How to Add a Schedule Pattern – Hourly

1. Navigate to schedules.
2. Right click on the associate's name and select **Schedule Pattern.**

3. Right click on the day of the week and enter the shift data into the popup **Add Shift Window**, then click **Apply**.

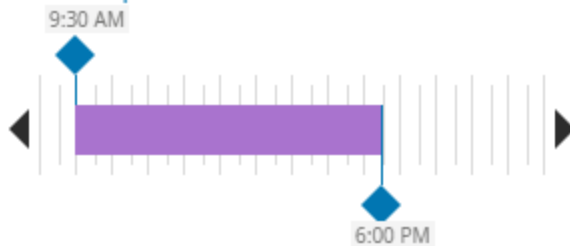# Add Shift ✕

9:30 AM-6:00 PM [8.50]   ⋮

Employee Name

CARTER, TYLER J   ▼

Job
Work
.../Work   ⓘ

Use Template

9:30 AM

◀   ▶

6:00 PM

⊕ **Add Segment**

Regular ▾   [8.50]   ⋮

Start Time   Start Day

9:30 AM | 1

End Time   End Day

6:00 PM | 1

Transfer Employee

⊕

Comments [0]   **Add Comment**

Cancel   **Apply**

4. Right click the shift to copy and paste into the desired days. Once you have the pattern entered, you can click apply.

⊕ Add New Pattern

	No.	Sunday	Monday	Tues...
⊕ ⊖	1	9:30 AM - 6:00 PM	9:30 AM - 6:00 PM	9:30 AM - 6:00 PM
⊕ ⊖	2			

5. You can also add a second week if there are alternating shift patterns.