

Scheduling Team Members for Doubles in Calendar View

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Here at Procure + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

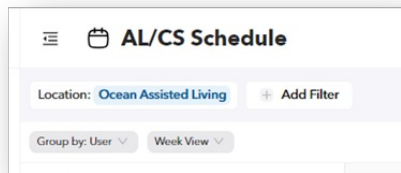
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Process:

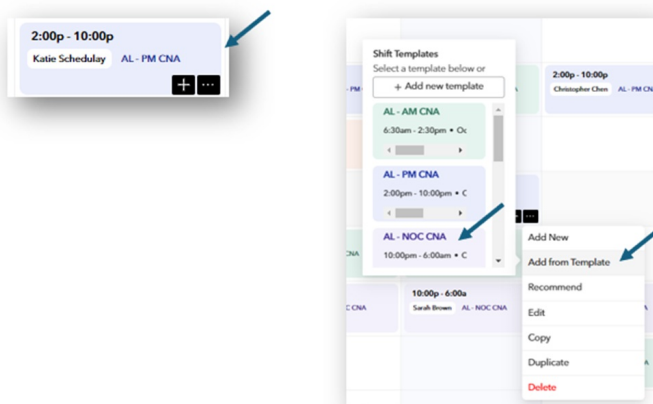
There are multiple ways to add someone to a shift for a double (two shifts on the same day.) Outlined below is an efficient way from the calendar view!

1. First, adjust your calendar page (if needed) to be grouped by User.

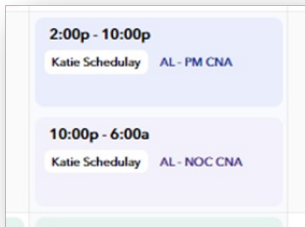
1.



2. Hover your cursor over the shift that is already scheduled for the User and click the three dots.
3. Next, select "Add from Template" and select the shift you want to add them to.



4. Lastly, click anywhere on the screen and the shift will appear and contribute to the correct needs.



For any additional questions, please contact us at labor@procarehr.com and we would be more than happy to assist!
