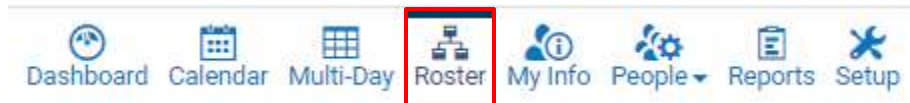
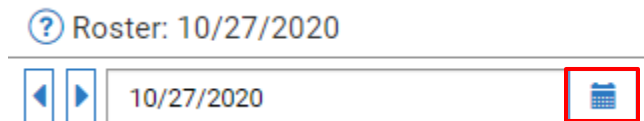


Deploying a Shift Updated 10.27.2020

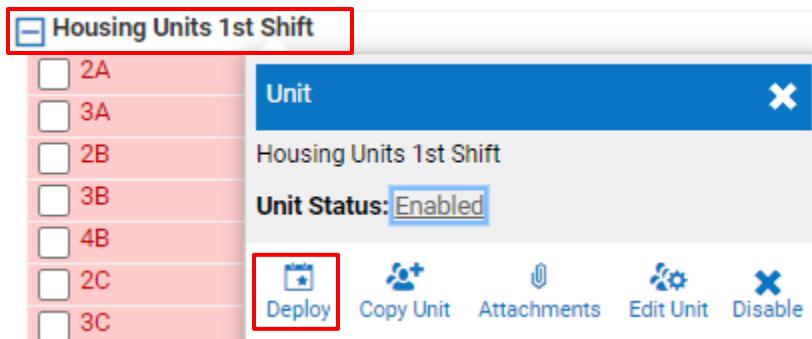
Click on Roster.



Change the date if necessary.



Left click on the unit name that you need to deploy a shift for. Click Deploy.



Under details, make sure to update the shift, from and through time, and duration.

Deploying a Shift

Details ?

Date

10/27/2020



Show

All Shifts Current Shifts

Shift

Jail Deputy Third Shift



From

23:00



Through

07:00



Duration

8

Hours ▾

Select the appropriate position(s).

Position(s)

Position(s)

+3A Trainee



If needed, update the special deploy and event fields.

Unit ?

Special Deploy

<none>



Event Type

<none>



Unit

Housing Units 1st Shift



You are also able to create a new event, if necessary.

Deploying a Shift

Event Details



[+ New Event](#)

Name *

Abbreviation *

Details

Account

Once all information is filled in, click Save.

Deploy Another

[Cancel](#)

[Save](#)

You are then able to fill the seat on the roster.

3A Trainee

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