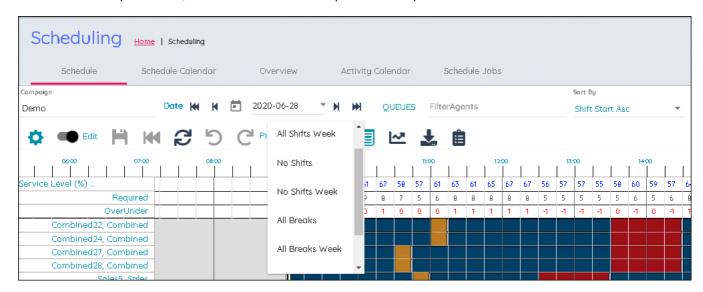


## Pinning shifts or activities on the schedule

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.