



Shiftboard New User FAQs

Q- Now I have too many shifts on screen! How do I only see the positions I want to see?

A- You can use the Search Filters to limit the positions on screen at any one time. Click on "Search Filters", located on the screen near the top on the left hand side.

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Calendar

Search Filters

Openings = RED / Assigned = GREEN

Mine Today print xls 17 ical Trade

Month Week Day Hour List People Shift View Show X

← Previous Sept 8, 2014 - Sept 14, 2014 Next →

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 (none)	9 18:30-22:00 Merchandise Available Merchandise Sales TD Marquee Stage Play House	10 17:30-00:30 Bar 3 positions Available Bar Ticket Rover Bell Aliant Mojo Tent 16 positions Available Bar Server	11 17:00-22:00 Merchandise Kiosk Street Closure 17:30-01:30 Bar 35 positions Available	12 11:00-17:00 Bar 4 positions Available Bar Server Daily Gleaner Office Square's Stage Merchandise	13 11:00-22:00 Merchandise Kiosk Street Closure 13:00-16:30 Admissions Available	14 12:00-16:00 Merchandise Available Merchandise Sales Daily Gleaner Office Square's Stage Available

Click listings for details
Red = Available/Open
Green = Assigned

B- Then add the criteria you wish to search by. Click on Add Criteria to do this. The two best criteria to use are "Location", or "Role" After picking the criteria, click Search to limit your search.

Calendar

Search Filters

Openings = RED / Assigned = GREEN

Date: September 2014 Critical: Critical/Noncritical

Search Add Criteria

Mine Today print xls Trade

Month Week Day Hour List People Shift View Show X

← Previous 14, 2014 Next →

Monday	Tuesday	Friday	Saturday	Sunday
8 (none)	9 18:30-22:00 Merchandise Available Merchandise Sales TD Marquee Stage Play House	11 11:00-17:00 Bar 4 positions Available Bar Server Daily Gleaner Office Square's Stage Merchandise	13 10:30-14:30 Congo Square Available Workshop Daily Gleaner Office Square's Stage Available	14 12:00-16:00 Merchandise Available Merchandise Sales Daily Gleaner Office Square's Stage Available

Click listings for details
Red = Available/Open
Green = Assigned

- Zip/Postal
- Role
- Duration
- Keyword
- Location
- Client
- No Pick-Up
- No Trade
- Critical