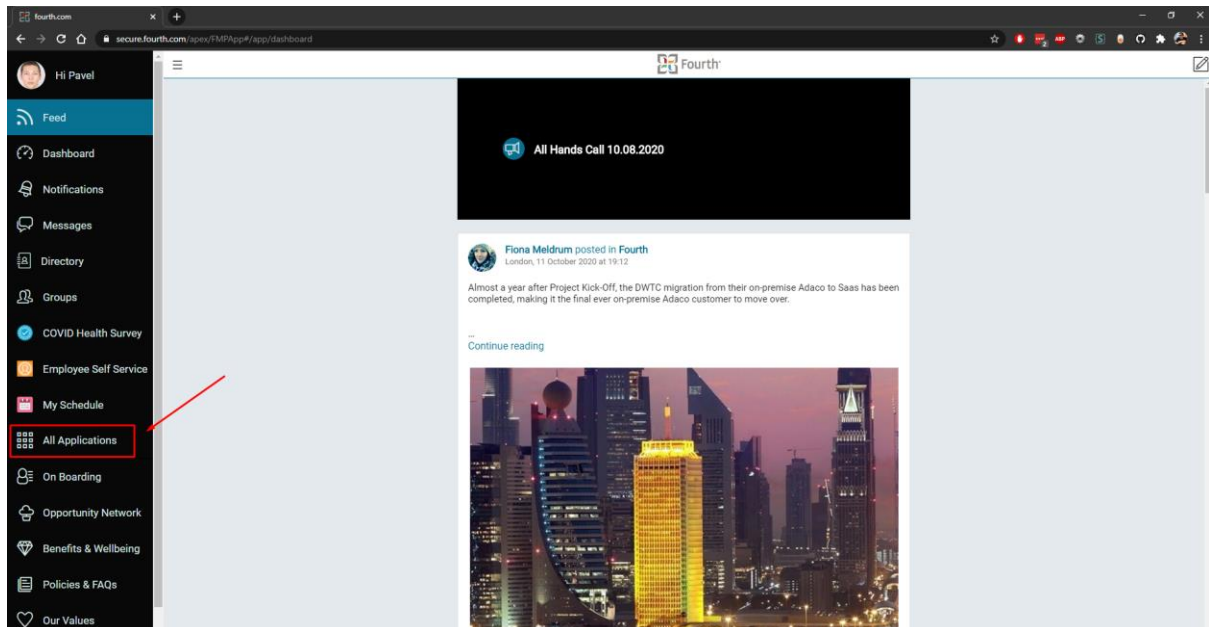


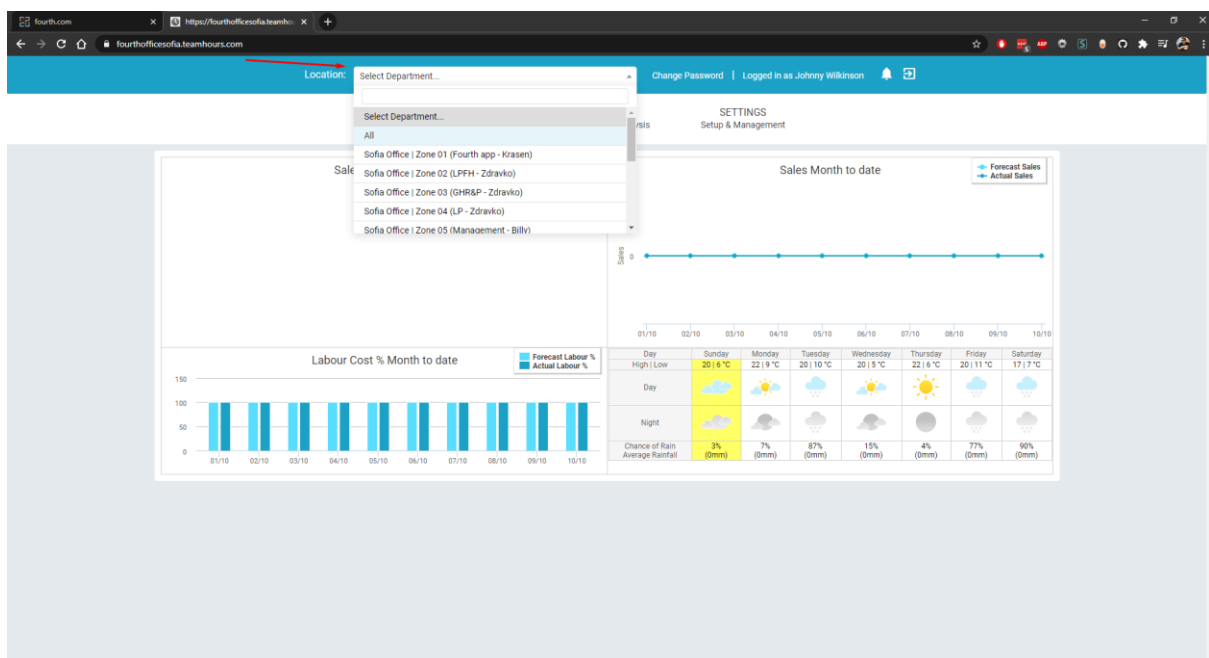
Labour Productivity / Team Hours

Log in Engage <https://secure.fourth.com/fmplogin>

Select All Applications -> Labour Productivity



Choose a zone from the Locations dropdown



Go to Schedule tab

Click the field against the employee you want to create shift for.

Shift Details

	Start Time						Min	
AM	00	01	02	03	04	05	00	<div>LPFH</div>
	06	07	08	09	10	11	15	<input type="checkbox"/> Is passive shift?
PM	12	13	14	15	16	17	30	
	18	19	20	21	22	23	45	

Type:

Normal

Notes:

/ 255

Delete

Cancel

Save

Create shifts from 07:00 to 15:00.

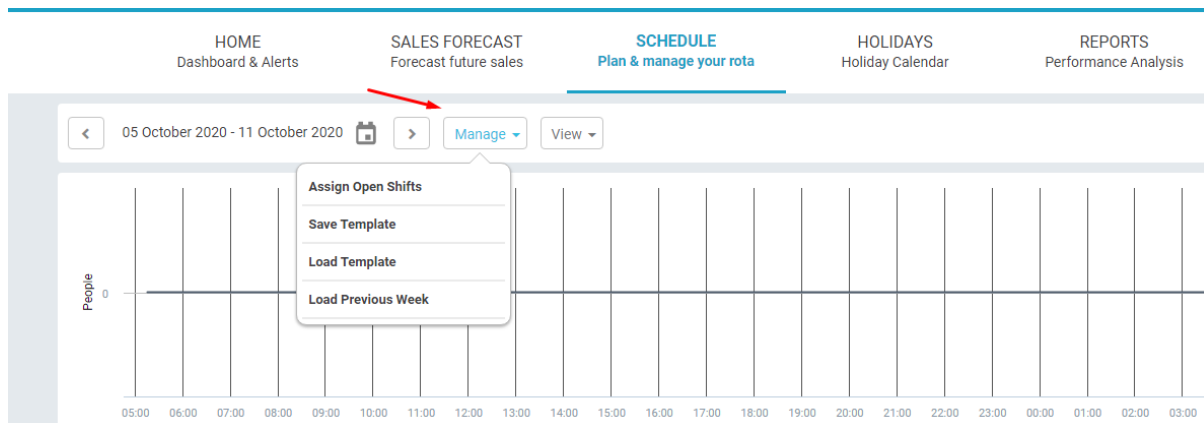
Copy the shift to the same employee or other employees by dragging and dropping it.

[illegible]

An example of filled in schedule with $\frac{1}{2}$ shifts

Health Status Report		Health Status		Health Status		Health Status		Health Status			
Staff		12 October 2020		13 October 2020		14 October 2020		15 October 2020		16 October 2020	
		Fcst	Act	Fcst	Act	Fcst	Act	Fcst	Act	Fcst	Act
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Shifts											
0 Assign Shifts											
Martin Abrashev		07:00 - 15:00 GH				07:00 - 11:00 GH		07:00 - 15:00 GH			
20 £0.00											
Nevena Uzunova				07:00 - 15:00 GH		11:00 - 15:00 GH				07:00 - 15:00 GH	
20 £0.00											
Borislav Dechev		07:00 - 15:00 GH				07:00 - 15:00 GH					
16 £0.00											
Filip Gubanov				07:00 - 15:00 GH						07:00 - 15:00 GH	
16 £0.00											
Petar Nikolov		07:00 - 15:00 GH				07:00 - 15:00 GH		07:00 - 15:00 GH			
24 £0.00											
Pavlina Zgurova				07:00 - 15:00 GH							
8 £0.00											
Ivo Ivanov		07:00 - 15:00 GH				07:00 - 15:00 GH		07:00 - 15:00 GH			
24 £0.00											
Kiril Todorov				07:00 - 15:00 GH						07:00 - 15:00 GH	
16 £0.00											
Pavel Chakarov		07:00 - 15:00 GH				07:00 - 15:00 GH					
16 £0.00											

Save a template from Manage > Save Template



Once saved the template can be used from Manage > Load Template. There is also an option to load shifts from previous week. It is highly recommended to save a blank template to avoid mass deletion of shifts.

The health status can be checked from the link above each week day.

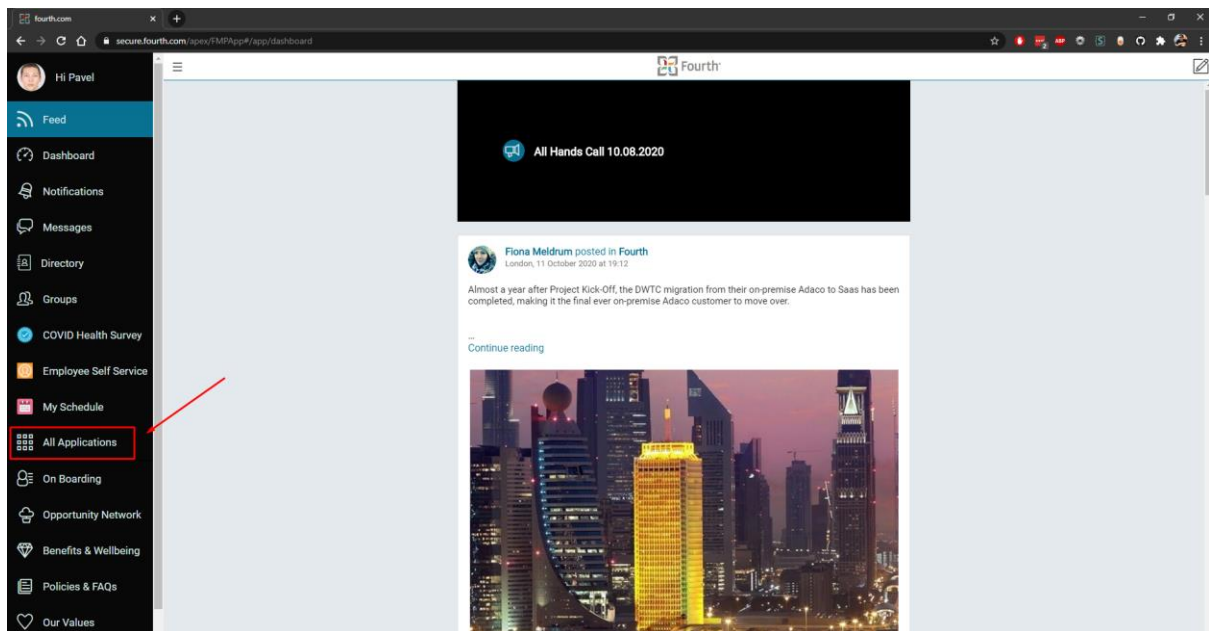
[illegible]

There is also a summary on the home tab.

My Schedules

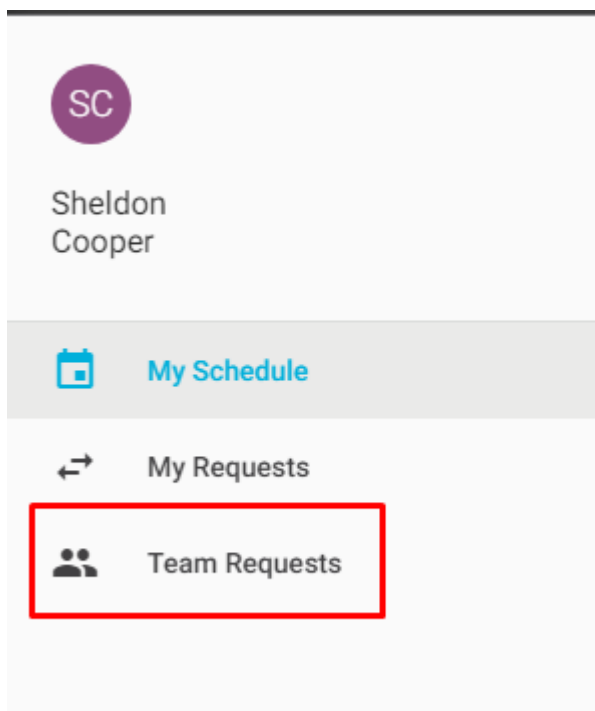
Log in Engage <https://secure.fourth.com/fmplogin>

Select All Applications -> My Schedules



After a notification for drop request is received it will lead you to:

Team requests > requests



TEAM REQUESTS

Open

Requests

Unavailable

Resolved

Sorted By Shift Start

Drop Request

REVIEW

MON

• Pantry cook

12

7:00 am

→

8:00 am

OCT


Arthur's Diner - Lowell MA

1h

× Jesse P.

Received at 12 Oct 20, 2:16

Create and Publish an open shift and then Approve the drop request



DROP REQUEST

MON

~~Jesse P.~~

12

7:00 am

→

8:00 am

OCT

Arthur's Diner - Lowell MA

1h

You can create an open shift now to replace this request.

Create Open Shift

Create & Publish

ADDITIONAL DETAILS

JP

Jesse P.

Select a response

Reject

Approve

Double check in Labour productivity that the shift for the employee has been deleted and an open shift is present and published for the day.