Microsoft Shifts

Microsoft Shifts is a Teams App for scheduling employees.

- Create shifts and assign them to team members.
- Team members can request to take open shifts or swap shifts, as approved by the team leader.
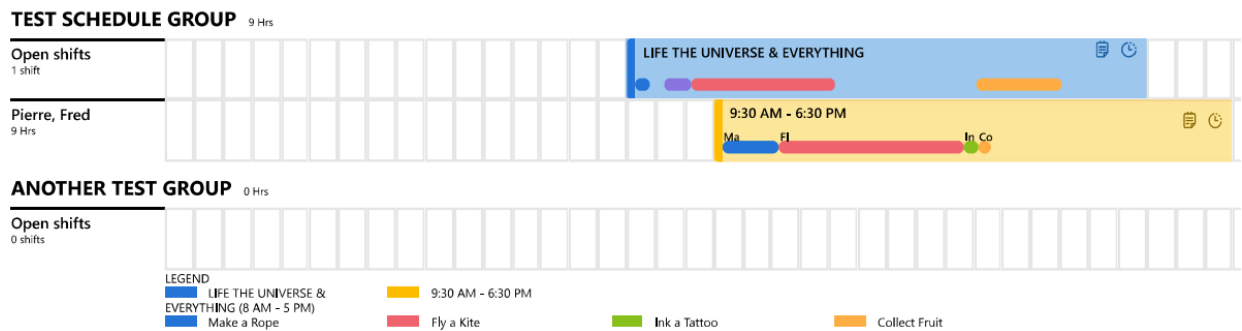
Using Shifts

- Create scheduling groups such as Circ Staff and Shelver
- Add Shifts to the schedule, and assign team employees to open shifts.
- Allow team members to choose from open shifts.

Creating In-Shift Activities

- Create common activities (or workstations) such as Front Desk, Check-in and Processing.
- The first two letters of the activity name become its color key identifier.
- Assign a different color to each activity.

Mobile App

- Employees can sign up for open shifts, with approval.
- Employees can swap shifts, with approval.
- Employees receive announcements on their phone our mobile device when shifts are updated.

Common Printing Issues

- Can't enlarge the printout? Try printing to 11 x 17" paper. Scale an 8.5 x 11" page by 140%.
- Shift Titles print, but the two-letter codes for shift activities can be confusing.
- Activities show up as a tiny, colored bars below the shift title or hours, and can be hard to read.
- Activities are color-coded to match their two-letter codes, but the letter codes can be confusing.
- The color key for the letter codes prints below the schedule, but it can be hard to read.
- The colors of activities can blend into the background shift color.