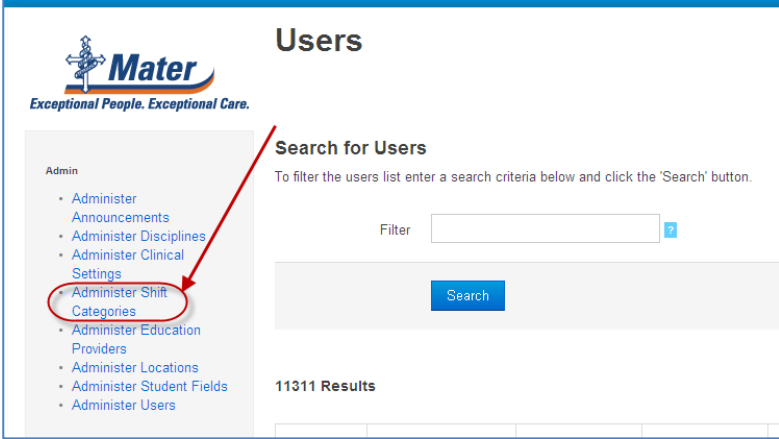


ARef-08 - Administrator Reference Sheet – How to Administer Shift Categories.

Steps	Action	What it looks like
1.	<p>Click on the Administer Shift Categories link in the side bar.</p> <p>This navigates to the Shift Categories screen.</p>	
2.	<p>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.</p> <p>You can:</p> <ol style="list-style-type: none"> 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. decommission a Shift Category by clicking the Decommission button. 	