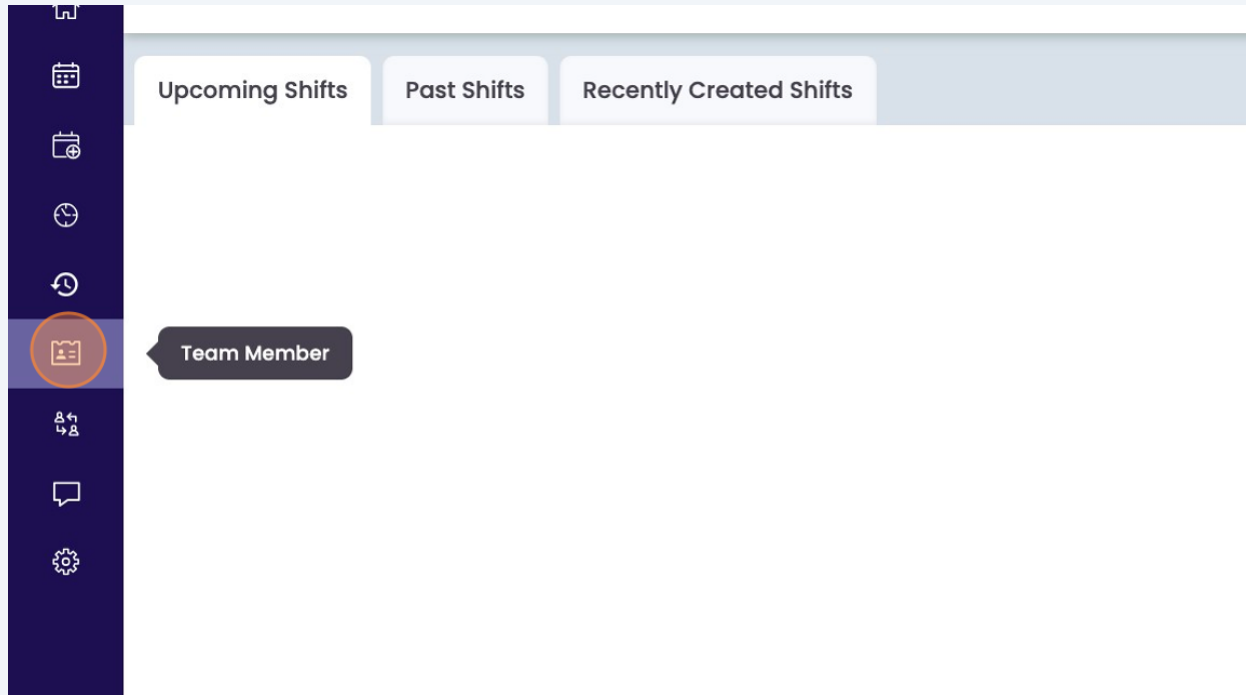


How to Edit Ranking and Add/Edit Seniority Rules

1

Click the "Team Member" page icon.



2 Click "Edit Ranking"

reilly@mailinator.com	● Approved	Deactivate
prosacco@mailinator.com	● Approved	Deactivate
_bechtelar@mailinator.com	● Approved	Deactivate
_schumm@mailinator.com	● Approved	Deactivate
lein@mailinator.com	● Approved	Deactivate
ia_collins@mailinator.com	● Approved	Deactivate

[Re-Invite](#) [Sign Up](#) [Invite](#) [Edit Ranking](#) [Invite Members](#) ▼

3 Click "Select Position"

la_mayer@mailinator.com

_swift@mailinator.com

_hoeger@mailinator.com

o_wiegand@mailinator.com

_daniel@mailinator.com

Import Ranking

Location

Location 2

Select Position

Select Position ▼

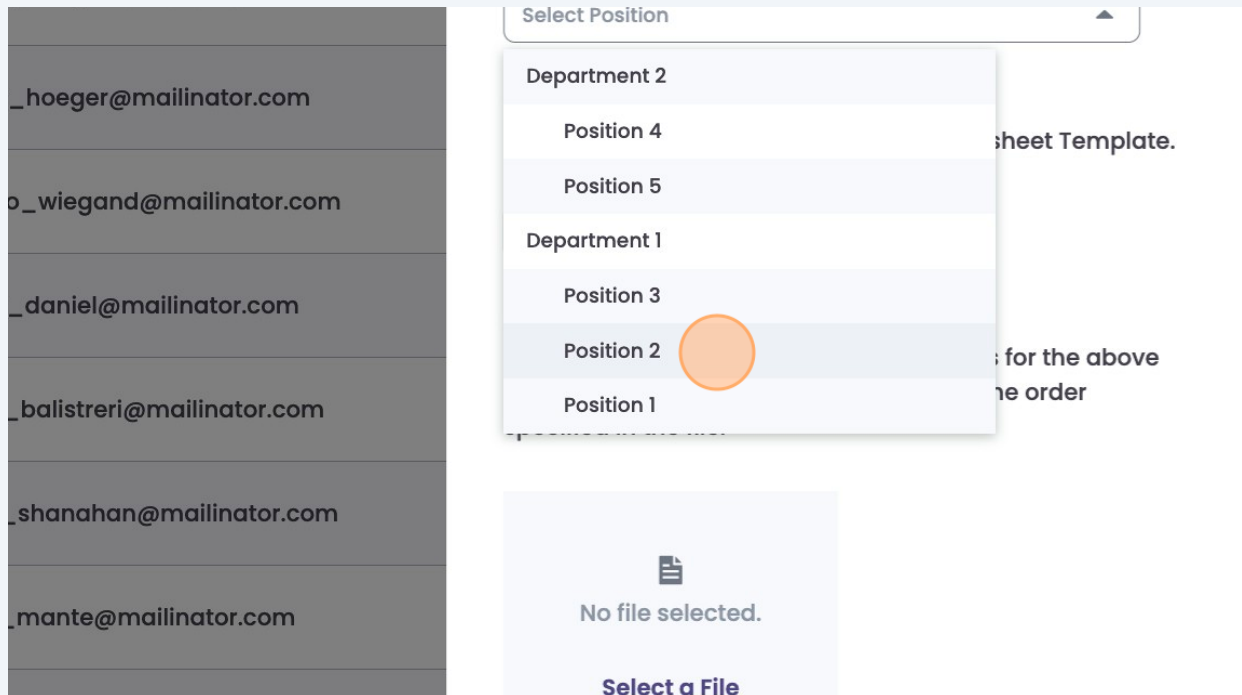
1. Download Spreadsheet

Edit team member rankings in the Spreadsheet Template.

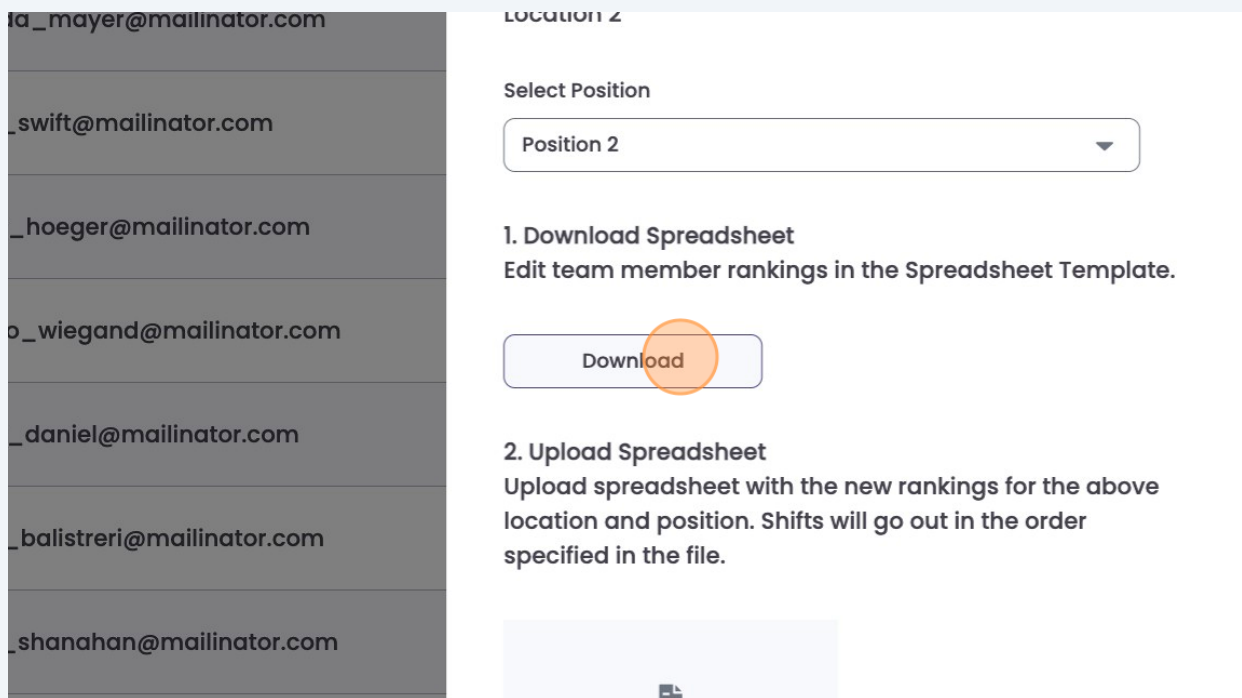
Download

2. Upload Spreadsheet

4 Click on the position you wish to update ranking for (Eg. "Position 2")



5 Click "Download"



6

Open the CSV and add numeric values to the "Ranking" column. Save the CSV file when all team members have been ranked.

Note: All team members should be assigned a ranking; avoid duplicate values. Unranked team members will receive shift notifications following all ranked team members in alphabetical order.

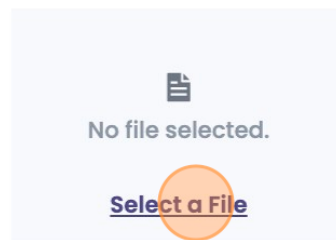
Tip: Rank your team members in increments of 5 (Eg. 5, 10, 15, 20) this will allow for space to add new team members into the ranking list without having to update the entire list.

7

Click "Select a File" and locate the ranking file you just saved.

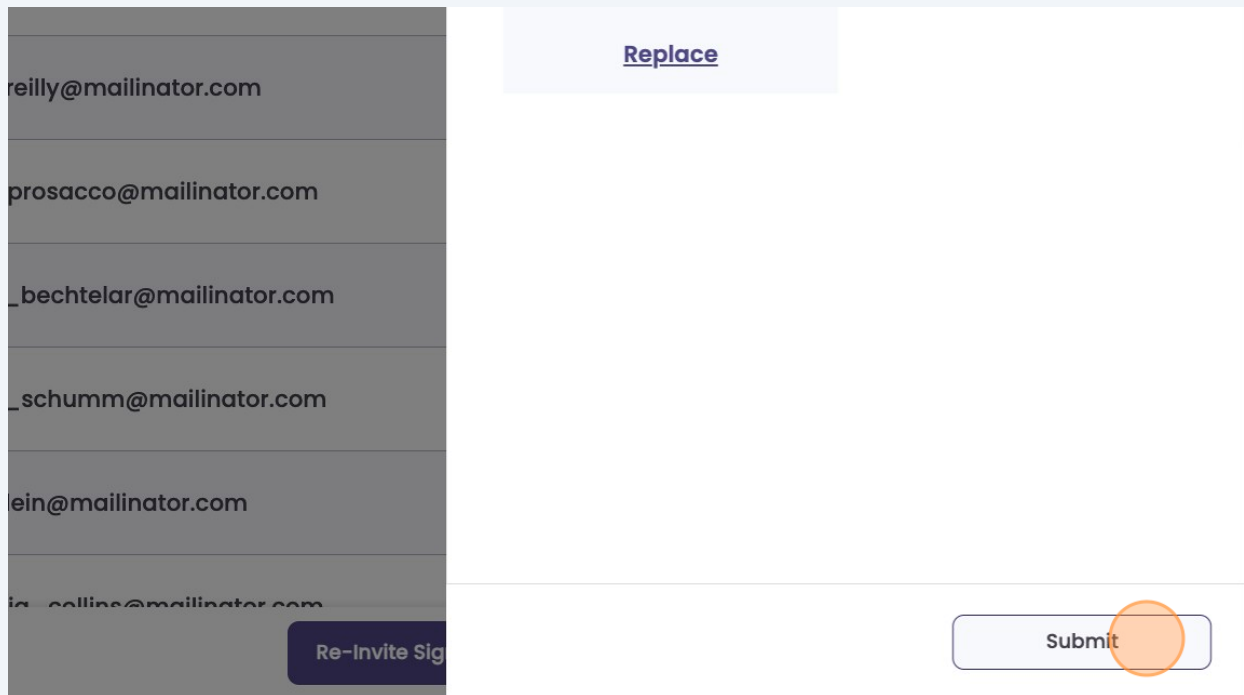
_balistreri@mailinator.com
_shanahan@mailinator.com
_mante@mailinator.com
reilly@mailinator.com
prosacco@mailinator.com
_bechtelar@mailinator.com
schumm@mailinator.com

Upload spreadsheet with the new rankings for the above location and position. Shifts will go out in the order specified in the file.



8

Click "Submit"



The screenshot shows a web interface with a list of email addresses on the left and a form area on the right. The email addresses are: reilly@mailinator.com, prosacco@mailinator.com, _bechtelar@mailinator.com, _schumm@mailinator.com, ein@mailinator.com, and ia_collins@mailinator.com. A 'Re-Invite Sig' button is at the bottom of the list. In the form area, there is a 'Replace' link at the top and a 'Submit' button at the bottom right, which is highlighted with an orange circle.

9

The next call out shift you create will disburse based on the updated ranking. View the "Audit Trail" on the shift to observe this feature in action.