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Assign your operator to a shift

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experience — not included in the PDF

Summary

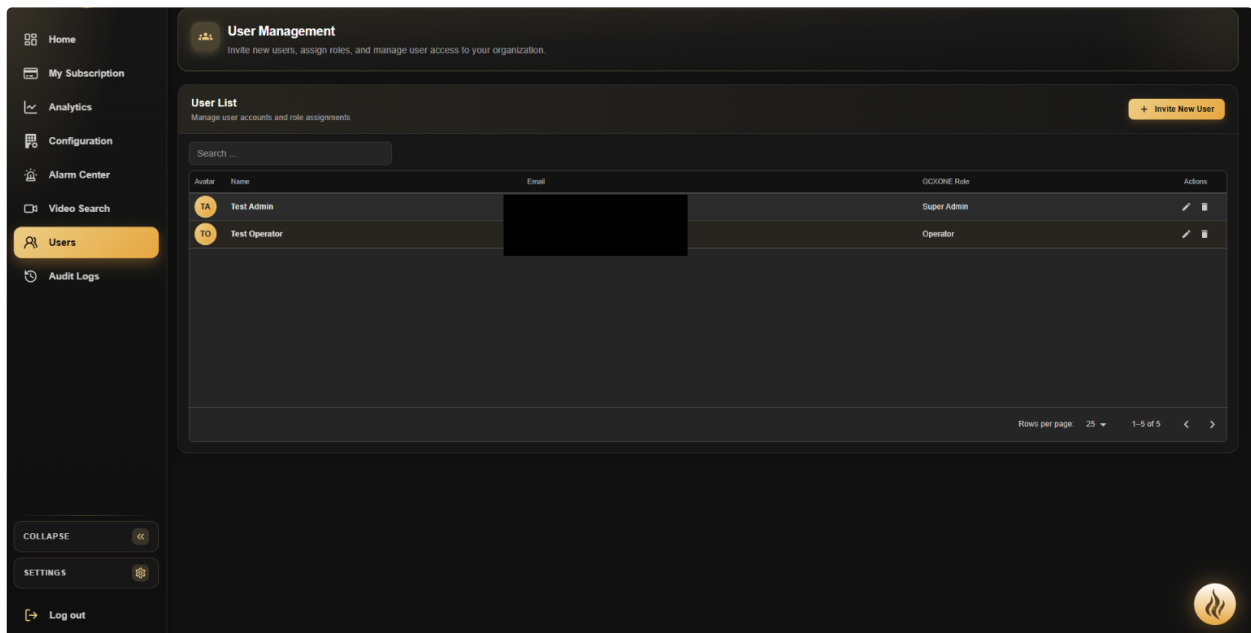
Assign one or more Operators to a configured shift from User Management. Shift assignments define the Operator's working schedule for administration and reporting; the Operator must still click Start Shift in Alarm Center to begin live work.

Before you begin

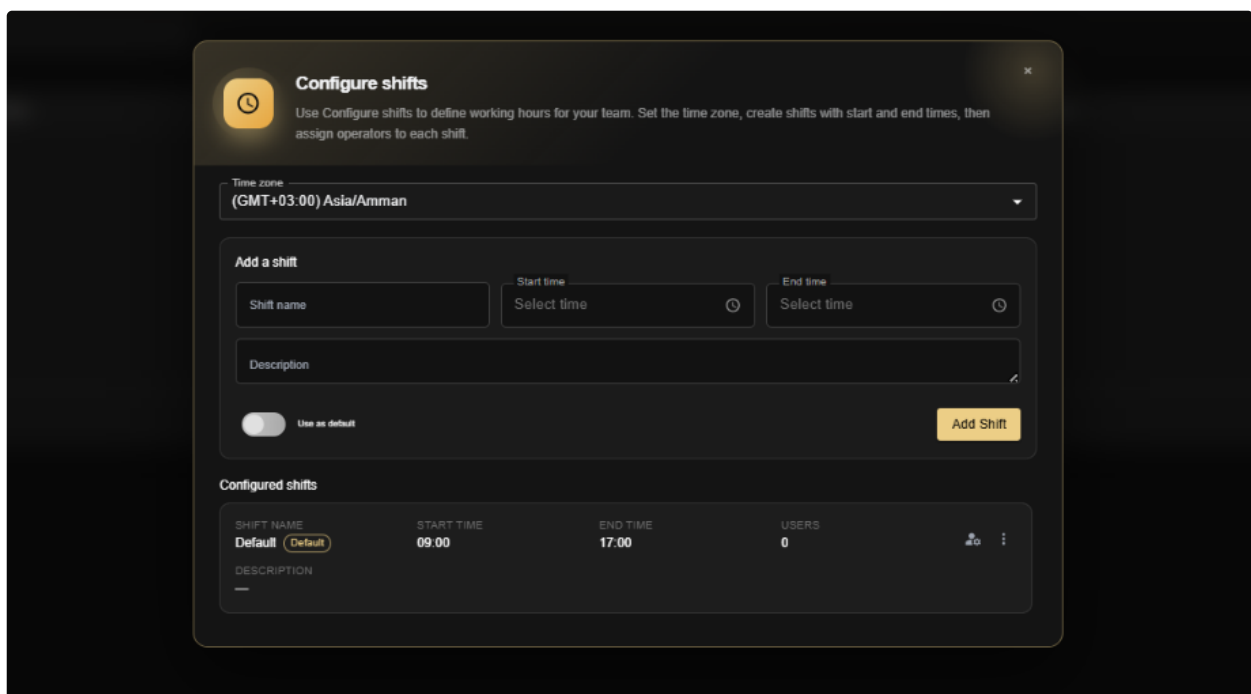
- You must have the Super Admin role.
- The Operator must already exist with the Operator role.
- The shift must already exist, or you can create it during this process.

Assign an Operator to a shift

1. In the left sidebar, click Users & Shifts Management to open User Management .
2. Click Configure shifts in the top-right of the User List.

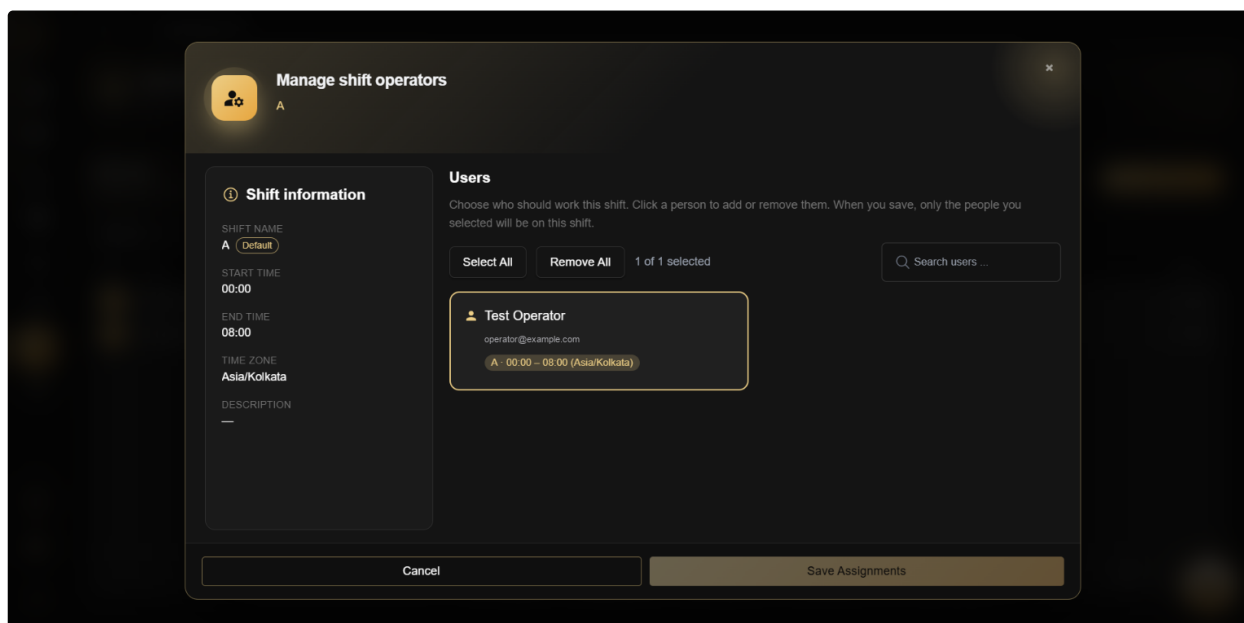


1. In Configure shifts , select the correct Time zone . The shift you add next stores this zone; existing shifts keep the zone they were created with.
2. To create a shift, enter its name, start time, end time, and optional description. Turn on Use as default if appropriate, then click Add shift . If the shift already exists, skip this step.



1. In Configured shifts , click the Manage shift operators icon (person with a gear) on the required shift.

2. In **Manage shift operators** , click each Operator who should work this shift. Use **Select All** or **Remove All** when needed.
3. Click **Save assignments** .



If no Operators are listed

If the dialog shows **No operators found for this tenant** , return to **User Management** and click **+ Invite New User** . Create the user with the **Operator** role, then reopen **Manage shift operators** and assign them.

What happens next

The selected Operators are assigned to the shift and the **Users** count on the shift row updates. This does not start an Operator's live shift or assign sites; those actions happen separately in **Alarm Center**.