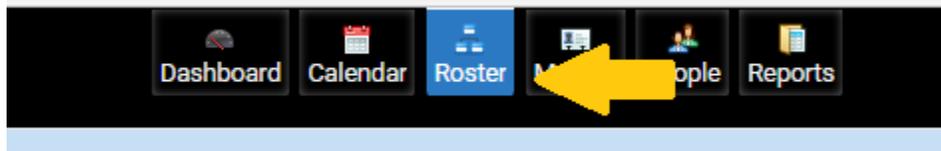


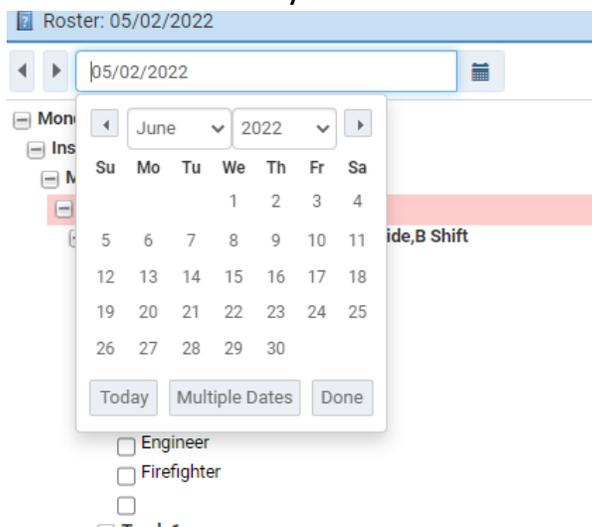
HOW TO VIEW SIGNUP LISTS

ROSTER VIEW- Shows who has signed up for shifts without placing them in order

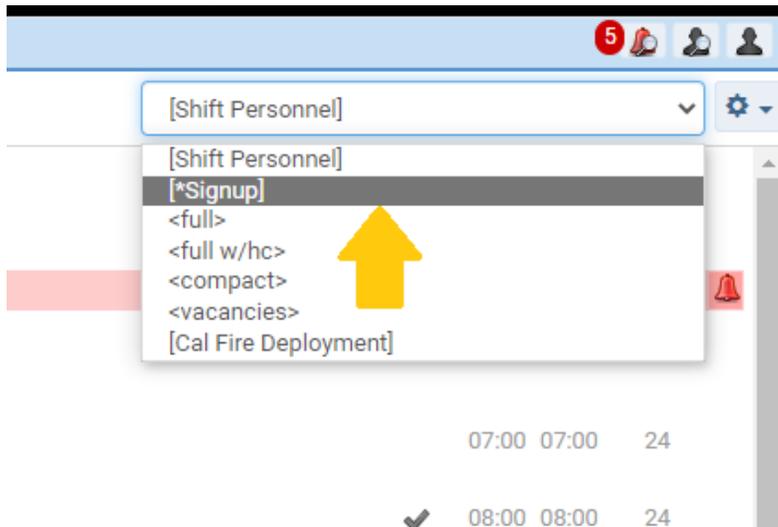
1. Click "Roster" from the top menu



2. Select the Date you would like to view from the Calendar on the top left. This view will always show consecutive days

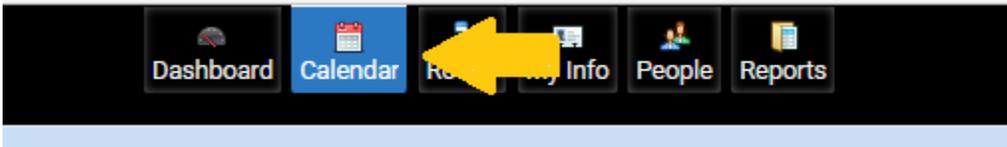


3. On the Top right drop-down menu, select "*Signup"

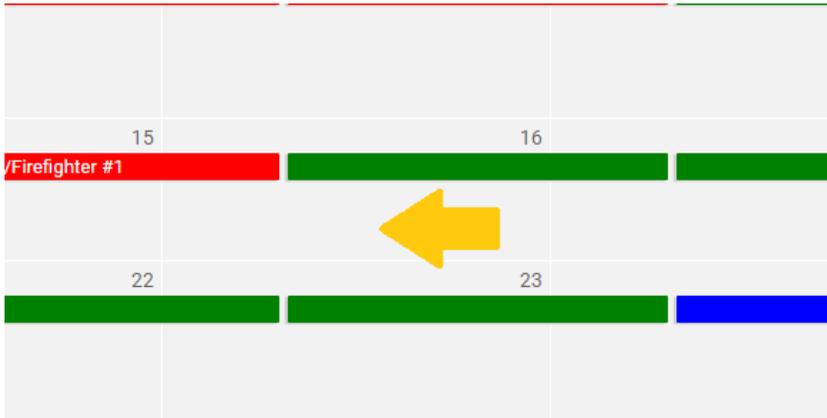


PICKLIST VIEW- Shows who signed up for a particular day and places them in order of hours worked.

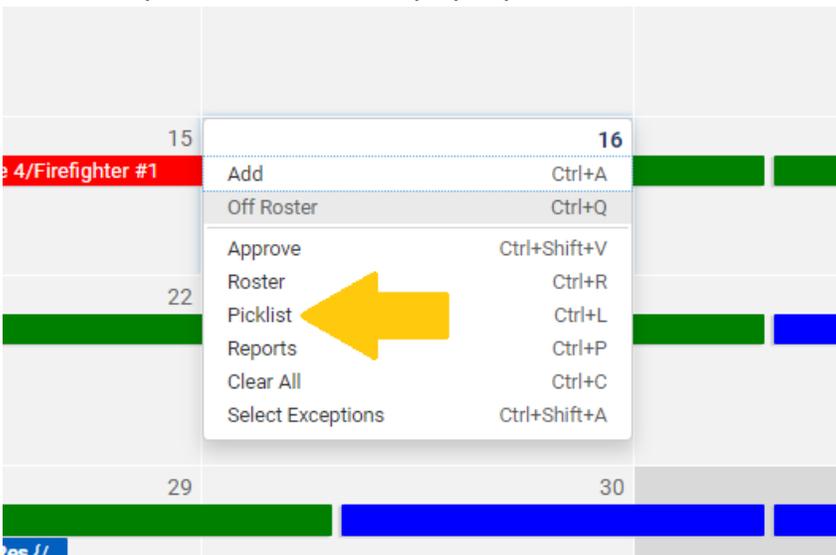
1. Click on "Calendar" from top menu



2. Click on the date you would like to view



3. Click on "picklist" from the pop-up menu



4. Ensure A, B, or C shift is selected from the 'Shift' dropdown menu to match the selected date

Shift

C Shift

C Battalion 1
C Battalion101 - East Side
C Shift
Days 7-6-11
Variable TTH
Variable WTH

3
4
5
6
7
8
9
10
11
12

5. Select "Signup Picklist" from the list chain dropdown menu

List Chain

Sign up Picklist

Sign up Picklist
TOTAL Hours PICKLIST

6. List will populate with everyone who signed up for that day
 - a. List is ranked based on hours worked
 - b. Date can be changed from this screen to show signups on a different day