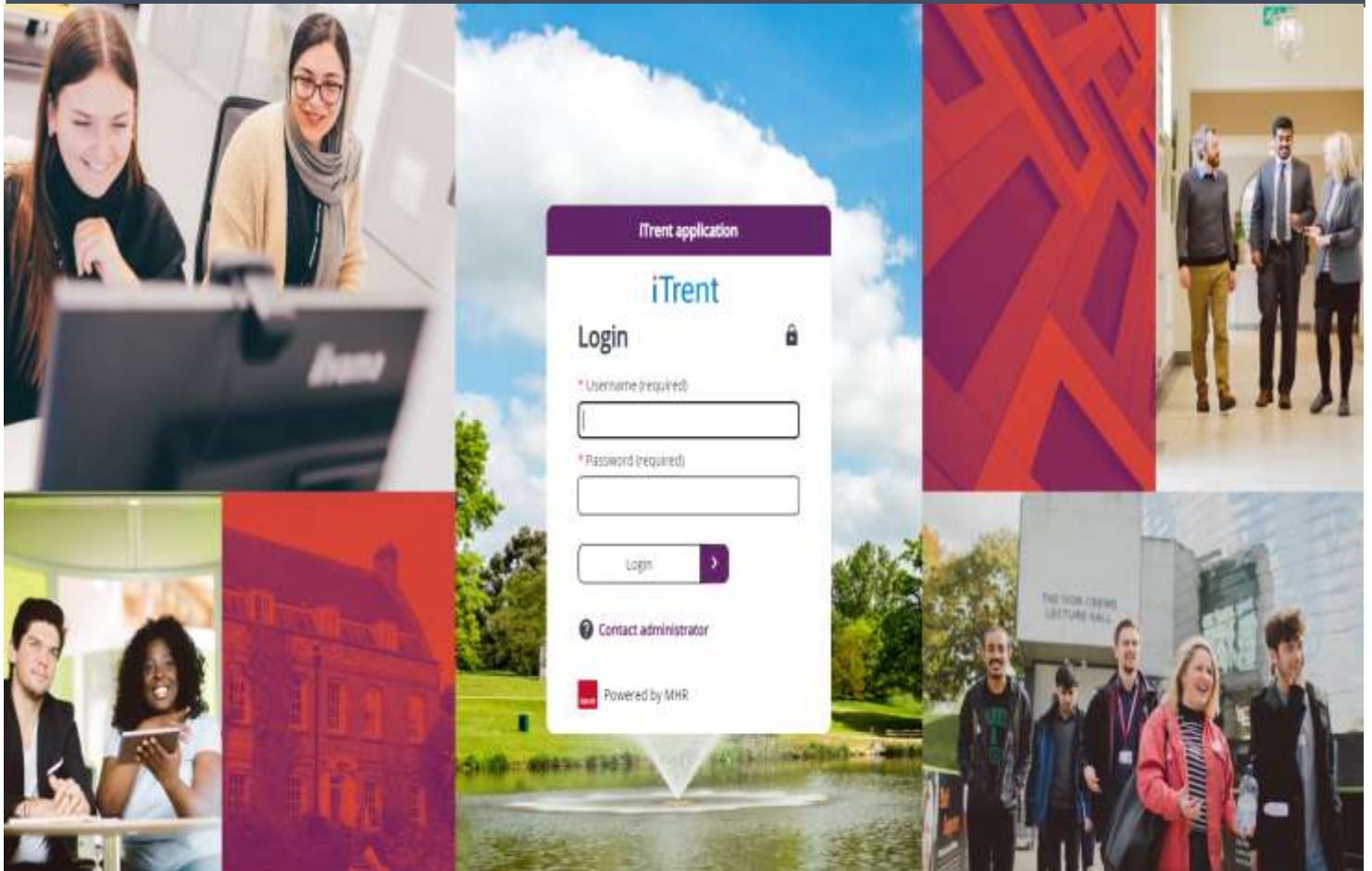




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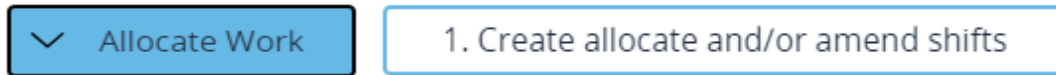
# Essex Hours

## Quick guide: Adding and amending shifts



## Quick Guide: Adding a new shift

1. Log in to your 'Essex Hours Administrator' role in iTrent and select 'Work Scheduling' from the panel on the right-hand side.
2. Click link "1. Create allocate and/or amend shifts" under the 'Allocate Work' folder.



^ Projects ⋮

Search  🔍

3. When prompted, search for the name of your project. If you don't know the name, put your cursor in the search box and press enter on your keyboard to run a blank search and return all results.
4. Search for your roster. If you don't know the name, put your cursor in the search box and press enter on your keyboard which will run a blank search and return all results. Select the roster.
5. This will open the roster overview calendar under the 'Shift View' tab.



6. To add a new shift, click the 'Add Shift' button which is below the calendar, towards the right-hand side of the screen.

[View constraints \(0\)](#) [Add Shift](#)

7. Enter the start date, select the task and enter the start time, end date and end time. You can also allocate the person by selecting them from the list. Select the workforce pool name and then the person, and click save.



Start date\*

Tasks\*

Start time\*

End date\*

End time\*

Create multiple shifts

Show available staff only

Workforce pool name

Person

— Task details

Default unpaid time

Record breaks

Use task recurrence pattern

Recurrence pattern

+ Costing details

+ Notes

[Save](#) [Save and allocate](#)

## Quick Guide: Amending shifts

- Go to the roster overview calendar and select the shift view (from the home screen, navigate to Work Scheduling > Allocate Work > 1. Create allocate and/or amend shifts > search for your project and roster)
- Find the shift you want to amend and click on the circle.

PEOPLE VIEW **SHIFT VIEW**      << Mon Apr 15 2024 to Sun Apr 21 2024 >>


	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21
EBS BE313 Marking 06:00 - 19:00	●						
EBS BE167 Marking 07:00 - 22:00		●					
EBS BE113 Marking 09:00 - 14:00	●						
Total time	18:00	15:00	00:00	00:00	00:00	00:00	00:00

- Amend the shift accordingly, whether that be changing the start or end date, start or end time or changing the person, and click save.

## Shift details



Start date\* 15/04/2024 

Tasks\* Example task 

Start time\* 06:00

End date\* 15/04/2024 

End time\* 19:00

Person 


Make the necessary amendments and then save

### — Task details

Default unpaid time

Record breaks

Use task recurrence pattern

Recurrence pattern None 

### + Costing details

### + Notes

### + Constraints

Save

Save and allocate

Delete