



Open Shifts

Managers can create an open shift on priority and encourage employees to take up the additional shifts based on availability, if needed.

1. Sign in to Zoho Shifts and navigate to the **Schedules** tab.
2. Select **Schedule Editor**.
3. Select the cell corresponding to the open shift, then click **More actions (+)**. Create an open shift either by Custom Shift or by using the Shift Template.

The screenshot displays the Zoho Shifts interface. On the left, a sidebar shows 'Open Shifts' highlighted with a red box. The main area is a schedule grid for 'Sun, 4 Feb'. A modal window is open over the grid, titled 'Sun, 4 Feb', with tabs for 'Custom Shift', 'Shift Template', and 'Time Off'. The 'Custom Shift' tab is active, showing fields for 'Time' (09:00 to 17:00), 'Schedule' (Zyker Group of Restaurants, Austin), 'Job Site', 'Position' (Chef Executive), 'Employee' (Open Shift), and 'Count' (1). There are 'Cancel' and 'Save Shift' buttons at the bottom of the modal. The background grid shows various shifts for different employees like Amelia Chia, Benjamin Davis, Brad Harper, etc., with their respective times and costs.