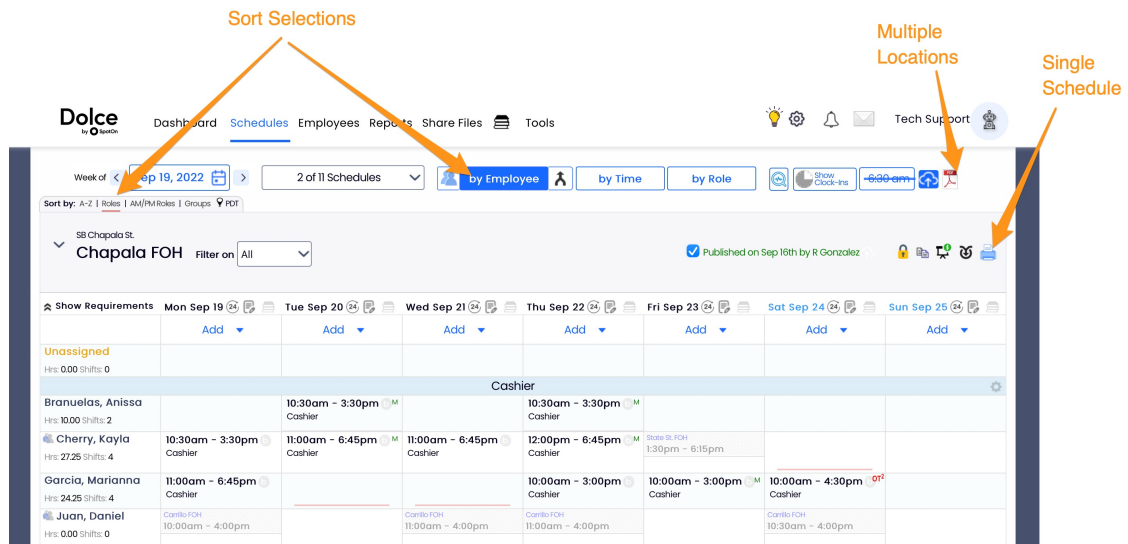


Printing Schedules

Last Modified on 06/20/2023 11:27 am MDT

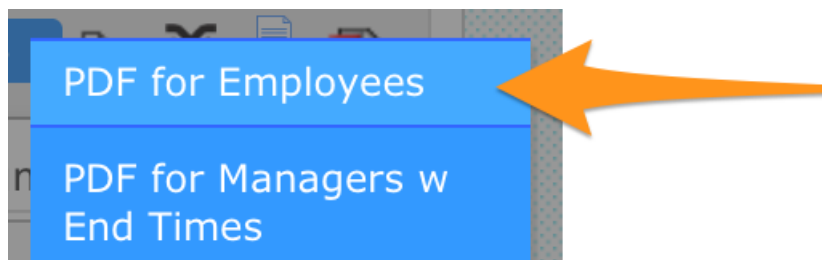
Press the PRINT icon to create a printable PDF

- Choose either the icon for a single schedule or multiple locations' schedules
- Choose your sort settings - they will carry over into the print view



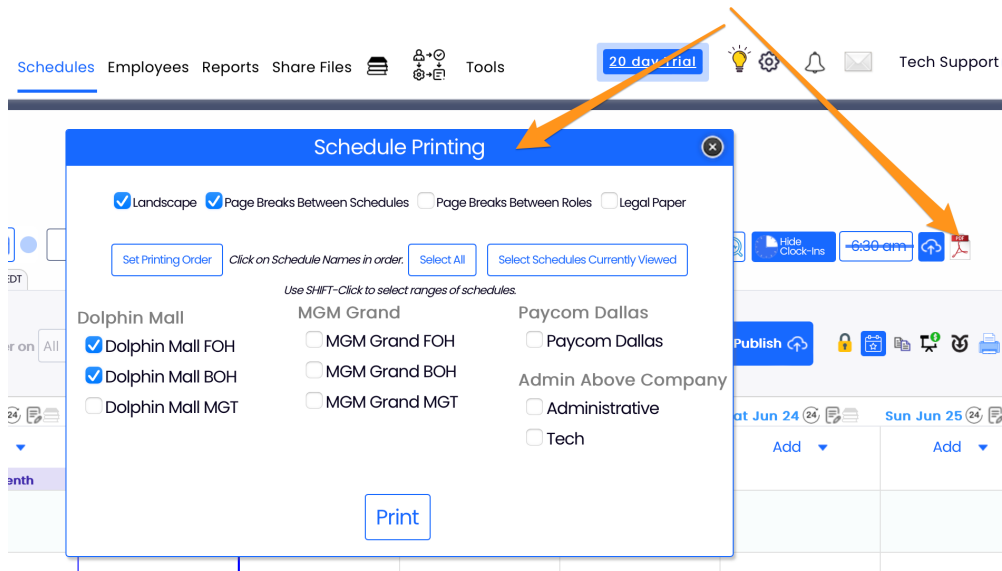
When prompted, choose for Employees or for Managers

- If you have hidden end-times for shifts, then you have the option of printing a schedule with or without end times.



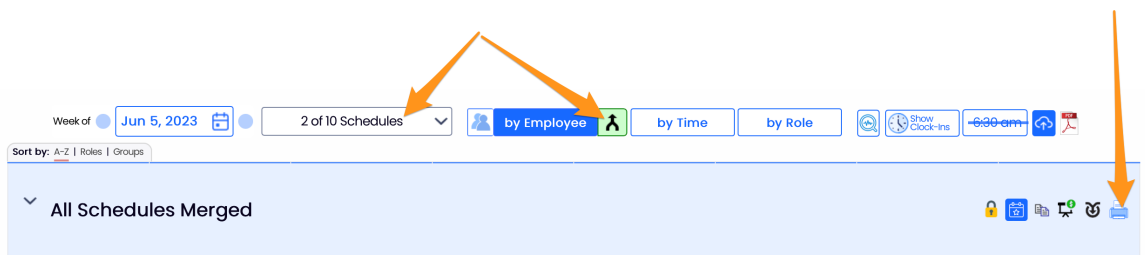
Printing multiple schedules at once

- The multi-location-print function allows a number of options in terms of formatting



Merging schedules to print combined schedules

- From BY EMPLOYEE schedule type, select the intended locations, merge, and print:



To print a Daily Roster, see: <https://support.dolceclock.com/help/shift-prep-report>