

Publishing Your Schedule

Last Modified on 02/24/2025 10:47 am CST



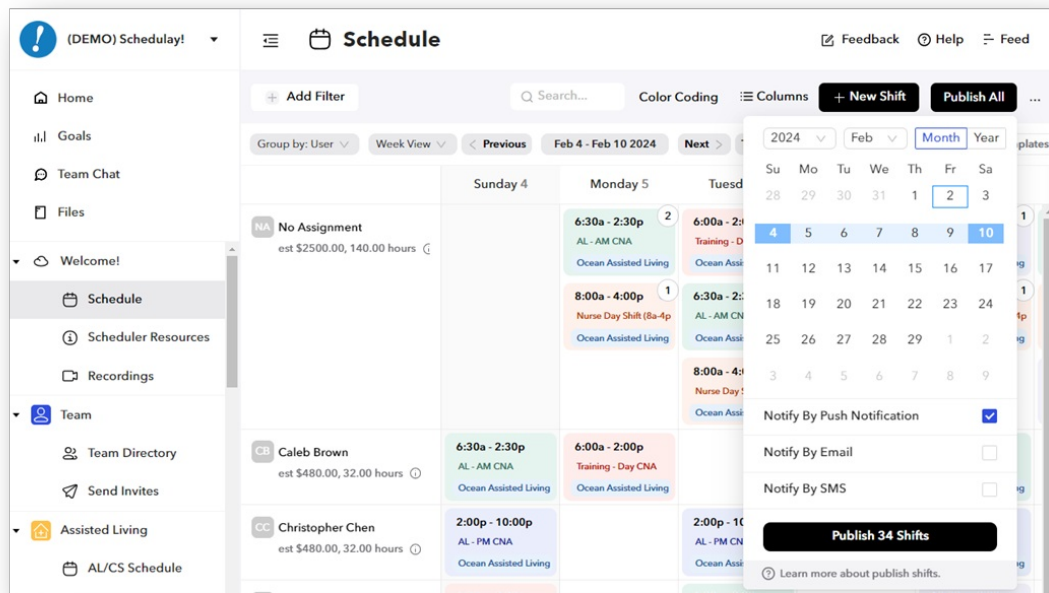
Here at Procure + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

Article:

Video Reference:

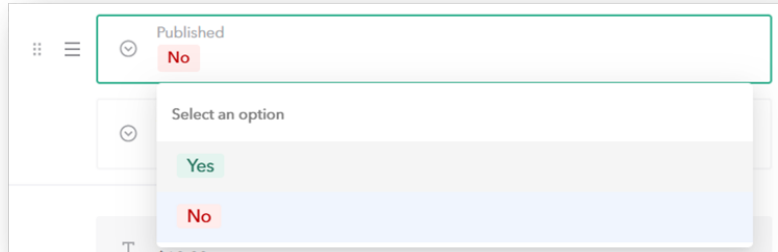
Process:

1. Unpublished shifts are not visible in the app for staff or managers on the calendar page.
2. Once you are ready to publish your schedule, select "Publish All" on the Scheduling Page.
 1. You can choose the date range and notification method(s) of the published schedule.
 2. Any shifts under "No Assignment" will be published as Open Shifts.
 3. You will see the number of shifts you are about to publish on the pop up after selecting "Publish All"



3. Any shifts added to the schedule after you have published your schedule will also need to be

published (unless you have shifts auto-publishing). This can be done by clicking on a single shift and selecting “Yes” on the “Published” drop down-menu. Or, if multiple shifts need to be published, you can select “Publish All” again (“Publish All” will only publish the new unpublished shifts.)



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