SHIFT BILLBOARD POSTING

Posting shifts from ASV

Managers can post unassigned shifts from ASV to the Shift Billboard. Unassigned shifts must be for a team in a valid billboard group and must pass the required validations before the shift is made available on the billboard.

Posting unassigned shifts in ASV

As a manager, you can post a single unassigned shift to the billboard.

1. Display the unassigned shift in ASV.
2. Select Edit Mode > Detail edit mode.
3. Select the shift that you want to post.
4. Click Send to Billboard.
5. Select the billboard groups that you want to post the shift to in the Available Billboards field.
6. Optionally, add a comment.
7. Click Submit.

The posting request is created. If the request passes the required validations, the shift is made available on the billboard for employees to claim.

POSTING UNASSIGNED SHIFTS USING MASS EDIT

As a manager, you can use Mass Edit mode to post multiple unassigned shifts to the billboard.

1. Display the unassigned shifts in ASV.
2. Select Edit Mode > Mass Edit.
3. Select the shifts that you want included in the mass posting.
4. Click the pencil icon for mass edits and select Send to Billboard. The Send to Billboard window is displayed.
5. Select the billboard groups to which you want to mass post from the lookup.
6. Optionally, specify a comment.
7. Click Submit.

The posting request is created. If the request passes the required validations, the shifts are made available on the billboard for employees to claim.

POSTING SHIFTS TO THE BILLBOARD WHEN PUBLISHING

As a manager in ASV, you can send unassigned shifts to Shift Billboard when publishing a schedule.

1. Display a schedule period for a team that has unassigned shifts and has not been published.
2. Publish the schedule. The Schedule Period(s) window is displayed.
3. Select the Send to Billboard upon publish all unassigned shifts that are currently unpublished check box.
4. Optionally, specify a comment.
5. Click Submit and then click OK to publish the schedule.

   A request is created to post the unassigned shifts that are unpublished to the billboard. If the request passes the required validations, the unassigned shifts are made available for employees to claim from the billboard.