

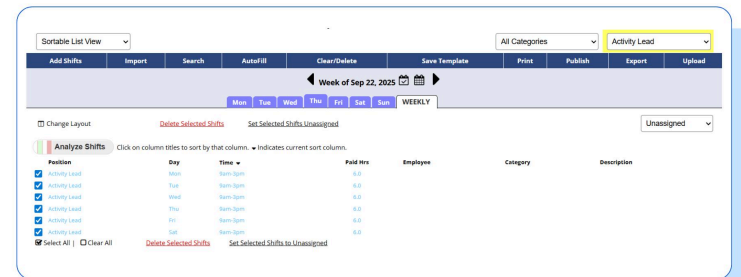
Faster shift updates with bulk edits

Editing shifts one by one can eat up hours. We're sharing five bulk editing and filtering tips to help you update schedules in batches so you can move on faster. Let's save some time!

01 Zero in on what matters

Combine filters for staff, sites, or shift types to make changes exactly where you need them. This keeps edits targeted so you're not sorting through shifts that don't need updates.

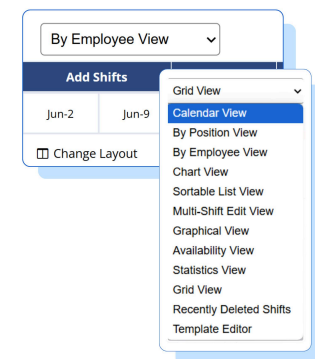
Try it out: Select position or category filters, then choose assigned, unassigned, or all shifts to narrow in on the shifts that need updating.



02 The best views for bulk edits

When you need to make bulk edits, the sortable list view, grid view, and multi-shift edit view are like your best friend, ready to support your editing needs.

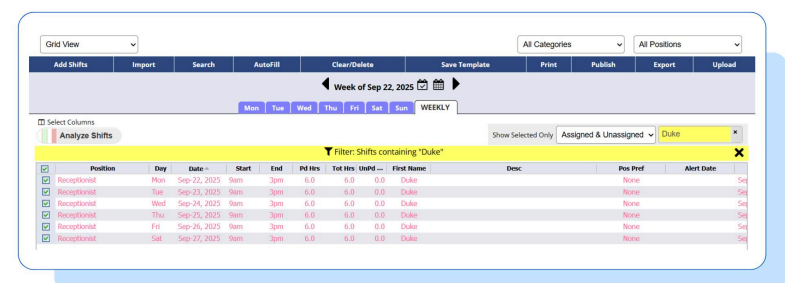
Try it out: Choose your calendar view, apply desired filters, and select all or specific shifts to perform bulk edits on.



03 Fix one person at a time

Availability changed or staff leaving for the season? Sometimes you only need to update one staff member. Bulk edit by individual allows you to change their shifts without adjusting the rest of the schedule.

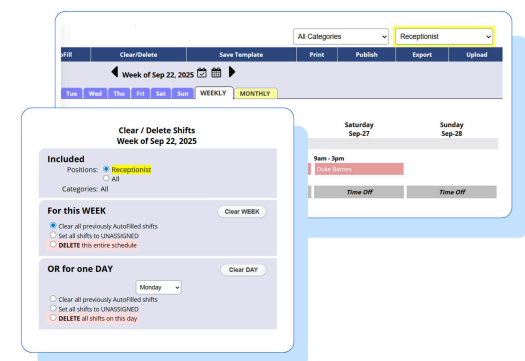
Try it out: Go to Grid view, apply filters and search keywords, then select shifts and choose bulk action.



04 Clean up schedules fast

To unassign or delete shifts quickly, use the quick delete and unassign workflow to clear things out in seconds. It's an easy way to tidy up before you republish.

Try it out: Apply desired filters to your calendar view, then select Clear/Delete to choose the actions you would like to take.



05 Avoid alert overload

Too many notifications when making edits can confuse staff. Suppress alerts until you republish so they only get one clear update. That way, they see the final schedule, not every step in between.

Try it out: Uncheck the "send a notification for each change" box in the top right-hand corner of a published schedule before making edits, then republish when you're ready.

