



# Print Schedules

You can print schedules and share copies with your team members who do not have access to computers or mobile devices.

**Sign in** to Zoho Shifts using the registered email id and navigate to the **Schedule** tab.

1. Click **Schedule Editor**.
2. Navigate to **Tools** in the top-right corner. Using the drop-down, click **Print**. A *Print Schedule* window will appear.
3. Mark the checkbox you want to print, select paper size, and orientation.
4. Click **Print**. Get your schedule printed and share it with team members.

The screenshot shows the Zoho Shifts 'Schedule' tab interface. At the top, there are navigation tabs: Shifts, Dashboard, Employees, Schedule (selected), Time Off, Reports, and Messages. Below these are filters for 'All Schedules', 'All Positions', 'All Job Sites', and 'Employee View'. A date range selector shows '4 Feb - 10 Feb'. A 'Tools' dropdown menu is open, listing options like 'Unpublish 57 Shifts', 'Copy Previous Week', 'Apply Template', 'Save as Template', 'Clear Shifts', 'Sync to Calendar', 'Export', 'Print' (highlighted with a red box), and 'Print Settings'. The main area is a grid of employee shifts for days Sun 4 to Sat 10. Each cell contains an employee's name, ID, and scheduled shift times. At the bottom, a summary table shows total hours and costs for each day.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Scheduled Hours	564 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	7	9	8

**Note:** If you would like to save the printed schedule as a PDF, follow the above steps and click **Print**. There will be an option to save the employee's schedule as a PDF and click **Save**.

