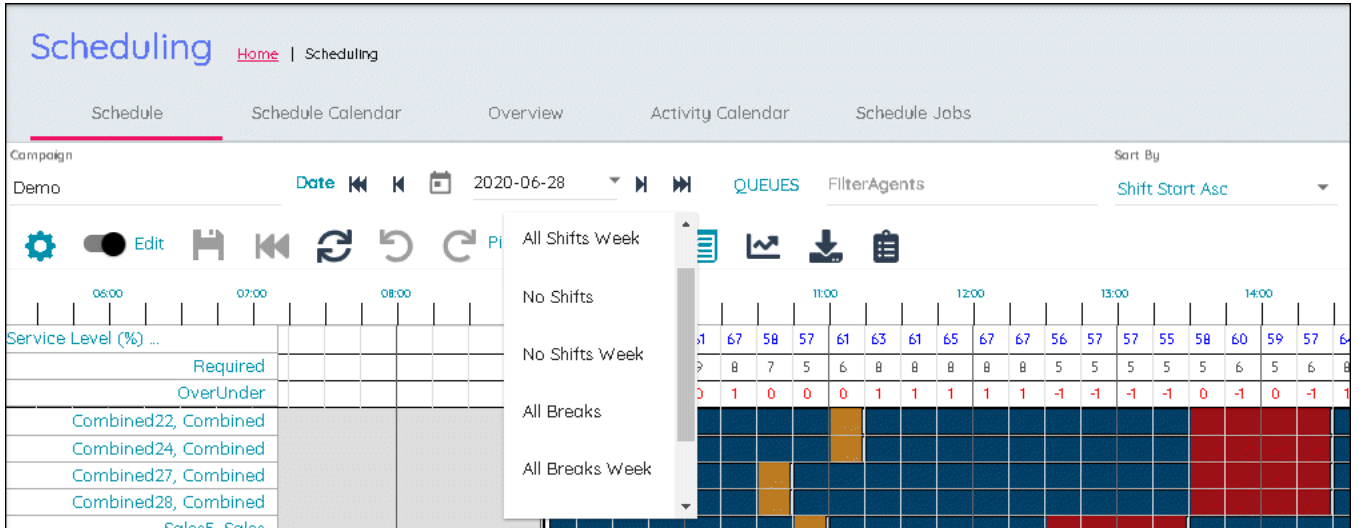


Pinning shifts or activities on the schedule

Pinning protects shifts and activities being moved by the scheduling engine.

1. In the Schedule screen, click the slider to allow editing.
2. Under the **Pin** dropdown box, choose what needs to be pinned. The options are as follows:



- All Shifts
 - All Shifts (Week)
 - No Shifts
 - No Shifts (Week)
 - All Breaks
 - All Breaks (Week)
 - No Breaks
 - No Breaks (Week)
3. Choose the required level of Pinning. Pinning is Auto Saved.
 4. Right clicking on any activity in the Schedule screen also allows single items to be pinned or unpinned.