



Copy your schedules, Shift template, and Schedule template

Create tailored schedules with customizable templates and copy them instantly. This helps save your valuable time and efforts.

You can create these shifts using

- Copy your schedules
- Shift template
- Schedule template

Copy your schedules

Fill in schedules by copying them from the previous day or week and apply them to the current calendar schedules.

 **Note:** You cannot copy the entire month schedule as the total number of days vary from month to month.

1. Click **Schedule Editor**.
2. Click **Tools** dropdown in the top-right corner and select **Copy Previous Day/Copy Previous Week**. The *Copy Shifts* window will appear.
3. Select the date range for which you're going to copy schedule and click **Copy**

Shifts

DashboardEmployeesScheduleTime OffReportsMessages

All Schedules

All Positions

All Job Sites

Employee View

4 Feb - 10 Feb

Week

Tools

Publish

All Employees	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Open Shifts							
AC Amelia Chia 120 h / \$ 1440.00	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	09:00 - 05:00 Chef Executive Zyker Group of Restaurants, Austin	
BD Benjamin Davis		10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	10:00 - 19:00 Line Cook Zyker Group of Restaurants, Austin	
BH Brad Harper 54 h / \$ 810.00	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin		10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	
GL Gabriel Lewis 54 h / \$ 756.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	
JF James Felch 63 h / \$ 1008.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Corporation Pvt Ltd Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
MJ Maria Joseph 56 h / \$ 672.00	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Barista Zyker Group of Restaurants, Pleasan
MT Martin Tyler 61 h / \$ 854.00	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Austin	10:00 - 19:00 Cashier Zyker Group of Restaurants, Pleasan	10:00 - 19:00 Cashier Zyker Group of Restaurants, Pleasan	10:00 - 17:00 Cashier Zyker Group of Restaurants, Austin
SJ Sarah Jackson 54 h / \$ 810.00	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Pleasan	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin		09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin	09:00 - 18:00 Kitchen Manager Zyker Group of Restaurants, Austin
SB Susan Bones 48 h / \$ 576.00	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Austin		10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan	10:00 - 18:00 Dishwasher Zyker Group of Restaurants, Pleasan
+ Add Employee							
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	9	8	8	7	9

 **Note:** You can also drag and drop employees' shifts. Just hold your employee's shift that you want to move by dragging and dropping them in their desired location.

Shift template

Create schedules using [shift templates](#). These shift templates help save time on recurring schedules tailored to specific needs and avoid reworking schedules from scratch.

To do this:

1. Click **Schedule Editor** in the **Schedule tab**.
2. Select the cell corresponding to the employee for whom you want to manage the shift template, athen click **(+)**.
3. Navigate to the **Shift Template**. Select the template you want to assign.

Thu, 8 Feb

Custom ShiftShift TemplateTime Off

09:00 - 18:00
Kitchen Manager
Zyker Group of Restaurants,
Austin

09:00 - 18:00
Kitchen Manager
Zyker Group of Restaurants,
Pleasanton

Schedule template

Save schedules as standard templates to organize and plan work ahead. These templates can be saved and used when required.

1. Click **Schedule Editor**. Go to the calendar you want to save as a template.
2. Click the **Tools** dropdown in the top-right corner and select **Save as Template**. The *New Schedule Template* window will appear.
3. Enter the name of the template, and click **Save Template**.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
Scheduled Hours	540 h	81 h	81 h	81 h	81 h	81 h	72 h
Labor Cost	\$ 13140.00	\$ 1971.00	\$ 1971.00	\$ 1971.00	\$ 1971.00	\$ 1971.00	\$ 1719.00
Employees	9	9	9	9	9	8	7

Apply Template

1. Click **Schedule Editor**. Go to the calendar you want to apply schedules as templates.
2. Click the **Tools** dropdown in the top-right corner and select **Apply Template**. The *New Schedule Template* window will appear.
3. Choose the calendar that you want to apply the template to by selecting the template's name.

<https://help.zoho.com/portal/en/kb/shifts/scheduling/articles/shift-template-schedule-template-and-copy-your-schedules>