



Clear Shifts

Clear Shifts help you delete your employee schedule that may have been created and scheduled accidentally.

1. Click **Schedule Editor**.
2. Navigate to **Tools** in the top-right corner. Using the drop-down, click **Clear Shifts**. A *Clear Shifts* window will appear.
3. Click **Clear Shifts**.

The screenshot shows the Zoho Shifts interface. At the top, there are navigation tabs: Shifts, Dashboard, Employees, Schedule (selected), Time Off, Reports, and Messages. Below the navigation, there are filters for 'All Schedules', 'All Positions', 'All Job Sites', and 'Employee View'. A date range selector shows '4 Feb - 10 Feb'. On the right, there are 'Week' and 'Tools' dropdown menus, and a 'Publish' button. The main area is a grid showing employee schedules for each day from Sunday to Saturday. Each cell in the grid contains an employee's name, ID, and their scheduled shift (e.g., '09:00 - 05:00 Chef Executive'). A 'Tools' dropdown menu is open over the grid, listing options like 'Unpublish 57 Shifts', 'Copy Previous Week', 'Apply Template', 'Save as Template', 'Clear Shifts' (highlighted with a red box), 'Sync to Calendar', 'Export', and 'Print Settings'. At the bottom of the grid, there is a summary table for 'Scheduled Hours', 'Labor Cost', and 'Employees' for each day.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Scheduled Hours	56 h	81 h	90 h	81 h	82 h	72 h	90 h
Labor Cost	\$ 7574.00	\$ 1098.00	\$ 1206.00	\$ 1071.00	\$ 1110.00	\$ 945.00	\$ 1206.00
Employees	8	8	9	8	8	7	9