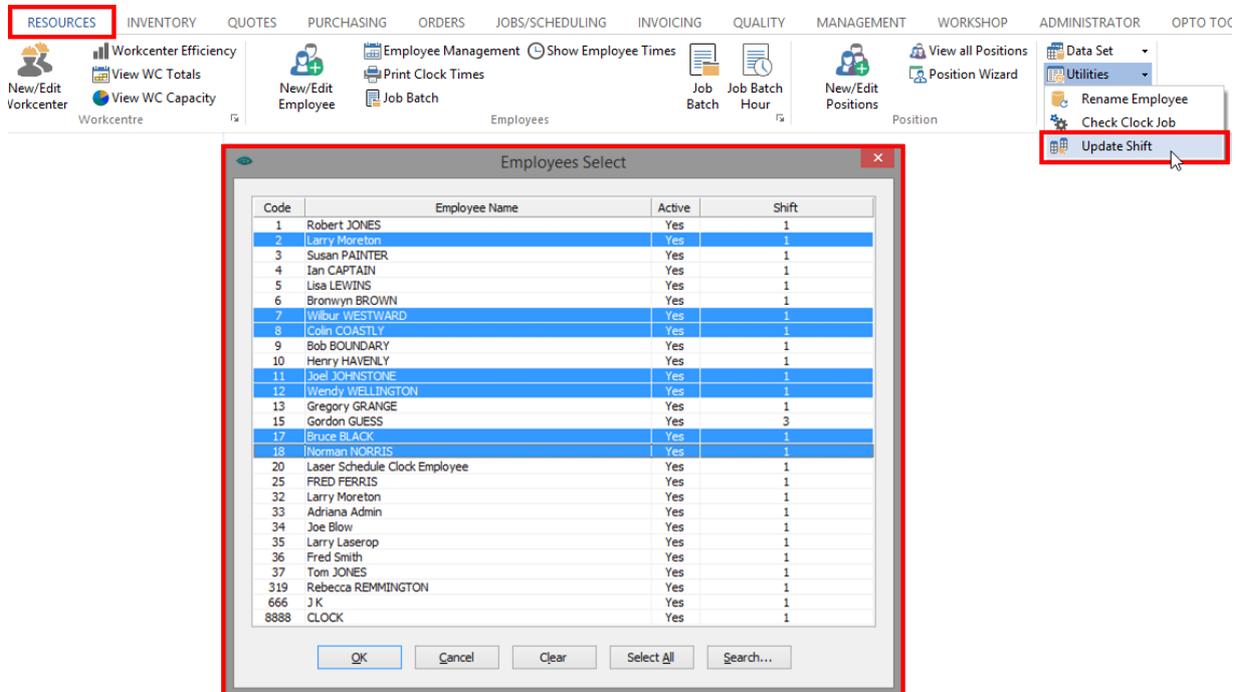


2003-102 – Update Shifts

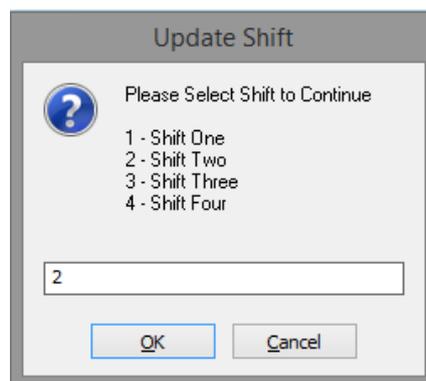
Overview

The 'Update Shift' feature enables the user to update or change multiple employee shifts at the same time.

From the **Resources** tab in the Opto ribbon, navigate to the "Utilities" drop-down and **click** on the 'Update Shift' icon to display the employee list. From the "Employees Select" pop-up list, **click** on the employee/s that require the update to their shift and **click** on **OK**, or **click** on the **Select All** button to select all the employees.



The "Update Shift" window opens, enter the number of the shift you wish to allocate to the selected employees too and then **click** **OK**.



The update runs and changes the shifts for the employees and the "Update Done" message will pop-up, **click** **OK**.

