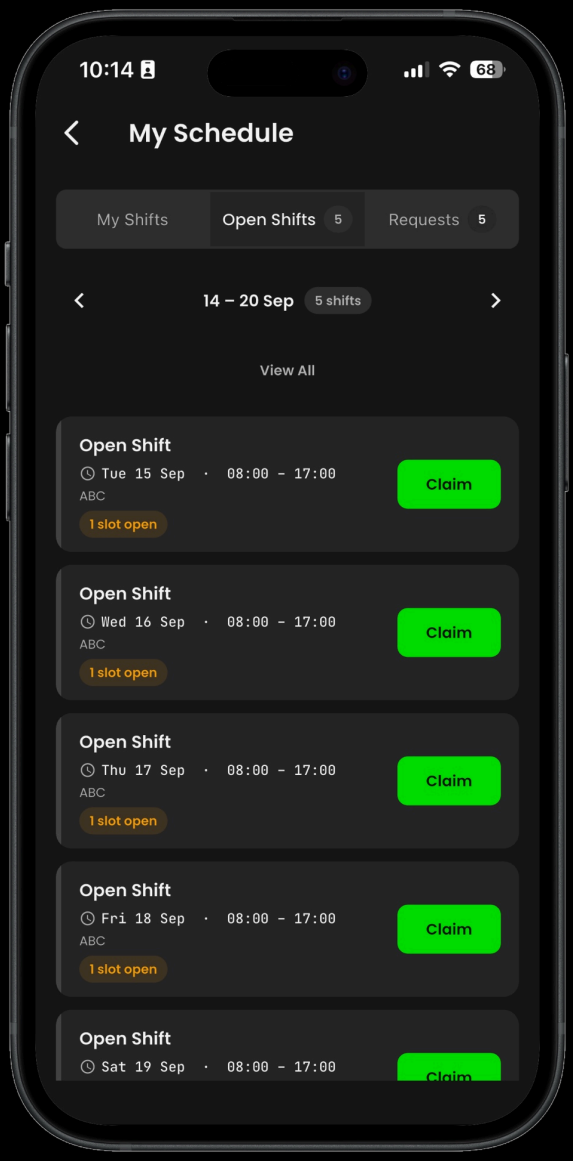
LSFlow

Module 04

Shift Management

Build the roster, fill every gap and let employees claim and swap shifts from their phones.



The right people, in the right place, at the right time.

Drag & drop

Weekly roster builder per team, with reusable shift templates.

Real-time

Coverage gaps flagged the moment a shift is short.

Instant

Published shifts land on every employee's phone.

Rosters built in spreadsheets and shared on WhatsApp go out of date the moment someone calls in sick. Managers find the gap when the shift is already short.

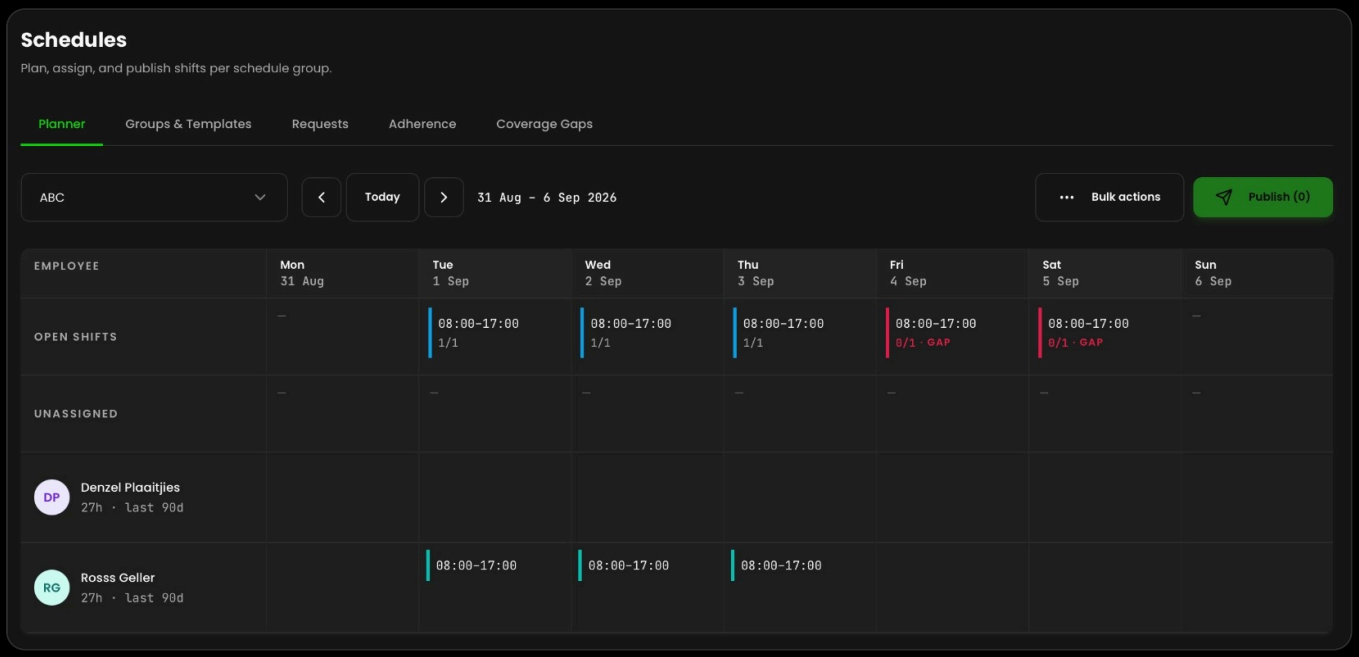
LSFlow keeps the roster, the open shifts and every swap request in one place, checked against leave and existing shifts before anything is published.

Fewer last-minute calls. No more short shifts.



Build next week's roster in minutes.

Plan each schedule group on one weekly grid. Drag shifts between days and people, then publish when it is ready.



Groups and templates

Set up day, night and weekend crews with shift templates you reuse every week.

Copy and adjust

Copy last week's roster forward, then drag to change only what is different.

Checked before publishing

Overlapping shifts and approved leave are caught before the roster goes out.

Open shifts

Leave a slot unassigned and release it for qualified employees to claim.

Bulk actions

Assign, move or cancel many shifts at once across the week.

Drafts until published

Work on the roster privately and publish when it is final.

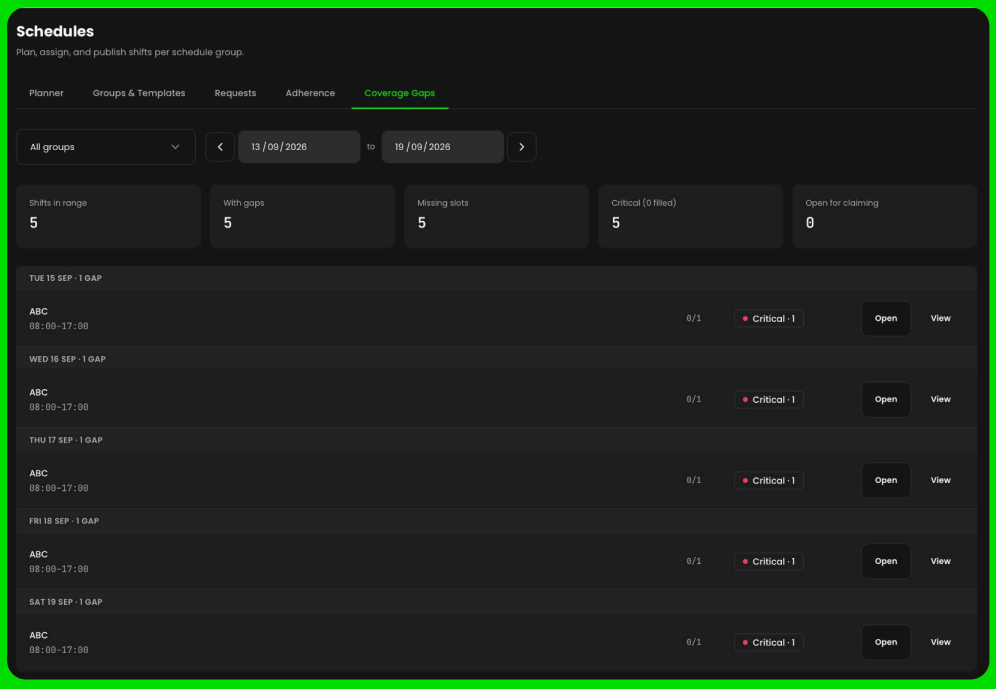
See the gap before the shift does.

Every unfilled slot shows up on the coverage view, ranked by how short it is, so you can fill it with one click.

Critical gaps first
Shifts with nobody assigned are flagged as critical.

Open it up
Release a gap to the open pool and let employees claim it.

Any range
Filter by schedule group and date range.



Adherence, tracked against the clock

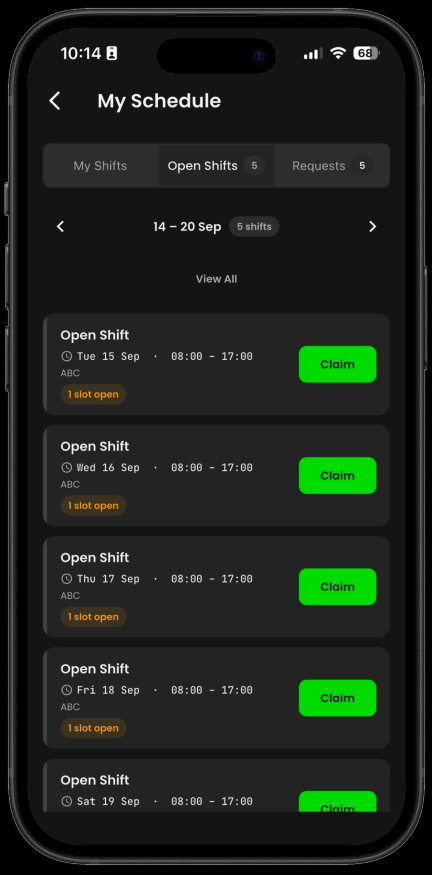
Off schedule
Clock-ins with no scheduled shift behind them.

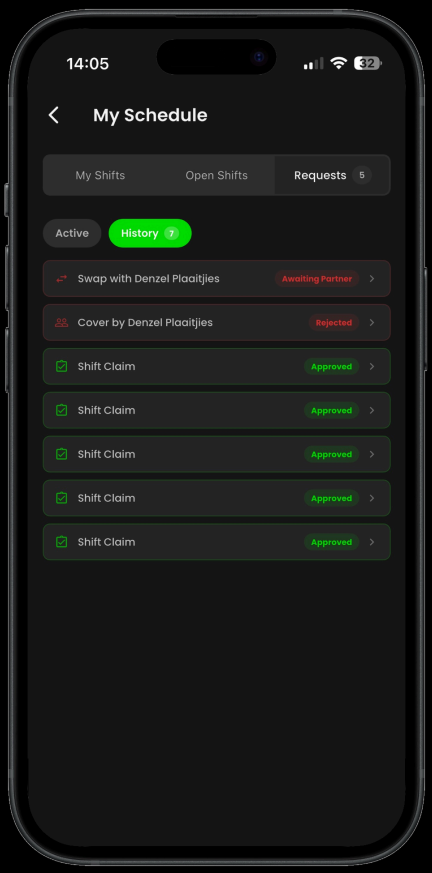
Early clock-out
Shifts that ended before the rostered time.

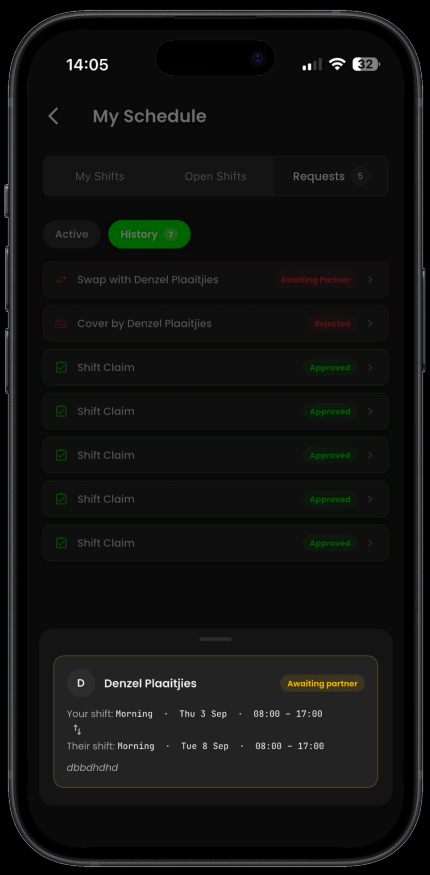
No clock-out
Shifts that were started but never closed.

Employees sort out their own cover.

Open shifts, swaps and cover requests all happen in the app. Managers only step in to approve.







Claim open shifts

One tap to pick up an open slot, sent to the manager to approve.

Swap with a colleague

The colleague accepts first, then the manager signs off.

Cover or release

Ask someone to cover, or release a shift back to the open pool.

LSFlow

Roster your next week in LSFlow.

Start with a free 30 to 90 day pilot for up to 50 employees, with no commitment.

www.LSFlow.co.za
Info@LSFlow.co.za

