



ARef-08 - Administrator Reference Sheet – How to Administer Shift Categories.

Steps	Action	What it looks like
1.	Click on the Administer Shift Categories link in the side bar. This navigates to the Shift Categories screen.	Users Users Users Administer Administer Administer Clinical Settings Administer Education Providers Administer Locations Administer Locations Administer Student Fields Ital11 Results
2.	The Shift Categories screen shows a list of all Shift Categories that are used in your Locations. These are used to group Shift Types together and to set capacity for student numbers.	Administer Users Shift Categories Name AM O4:00 12:00 Decommission Day 05:00 04:00 Decommission
	 You can: 1. add a Shift Category by typing its name into the Name field, selecting a Start and End Time from the drop down list for the Shift Category, and clicking the Save button. 2. decommission a Shift Category by clicking the Decommission button. 	PM 12.00 18.00 Decommission Night 18.00 04.00 Decommission Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time Image: Start Time <