

Set up staff shifts

Put everyone's working hours on the roster. For providers, those shifts are the hours patients can book.

Setup guide · For Owners, Managers · aminova.health/university/staff-shifts

1. WHY SHIFTS MATTER

The roster in Staff Scheduling shows who works when. For anyone who sees patients, it also decides when patients can book them. A day with no shift is closed to booking.

Shifts for people who don't see patients, like the front desk, open no booking times. They show on the roster and the time clock.

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Staff Scheduling

For anyone who sees patients, these hours are what patients can book. A day with no shift is closed to booking, and this overrides the usual week set on the Team page — breaks and the daily cap set there still apply.

Changes save automatically

0 on shift now
Sep 28 · today's roster

< Sep 28 - Oct 4, 2026 > Today

STAFF	Mon Sep 28 TODAY	Tue Sep 29	Wed Sep 30	Thu Oct 1	Fri Oct 2
RB Rachel Bailey, RN Nurse	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—

The rule, said at the top of Staff Scheduling.

2. GET YOUR TEAM READY

1. Invite everyone first. Only people on the Team page can be put on the roster.
2. Make sure each provider has **Sees patients** ticked under **Credentials** on the Team page.

3. OPEN STAFF SCHEDULING

1. Go to **Staff Scheduling** in the sidebar.
2. You see this week: one row per person, one column per day.

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Dr. Alex Rivera
Owner / Director

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Request Time Off

Add Shift

0 on shift now
Sep 28 · today's roster

6 staff 0h this week 1 pending 7 coverage gaps

Sep 28 – Oct 4, 2026

Today

RN

NP

Rivera

Chen

MA

LE

STAFF	Mon Sep 28 TODAY	Tue Sep 29	Wed Sep 30	Thu Oct 1	Fri Oct 2	Sat Oct 3	Sun Oct 4	HRS
RB Rachel Bailey, RN Nurse	—	—	—	—	—	—	—	—
DR Dana Reyes, NP Physician	—	—	—	—	—	—	—	—
AR Dr. Alex Rivera Manager	—	—	—	—	—	—	—	—
MC Dr. Maya Chen Physician	—	—	—	—	—	—	—	—
MC Marcus Cole, MA Front Desk	—	—	—	—	—	—	—	—
KR Kayla Renner, LE Front Desk	—	—	—	—	—	—	—	—
COVERAGE	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0h

Time-Off Requests 1 pending

MC Marcus Cole, MA
Front Desk

PTO 2026-06-28 ~ 2026-06-30 · 1 day

Family trip

Approve

Deny

Staff Scheduling, showing this week's roster.

4. ADD A SHIFT

1. Click **Add Shift**.
2. Pick the **Staff Member**.
3. Under **Days**, press **Weekdays** or **Every day**, or tap the days one by one.
4. Pick the **Shift Type**: **8A–5P**, **8A–1P**, **1P–6P** or **On-Call**.

Add Shift with every weekday picked: one set of hours for all of them.

5. YOUR OWN HOURS

1. For other hours, pick **Custom** as the Shift Type.
2. Set **Start** and **End**. The length of the shift shows under them.

6. ADD A LUNCH

1. Under **Lunch break**, set when it starts and ends. It is optional.
2. Nobody can be booked with them during it. It shows on the roster as a soft red band.

7. REPEAT IT EVERY WEEK

1. Leave **Repeat every week** ticked. The same shift goes on the same days for the next 12 weeks.
2. Untick it for a one-off shift.
3. Press **Add Shift**. A note confirms how many days were added.

Tip. A repeating shift fills 12 weeks ahead. Before those weeks run out, move to a later week and add the shift again.

8. NO NEED TO SAVE

Every change saves the moment you make it. The top of the page says **Saving...**, then **Saved** with the time.

If it says **Not saved**, press **Reload** and try that change again.

Changes save automatically

Request Time Off

+ Add Shift

6 staff

0h this week

1 pending

7 coverage gaps

RN

NP

Rivera

Chen

MA

LE

Wed Sep 30	Thu Oct 1	Fri Oct 2	Sat Oct 3	Sun Oct 4	HRS
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

This tells you each change has been saved.

9. CHECK THE ROSTER

- 1. Each person’s row shows their shifts, and **Hrs** shows their hours this week.
- 2. The **Coverage** row counts how many people work each day.
- 3. Click an empty day to add a shift for that person on that day.

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MC Marcus Cole, MA Front Desk	—	—	—	—	—	—	—	—
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COVERAGE	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0 staff	0h

Time-Off Requests 1 pending

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The roster, with each person's hours and the day's coverage.

10. CHANGE ONE DAY

1. Use the arrows to go to the week you want.
2. Click the shift. Press **Edit shift**, change what you need, and press **Add Shift**. Or press **Remove**.
3. Changing one week leaves the other weeks as they are.

11. MARK A DAY AWAY

1. Add a shift with the **Out** type to mark someone away all day. Nobody can book them.
2. The **Lunch** type blocks 12 to 1 on that day.
3. For holidays and sick days, have them use **Request Time Off**, so it can be approved.

12. BREAKS AND A DAILY LIMIT

1. On the Team page, open **Manage** on a provider's card and choose **Set Availability**.
2. Click **Add a break** for time blocked every working day, like a daily huddle.
3. Set **Max Appointments / Day (capacity)** to cap their visits. Press **Save Availability**.
4. These apply on every working day, shifts included.

13. CHECK IT WORKED

Go to **Appointments** and click **New appointment**. Walk through to the times for a provider on a day they have a shift. The times offered should fall inside that shift. You don't need to finish the booking.

You're done when every provider has shifts for the weeks ahead.