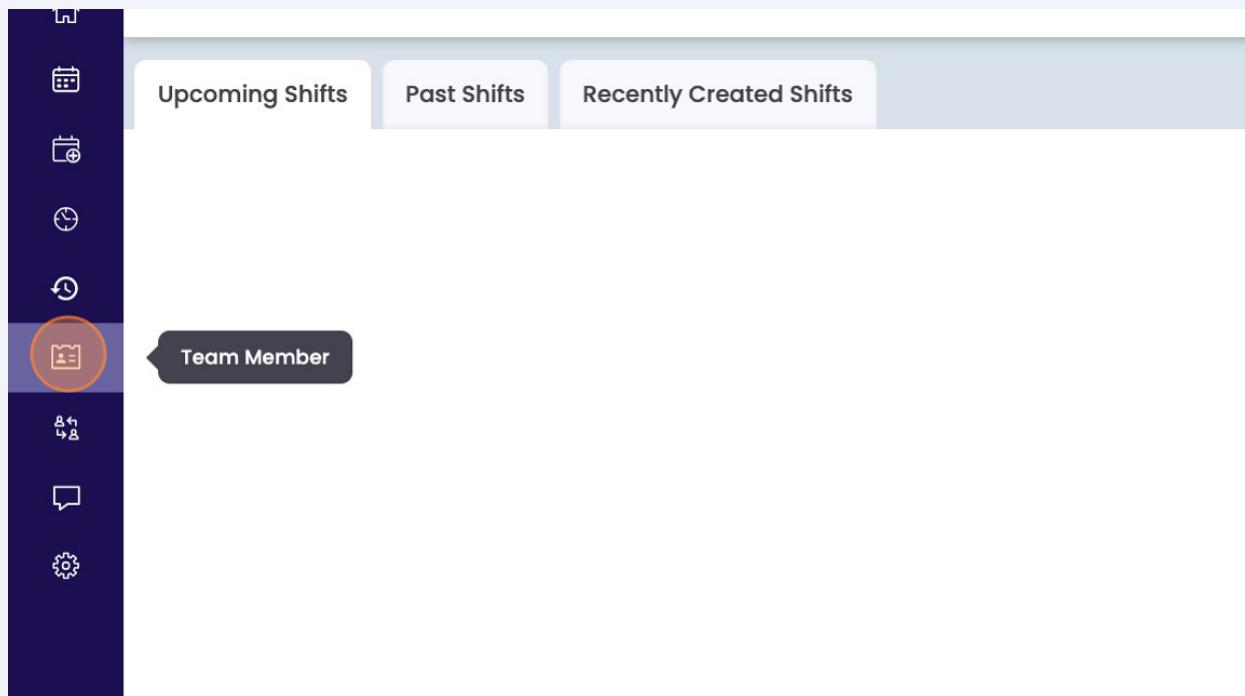


How to Edit Ranking and Add/Edit Seniority Rules

- 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
ie Collins@mailinator.com	● Approved	Deactivate

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

3 Click "Select Position"

da_mayer@mailinator.com

_swift@mailinator.com

_hoeger@mailinator.com

o_wiegand@mailinator.com

_daniel@mailinator.com

Import Ranking

Location

Location 2

Select Position

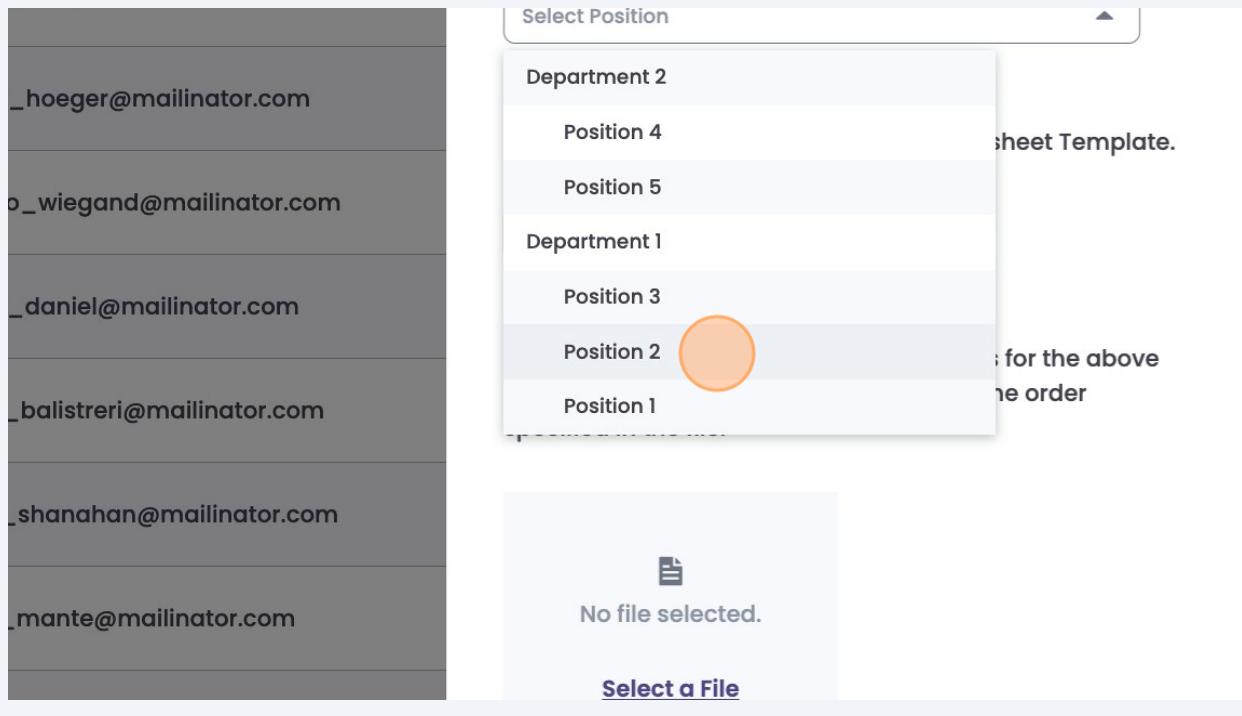
Select Position

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")



hoeger@mailinator.com

wiegand@mailinator.com

daniel@mailinator.com

balistreri@mailinator.com

shanahan@mailinator.com

mante@mailinator.com

Select Position

Department 2

Position 4

Position 5

Department 1

Position 3

Position 2

Position 1

sheet Template.

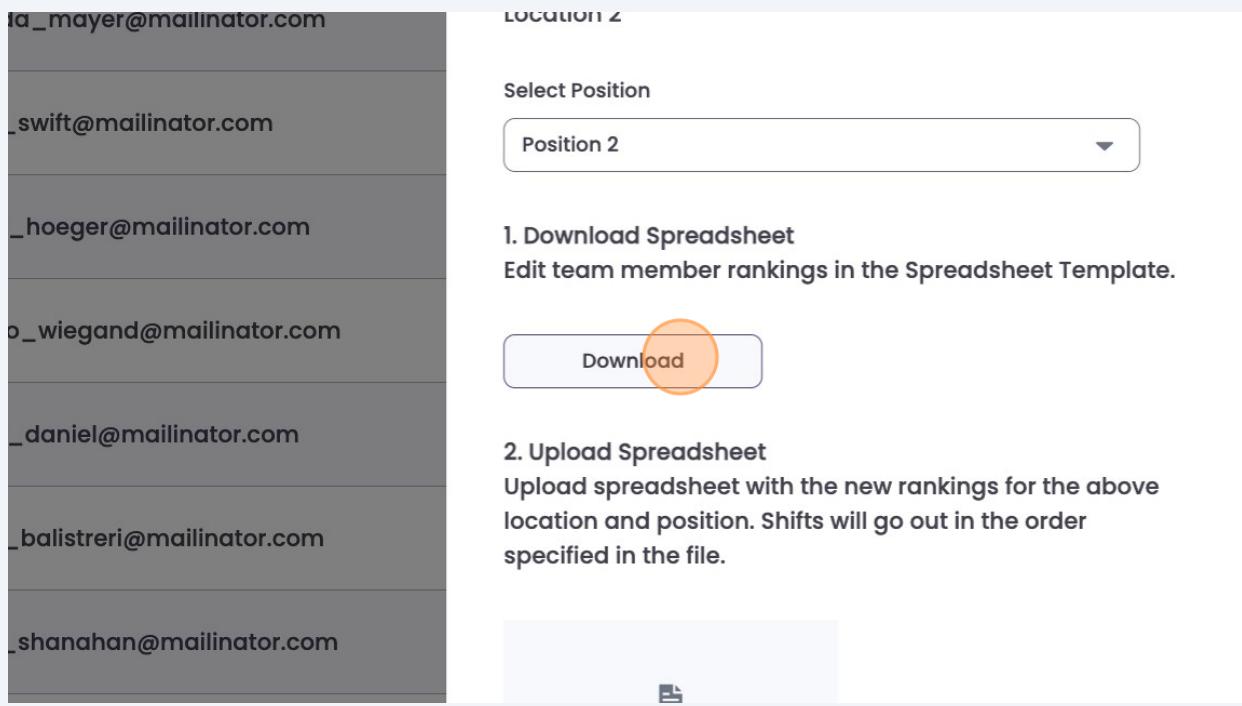
for the above

the order

No file selected.

Select a File

5 Click "Download"



mayer@mailinator.com

swift@mailinator.com

hoeger@mailinator.com

wiegand@mailinator.com

daniel@mailinator.com

balistreri@mailinator.com

shanahan@mailinator.com

LOCATION ↴

Select Position

Position 2

1. Download Spreadsheet

Edit team member rankings in the Spreadsheet Template.

Download

2. Upload Spreadsheet

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

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.

The screenshot shows a list of team members on the left and a file upload interface on the right.

Team Members List:

- balistreri@mailinator.com
- shanahan@mailinator.com
- mante@mailinator.com
- reilly@mailinator.com
- prosacco@mailinator.com
- bechtelar@mailinator.com
- schuman@mailinator.com

File Upload Section:

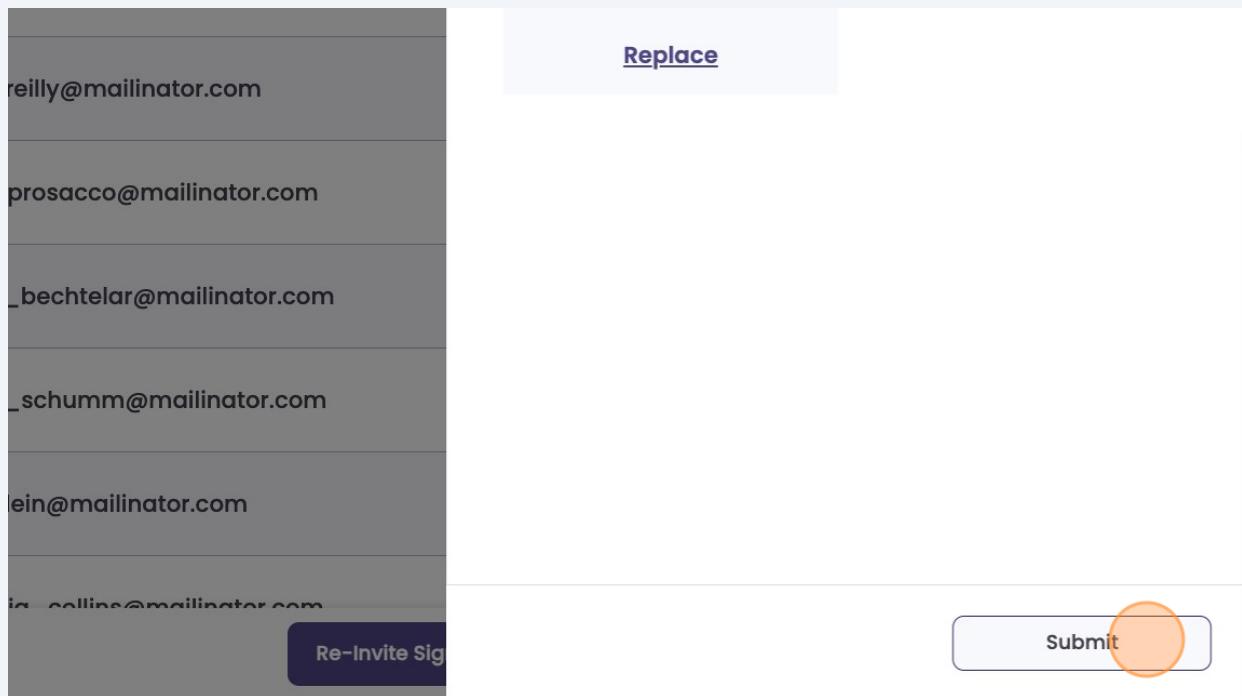
Upload spreadsheet with the new rankings for the above location and position. Shifts will go out in the order specified in the file.

No file selected.

Select a File

8

Click "Submit"



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.