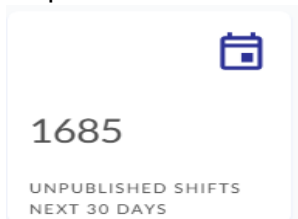


## How to Publish a Rostered Shift

Step 1 – Navigate to the Home Screen click on the Icon below

### Unpublished Shifts

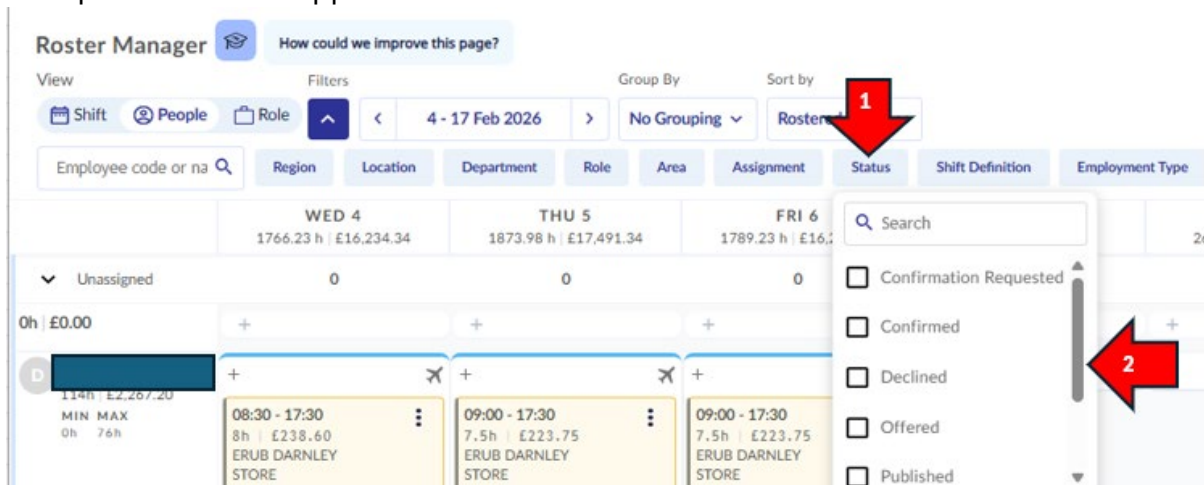


The following screen will appear –

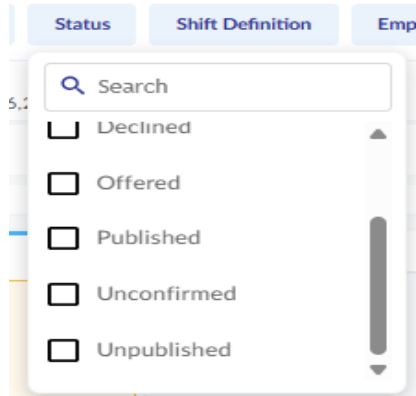
1 Click on “Status”



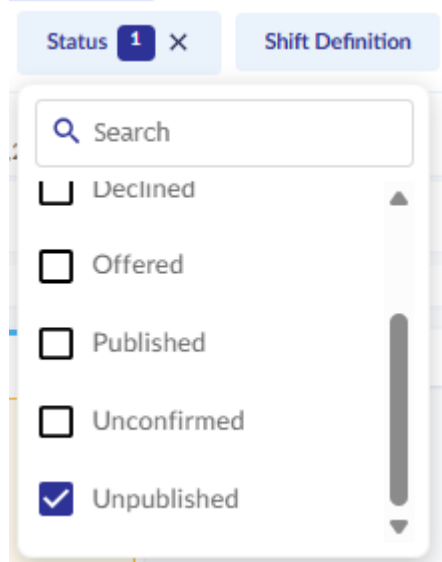
A drop down box will appear



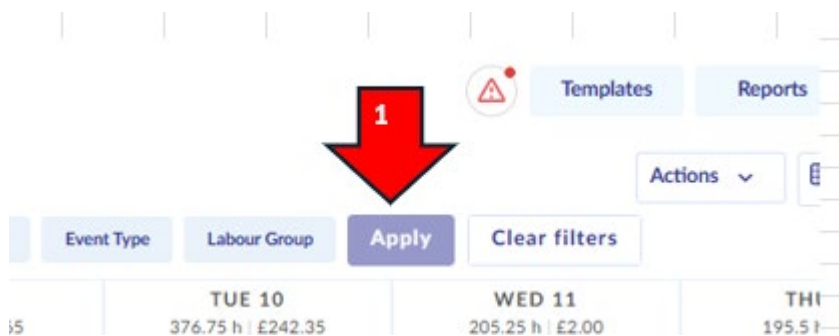
2 – Use the scroll bar to scroll down to “Unpublished”



Click on the box as shown below

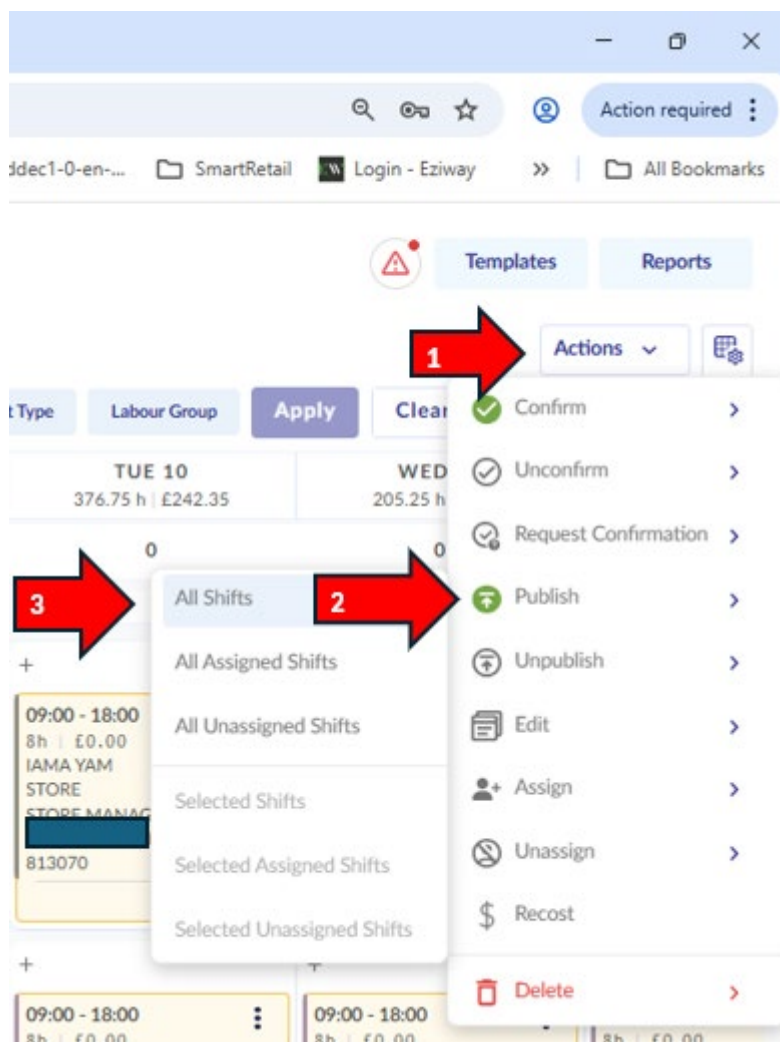


Click on Apply



All of your unpublished shifts will appear

1. Click on Actions
2. From the drop down menu – Click on Publish
3. Then select – All Shifts



The shifts in your roster will now show as published.  
Below is an example of an unpublished shift



Once you publish a shift it looks like this



