How to create a house shift in HotSchedules

This guide explains how to create a house shift in HotSchedules, which is also called an open shift. You use a keyboard shortcut to open the **Create House Shift** dialog, enter the shift details, review the shift in the House Shift Manager, assign it, and post the schedule.

Prerequisites

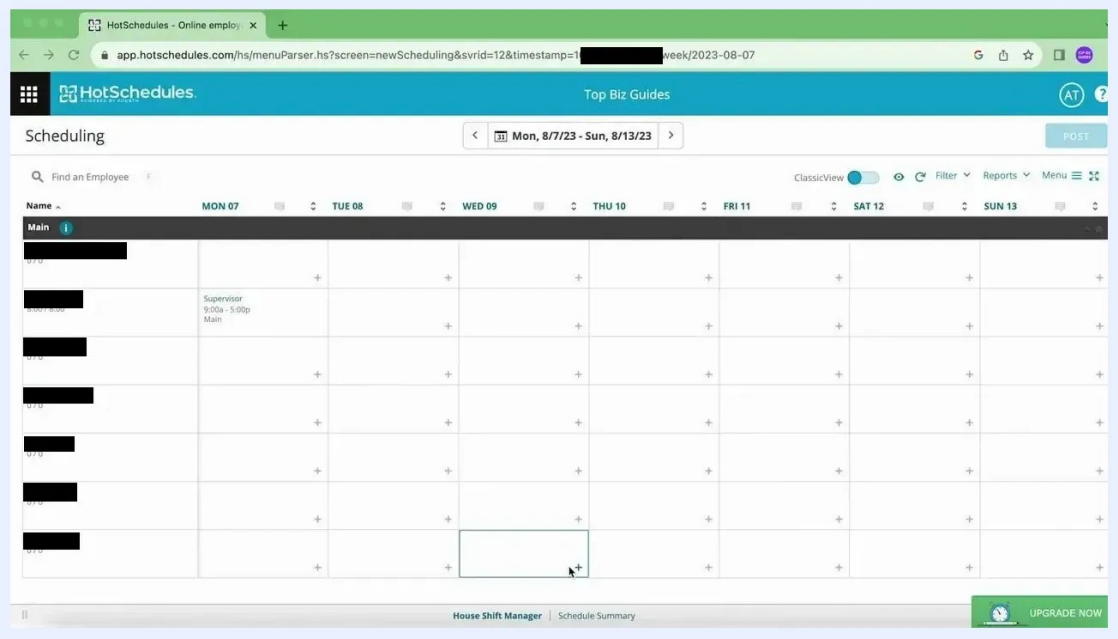
- You have access to the Scheduling section in your HotSchedules account.
- You know the date, start time, end time, job, and schedule for the shift you want to create.

Steps

1. Open the Scheduling page

Navigate to the Scheduling section in your HotSchedules account. Make sure you are viewing the correct week and schedule.

The schedule grid displays employee names on the left and days of the week across the top.



Scheduling grid with employee names and days of the week, showing empty shift slots

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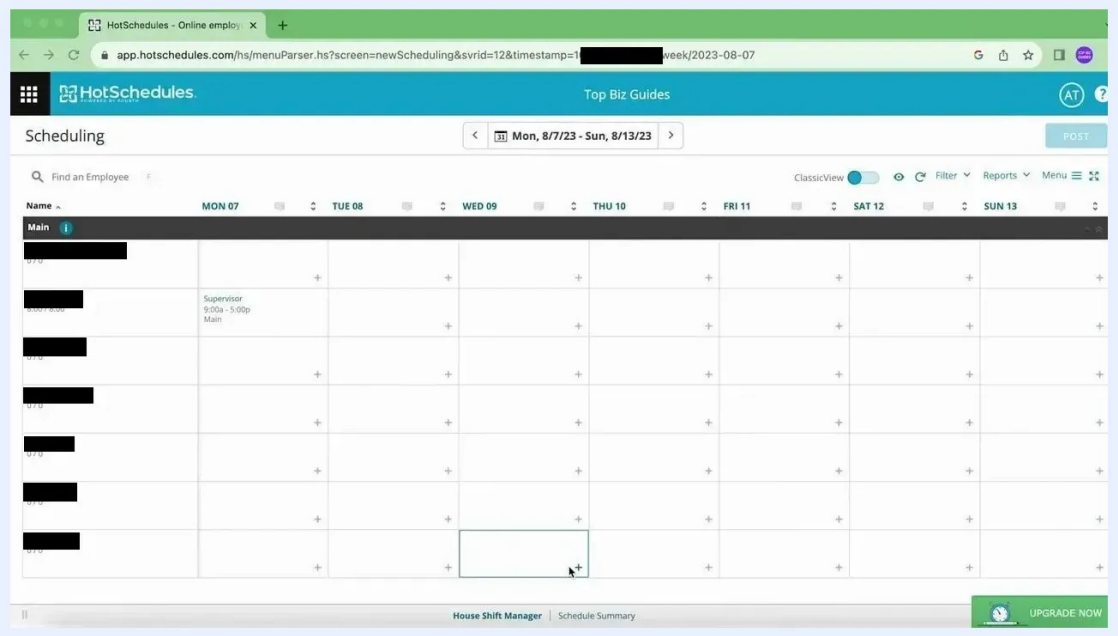
2. Find the shortcut for creating a house shift

Open the menu and select the **Shortcuts Key** tab to view the available keyboard shortcuts. The shortcut for **Create House Shift** is listed:

- On PC: Alt + Ctrl + H
- On Mac: Option + Control + H



Menu open to the Shortcuts Key tab, showing keyboard shortcuts including Create House Shift (Alt+Ctrl+H)

3. Create a house shift with the shortcut

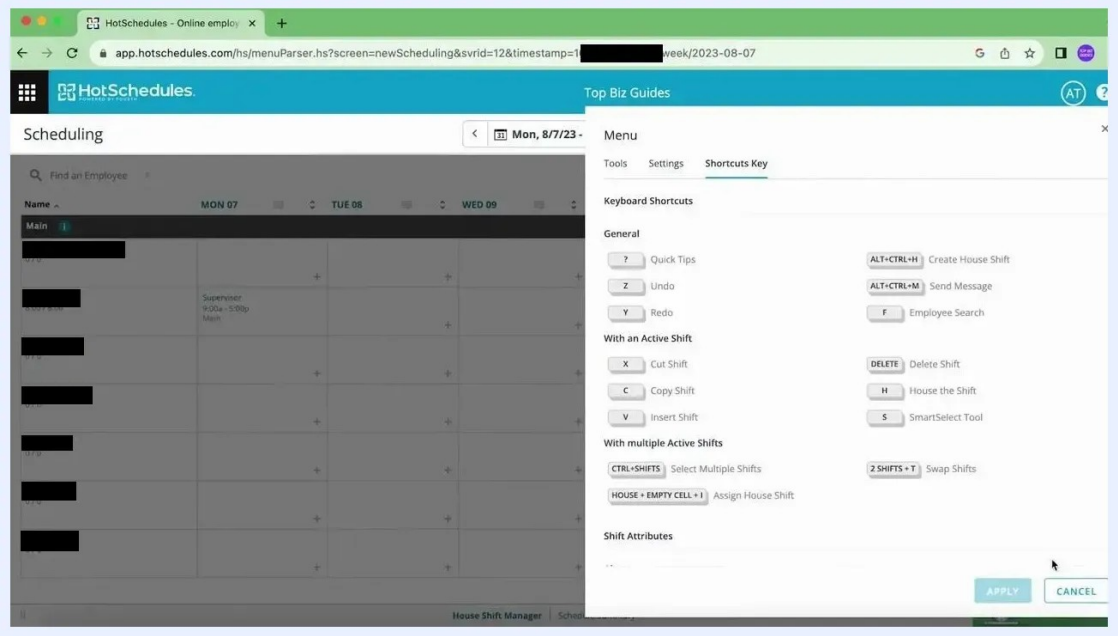
Press the shortcut for your system, for example Option + Control + H on Mac. The **Create House Shift** dialog opens.

4. Enter the shift details

In the **Create House Shift** dialog, fill in the following fields:

- **Date:** Select the date, for example Mon, 8/7/23.
- **Start:** Enter the start time, for example 9:00 AM.
- **End:** Enter the end time, for example 5:00 PM.
- **Job:** Select the job role, for example Supervisor.
- **Schedule:** Choose the schedule, for example Main.

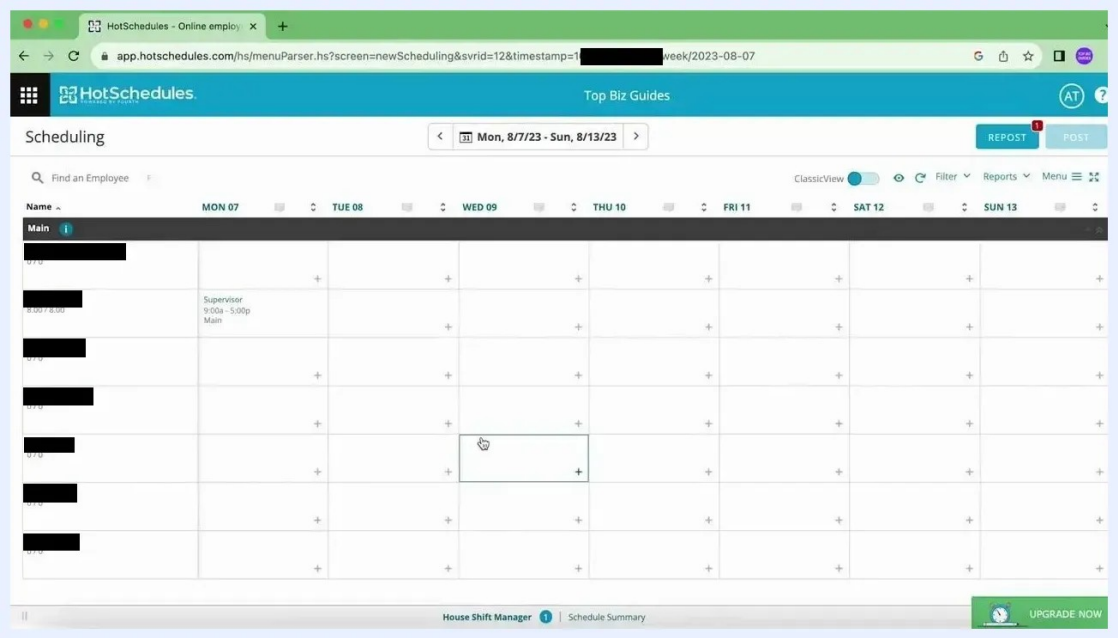
Click **Save** to create the house shift.



Create House Shift dialog with fields for Date, Start, End, Job, Schedule, and the Save button

5. Confirm the house shift was created

After you save, look at the bottom of the screen for the **House Shift Manager** indicator. A count, for example 1, confirms that a house shift has been created.

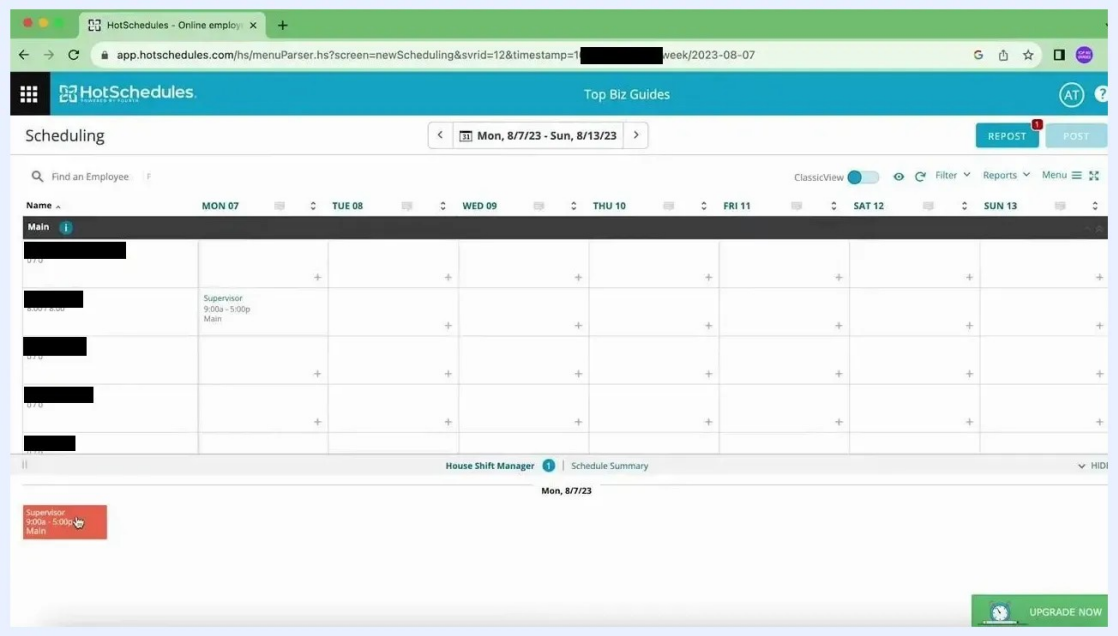


Scheduling grid with the House Shift Manager indicator showing 1 house shift

6. Review the house shift in the House Shift Manager

Click **House Shift Manager** at the bottom of the screen. The unposted house shift appears in orange and shows details such as the job, time, and schedule.

Click the house shift to view the employees who are eligible to be assigned to it.



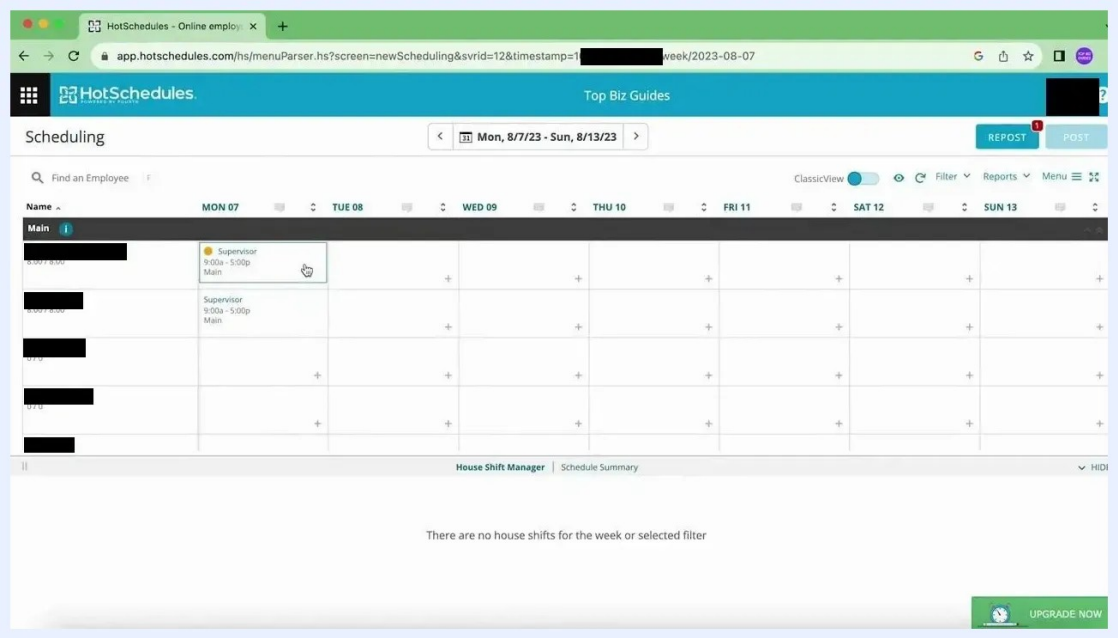
House Shift Manager open with an orange house shift card showing Supervisor, 9:00a-5:00p, Main

7. Assign the house shift

Select a qualified employee. If only one employee is eligible, that employee is highlighted in green. Release the shift to assign it to the employee.

8. Post the schedule

Once you assign the shift, it appears in the schedule grid under the employee's name and on the correct date, highlighted in orange. Click **Post** to finalize and post the schedule.

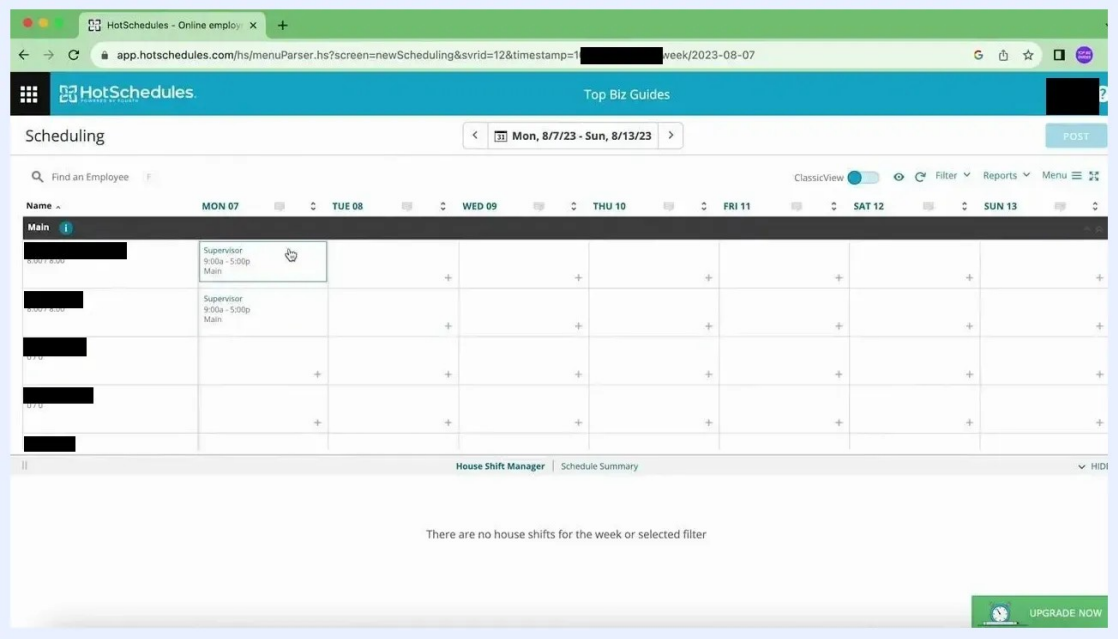


Schedule grid showing the assigned house shift in orange under the employee's name and date

View the scheduled open shift

After you create and assign an open shift, it appears in the schedule grid under the relevant employee and date. The shift details, for example "Supervisor, 9:00a - 5:00p, Main", are visible in the grid.

The **House Shift Manager** and **Schedule Summary** links are available at the bottom of the grid. If there are no unassigned house shifts, the message "There are no house shifts for the week or selected filter." appears.

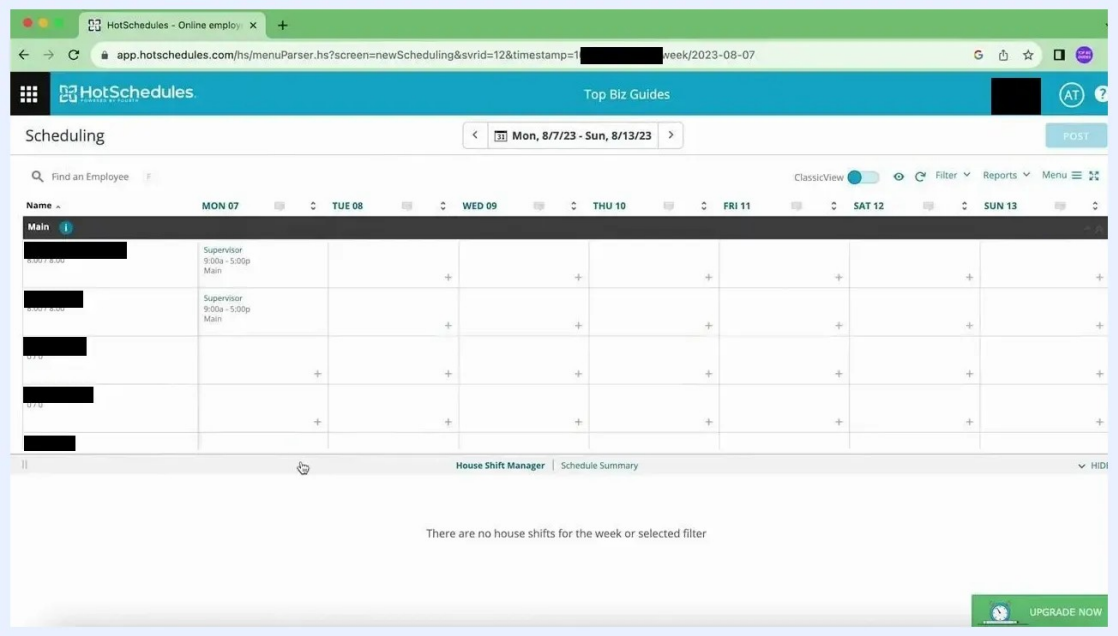


Scheduling grid showing the assigned shift for Admin TopBizGudies, with House Shift Manager and no unassigned house shifts

Understand claimable shifts

Any open (house) shifts that are not yet assigned appear in the **House Shift Manager** section. Eligible employees in the account can claim these shifts.

If there are no claimable house shifts, the **House Shift Manager** shows the message "There are no house shifts for the week or selected filter."



Scheduling grid with House Shift Manager and no claimable house shifts, confirming all shifts are assigned or none are open

Summary

You can create, assign, and post open (house) shifts in HotSchedules by using the keyboard shortcut and the House Shift Manager. Open the **Create House Shift** dialog, enter the details, click **Save**, assign an eligible employee, and click **Post**.

What's next

- Check the **House Shift Manager** to see whether any house shifts remain unassigned and claimable.
- Review the schedule grid to confirm the assigned shift appears under the correct employee and date.