

Viewing Your Team's Schedule

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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 to labor@procarehr.com if you have any additional questions.

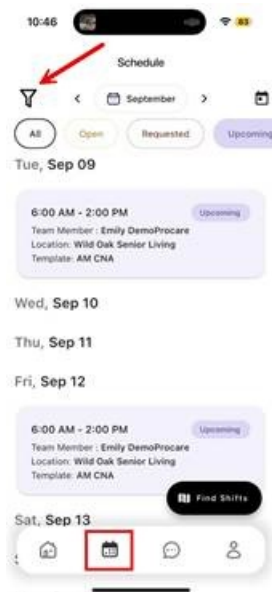
Article: Viewing Your Team's Schedule

If your company has opted to share department schedules, you can view when your coworkers are scheduled to work. This feature is helpful for planning coverage, coordinating with your team, and understanding overall staffing levels.

Process:

Follow the steps below to view your team's schedule:

1. On the calendar page, click on the filter/funnel button on the top left corner of the calendar page



2. Toggle on the "Team Schedule" button



3. You will be able to see upcoming shifts for all team members, and the shift

For any additional questions, please contact the Labor Management team at labor@procarehr.com and we will be more than happy to assist!
