



# H O T S C H E D U L E S S H O R T C U T S

Menu

Tools Settings **Shortcuts Key**

Keyboard Shortcuts

General

- ? Quick Tips
- Z Undo
- Y Redo

With an Active Shift

- X Cut Shift
- C Copy Shift
- V Insert Shift

With multiple Active Shifts

- CTRL+SHIFTS Select Multiple Shifts
- HOUSE + EMPTY CELL + I Assign House Shift
- ALT+CTRL+H Create House Shift
- ALT+CTRL+M Send Message
- DELETE Delete Shift
- H House the Shift
- S SmartSelect Tool
- 2 SHIFTS + T Swap Shifts

Shift Attributes

Alerts

- Unposted Shift
- Approved Time Off
- Scheduled at other Store
- Assigned Shift
- Minor Unavailable
- Unavailable
- Request to Work
- Request Off

Shifts



Alternatively, click **Get Help > Scheduling > Keyboard Shortcuts**

**Still having issues?** Contact Customer Support:

<https://help.hotschedules.com/hc/en-us/articles/222476127-Contact-Us-Customer-Support>

