

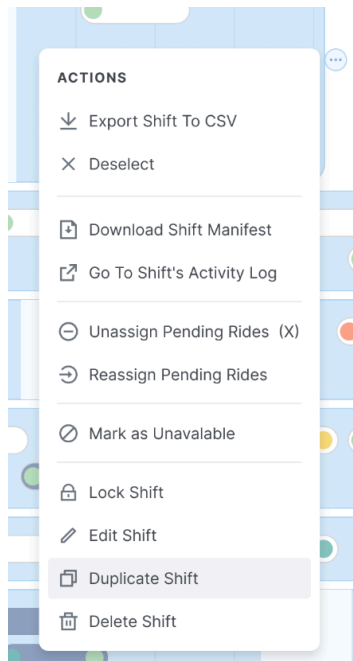


# The new **Duplicate Shift** on the Ride Plan and Shift Manager.

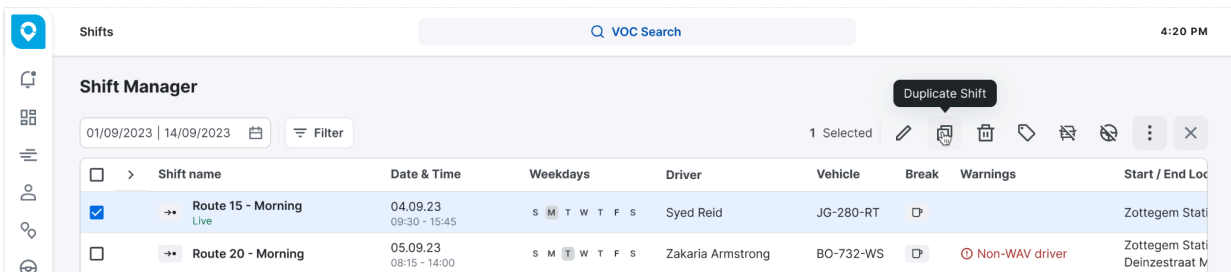
Want to create a new shift quickly? The Duplicate Shift feature is here to help! You can now create a new shift based on an existing one. The Duplicate Shift feature is available in the Ride Plan and Shift Manager.

## Duplicating a shift

In the **Ride Plan**, Duplicate Shift is available through the Shift Menu:



On the **Shift Manager**, Duplicate Shift can be found in the menu on each shift row or the top Action menu whenever you select one shift:





Clicking “duplicate shift” will bring you to a screen to create a new shift, but all information from the shift you are duplicating is already submitted - saving your team time.

Please note; If a shift you are trying to duplicate has a driver or vehicle assigned to it you will need to change the driver/vehicle account for the new shift creation. As a driver or vehicle cannot be assigned to 2 shifts at the same time, you will otherwise get an error.

## Next Steps

We'll start rolling out the new Duplicate Shift feature within the next few weeks. We value your feedback as we work to build the best product for your needs, so feel free to share suggestions on how to improve this feature as your team starts using it.