Set Order Roles and Heading

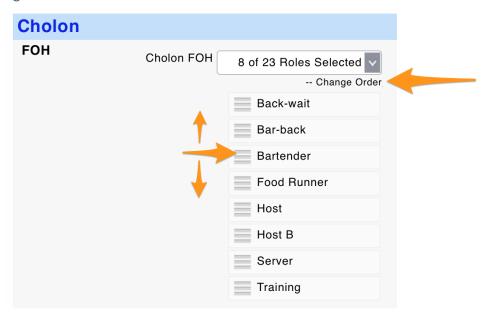
Last Modified on 10/29/2025 1:05 pm MDT

Gearwheel Menu > Roles / Headings

General Settings Schedules Settings Payroll Settings 🚳 Roles / Groups Settings 🚍 Logbook Pro Settings Reminders, Certifications & Custom 🎱 🖟 Wage Settings / Rules 🏨 Holiday / Premium Wages Tip Templates / Settings Analytics / Publishing Settings Accrual Policies PTO / Sick Alert Notification Settings Blackout Request-Off Dates 🖺 Late / No-Show / Term / Scorecards 還 Quick Links / Dashboard Widgets 🛕 Global / Shift Prompts Setup Payroll Mapping Point of Sale Tools

→ Importing

Sort Roles as shown by clicking "Change Order". The order here will be reflected on the schedule page as well.



Sort Schedule groups as shown, as well!

