

One schedule. Two clear roles.

A feature showcase for supervisors, employees, and teams evaluating ShiftForge.



Built around the way crews work.

Four crews. Day and night coverage. Clear requests, reviewed changes, and one shared official schedule.

SUPERVISORS

Plan and post schedules, manage staffing, review requests, maintain employee records, and keep changes visible.

EMPLOYEES

See your work and the full official schedule, request time off, volunteer for overtime, propose exchanges, and track decisions.

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02 Role comparison 03 Supervisor Home 04 Planning
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08 Swaps 09 Notifications 10 Accounts
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Illustrations use fictional local test data. This packet describes the current feature set; it is not a live staffing roster.

Who can do what?

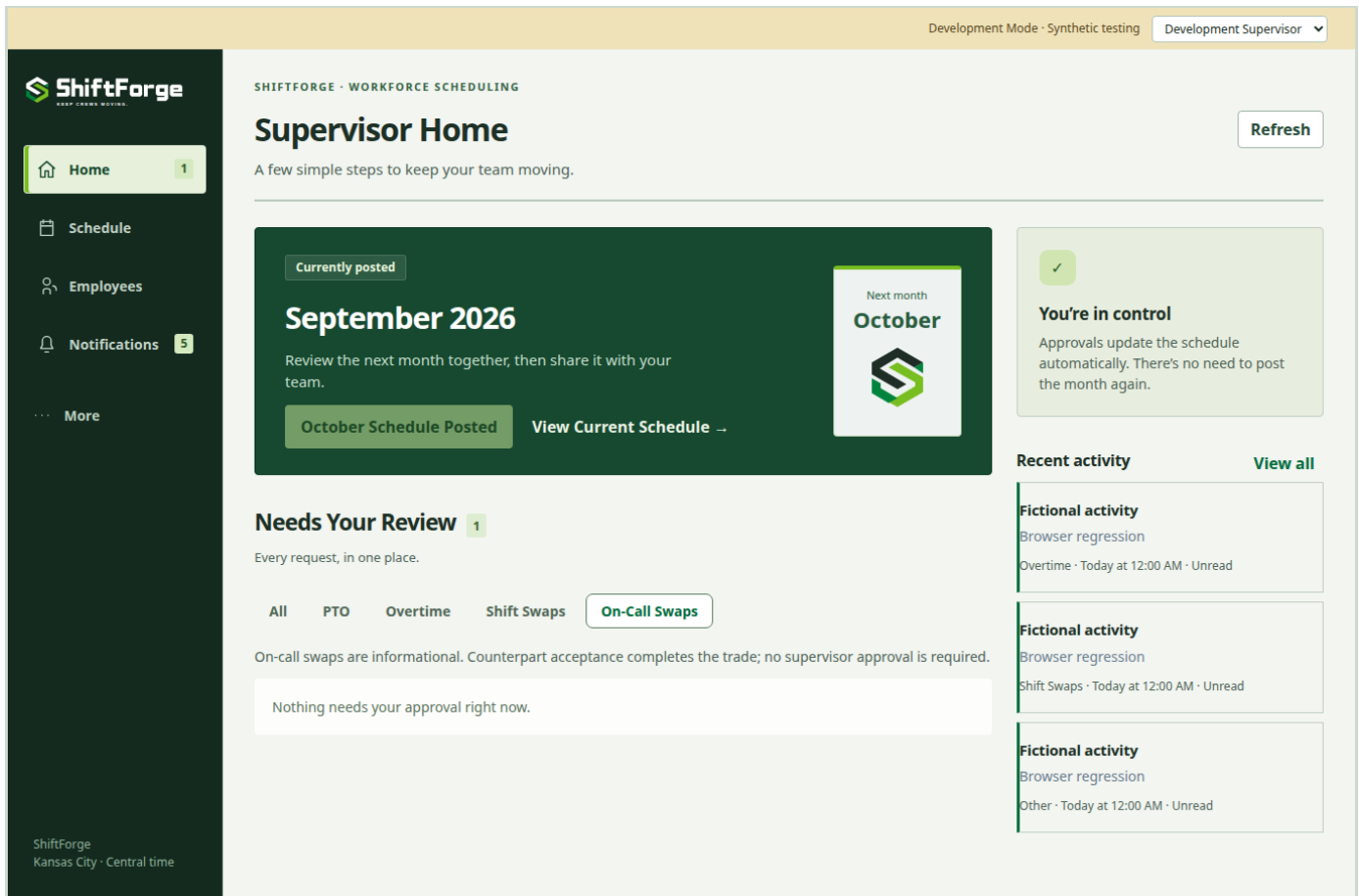
Shared visibility, with scheduling authority and request ownership kept distinct.

CAPABILITY	SUPERVISOR	EMPLOYEE
View the complete official schedule	Yes	Yes
Personal next-shift / 14-day agenda	Employee view	Yes
Month calendar, list and shift details	Yes	Yes
Print official schedules	Yes	Yes
Create, edit and post draft schedules	Yes	No
Plan 3, 6, 9 or 12 months	Yes	No
Edit / replace / remove published months	Yes, reviewed	No
Generate and correct on-call coverage	Yes	No
Assign work / activate on-call to work	Yes, reviewed	No
Submit personal PTO or overtime	Review decisions	Yes
Request cancellation / OT removal	Review decisions	Own requests
Propose / respond to ordinary swaps	Final approval	Eligible employees
Accept an on-call swap	Informed, no approval	Proposed counterpart
Maintain crew and qualification records	Yes	No
Provision and manage employee logins	Yes	No
Issue private supervisor invitations	Yes	No
Manage own profile and password	Yes	Yes
Read personal notifications	Yes	Yes
Mark all notifications as read	Yes	Individual read controls
View schedule history and diagnostics	Yes	Official schedule only

Supervisors manage approval workflows. Employee requests are made through individual employee identities. Private personnel details and request comments are filtered by role and ownership.

One place to review requests.

Home is the central approval inbox, alongside schedule planning and recent activity.



The screenshot shows the 'Supervisor Home' dashboard. At the top, there's a header with 'SHIFTFORGE · WORKFORCE SCHEDULING' and a 'Refresh' button. The main content area is divided into several sections: a 'Currently posted' section for 'September 2026' with a 'Next month October' preview; a 'Needs Your Review' section with filters for 'All', 'PTO', 'Overtime', 'Shift Swaps', and 'On-Call Swaps'; and a 'Recent activity' section with 'Fictional activity' entries. A sidebar on the left contains navigation links for 'Home', 'Schedule', 'Employees', 'Notifications', and 'More'. The bottom of the sidebar shows 'ShiftForge Kansas City · Central time'.

Actual supervisor interface with fictional records. Home review counts and notification unread counts serve different purposes.

A focused review inbox

Filter All, PTO, Overtime, Shift Swaps or On-Call Swaps. PTO cancellations remain under PTO; overtime removal requests remain under Overtime.

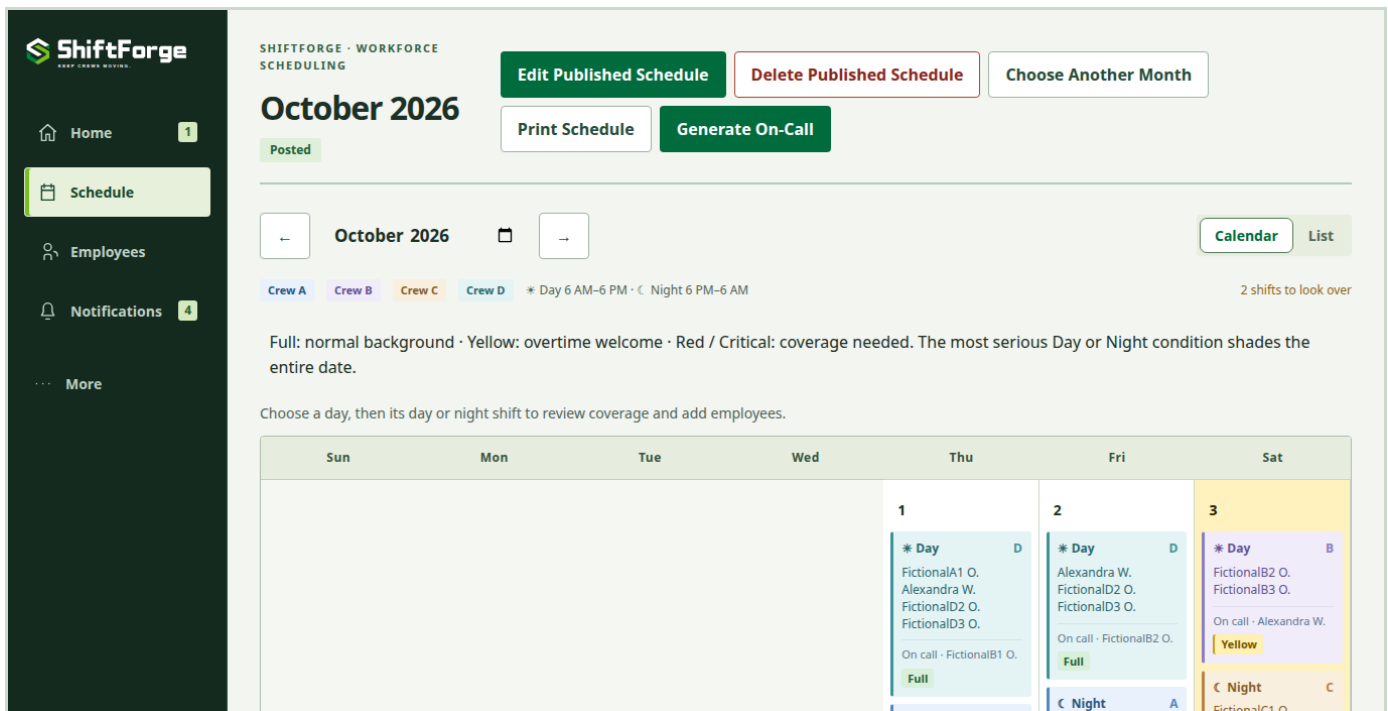
Review the change before deciding

Inspect the employee, dates, status and schedule impact. Approve or deny eligible requests; operational warnings require an explicit supervisor override.

On-call swaps are informational: counterpart acceptance completes the trade. Ordinary shift swaps reach supervisor review only after the counterpart accepts.

Build, review, then post.

Drafts stay private until the supervisor publishes the schedule.



SHIFTFORGE - WORKFORCE SCHEDULING

October 2026

Posted

[Edit Published Schedule](#)
[Delete Published Schedule](#)
[Choose Another Month](#)

[Print Schedule](#)
[Generate On-Call](#)

[Calendar](#)
[List](#)

[Crew A](#)
[Crew B](#)
[Crew C](#)
[Crew D](#)
 * Day 6 AM-6 PM • ☾ Night 6 PM-6 AM

2 shifts to look over

Full: normal background • Yellow: overtime welcome • Red / Critical: coverage needed. The most serious Day or Night condition shades the entire date.

Choose a day, then its day or night shift to review coverage and add employees.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				* Day D FictionalA1 O. Alexandra W. FictionalD2 O. FictionalD3 O. On call - FictionalB1 O. Full	* Day D Alexandra W. FictionalD2 O. FictionalD3 O. On call - FictionalB2 O. Full	* Day B FictionalB2 O. FictionalB3 O. On call - Alexandra W. Yellow
					☾ Night A	☾ Night C FictionalC1 O.

Calendar and staffing controls from a fictional schedule. Cropped to show the planning area.

Choose the schedule

Creation starts with next calendar month, with another month selectable. Use 5-5-4 or 2-2-3 presets and customize the anchor, starting crews and day/night rotation.

Plan farther ahead

Advanced Schedule Generation supports 3, 6, 9 or 12 months. Preview each month and post the horizon with one reviewed confirmation.

Keep published history

Continue drafts, edit published months through a draft, and review replacement or removal. Earlier versions and published snapshots remain in history.

Handle overlaps explicitly

Review overlapping periods and partial first months. Posting makes the official schedule visible to all employees; drafts remain supervisor-only.

Keep coverage decisions visible.

Work assignments, on-call coverage and staffing conditions are managed at shift level.

DAY + NIGHT

FOUR CREWS: A / B / C / D

01

Assign Work

Open a date and shift to review staffing, choose an eligible employee, and confirm the change. Direct supervisor assignments notify the affected employee.

02

Generate On-Call

Build monthly Day and Night on-call coverage with a fairness preview. Existing accepted trades and activated assignments have protection controls.

03

Assign On-Call to Work

Activate the assigned on-call employee into working coverage through a reviewed action. In-app notices support the handoff; the app does not place a call.

04

Availability and corrections

Use shift-level availability, manual overrides, and on-call corrections for exceptional situations. Reasons and audited supervisor decisions remain part of the workflow.

05

Coverage and fatigue signals

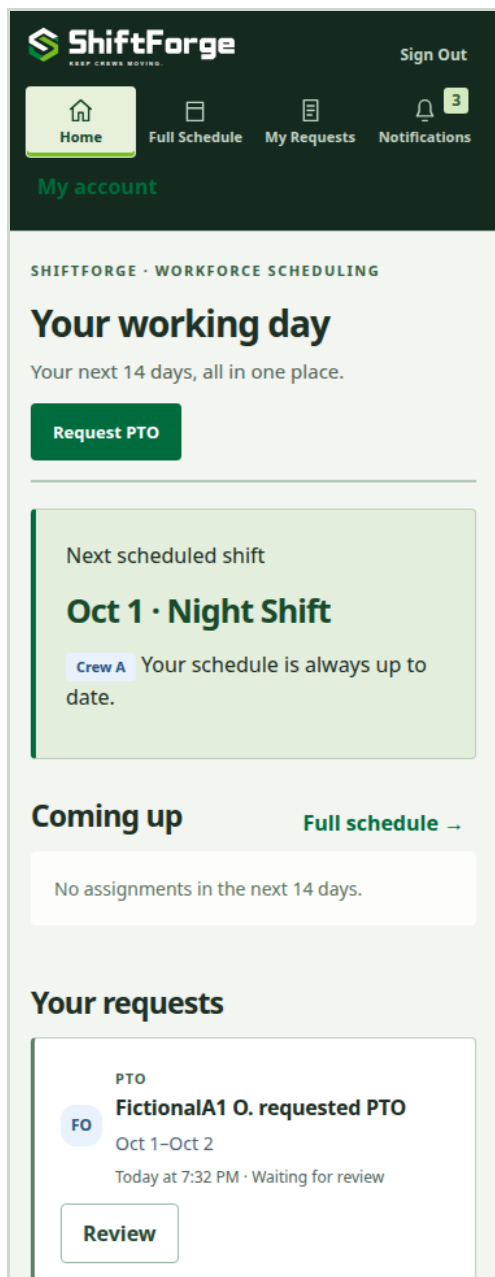
Full, Yellow, Red/Critical and unverified qualifications identify staffing conditions. Qualification, availability and fatigue checks inform eligible assignments and warnings.

A deliberate approval trail

Changes to official staffing are reviewed and communicated. Posting a draft and changing an already official shift are distinct actions.

Your working day, in one view.

Employees can see their own upcoming work and the complete official schedule.



Know what is next

See the next scheduled shift and a 14-day agenda of scheduled work, on-call coverage, approved overtime and PTO.

Open the full schedule

Move between months, use Calendar or List, and inspect Day/Night shift details. The complete official schedule is visible to every employee.

Act from a shift

Request a swap from your own shift, volunteer for eligible future overtime, or propose an on-call trade when you hold that assignment.

Follow each request

Home highlights pending requests and recent updates. My Requests provides status and the applicable withdrawal, response or removal controls.

Actual employee Home on a phone-sized viewport, using fictional records. Cropped for readability.

Request it. Review it. Track it.

A request stays separate from an approved change to the official schedule.

PTO

Employee steps

1. Choose a date range.
2. Add an optional reason or comment.
3. Review and submit the request.
4. Track the decision in My Requests.

Supervisor steps

Review affected assigned shifts, dates, responsibilities and coverage impact. Approve or deny the request; decisions may vary across affected shifts.

When plans change

Pending PTO can be withdrawn. Cancellation of approved PTO needs supervisor review. Supervisors have applicable reversal controls for eligible decisions.

OVERTIME

Employee steps

1. Open an eligible future shift.
2. Volunteer, even if the shift is full.
3. Review and submit.
4. Wait for supervisor approval.

Supervisor steps

Review volunteers and staffing conditions. Approval creates the overtime assignment. A direct supervisor assignment is also available and notifies the employee.

When plans change

Pending overtime can be withdrawn. Removing approved overtime requires supervisor approval. A removal request does not immediately remove the employee from the shift.

Follow the current status

Pending, approved, denied, withdrawn, expired and removal/cancellation states communicate where a request stands. Check the official schedule after a decision.

Two exchange workflows.

Ordinary shift swaps and on-call swaps intentionally follow different approval paths.

Request swap

Shift you need covered

Sunday, Nov 1, 2026 · Night · 18:00–06:00 next day

Workweek: October 26, 2026 through November 1, 2026 (Monday–Sunday)

Swap with

SyntheticC1 O.

Shift you will pick up

Monday, Oct 26, 2026 · Night · 18:00–06:00 next day

Monday, Oct 26, 2026 · Night · 18:00–06:00 next day

Both employees must accept the exchange before supervisor review.

Review Change

Cancel

Ordinary shift swap

A exchanges only with C; B exchanges only with D. Both offered shifts must fall in the same Monday-Sunday workweek, based on the requester's offered shift.

The form shows your selected shift, eligible counterparts, valid pickup shifts, and the workweek. Both employees must actually hold the offered shifts and remain an allowed crew pair on both dates.

Requester submits
then counterpart accepts
then supervisor approves
then the official schedule changes.

On-call swap

The holder proposes a trade to an eligible counterpart. Counterpart acceptance completes it and notifies supervisors. No supervisor approval step is added.

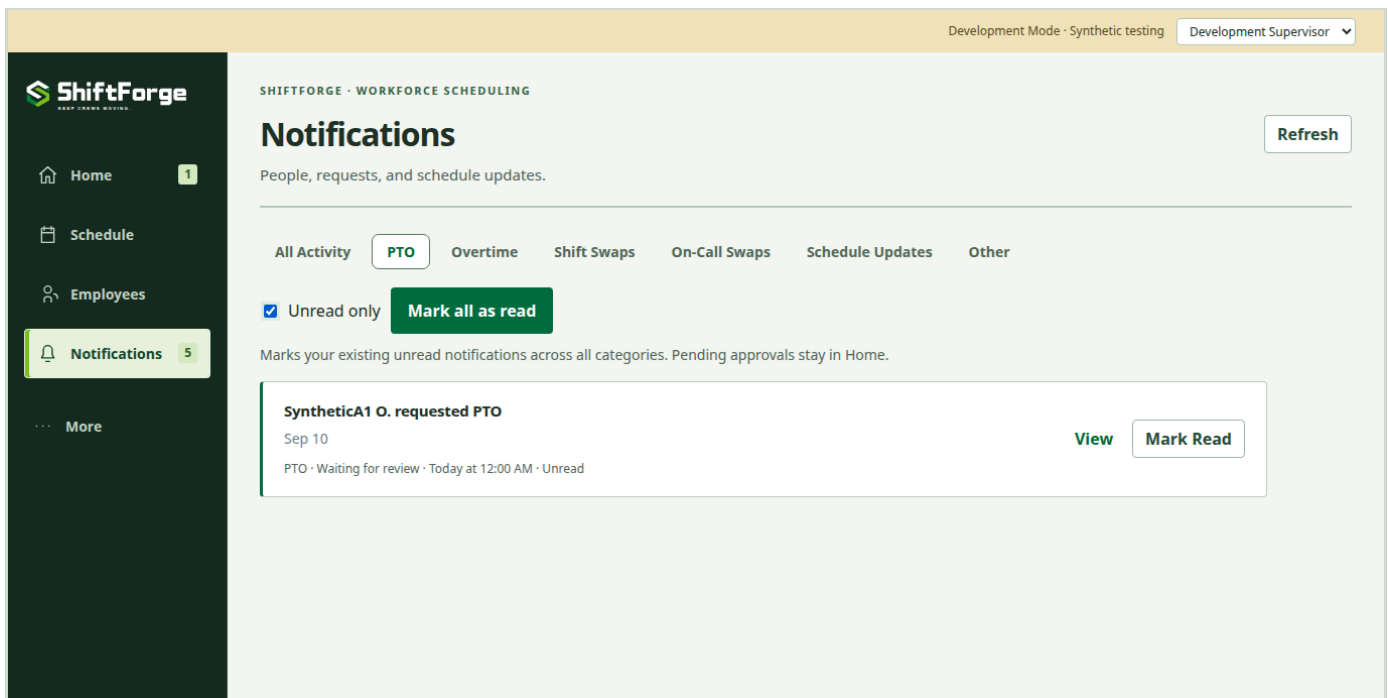
Rechecked before it changes

Ordinary swaps are revalidated at submission, acceptance and approval. Both workflows require at least 24 hours before affected shifts. Night shifts use their operational start date.

The ordinary swap week may cross a month or year boundary. Stale proposals explain why they cannot proceed; approved history is preserved.

Stay informed without losing focus.

Notification unread counts are independent of requests needing supervisor action.



Supervisor Notifications with PTO selected and the separate Unread only toggle enabled. Fictional example.

Supervisor categories

All Activity, PTO, Overtime, Shift Swaps, On-Call Swaps, Schedule Updates and Other. Combine a category with Unread only; refresh keeps the current filters.

Mark all as read

Marks the supervisor's captured unread activity across every category. It persists, updates badges, and leaves notifications arriving after that snapshot unread.

Understand the update

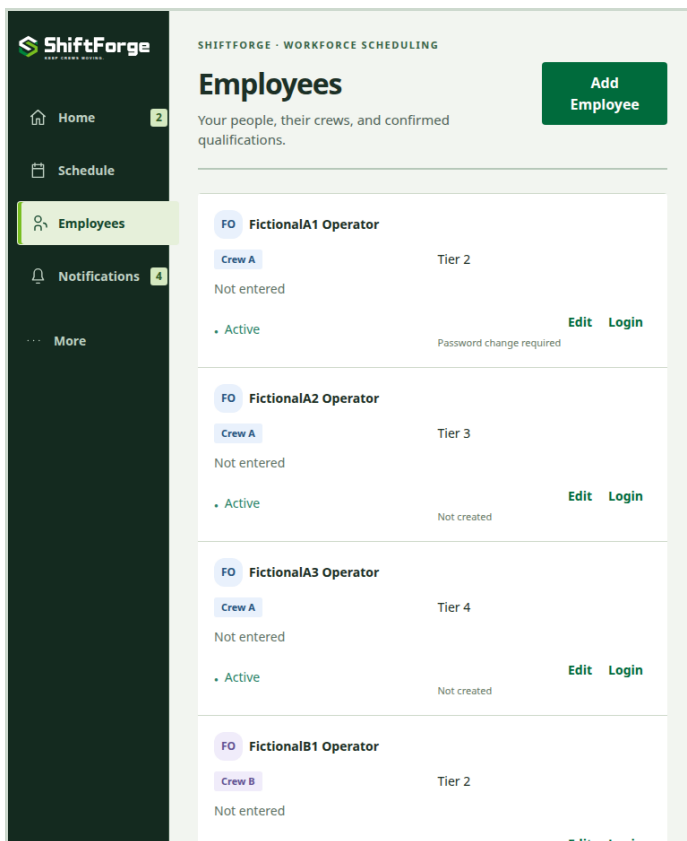
Newest activity comes first. Read/unread styling, timestamps, linked request status, relevant dates and detail links provide context where available.

Requests remain actionable

Reading activity does not approve, deny or resolve a request. Pending approvals stay in Home. Employees retain their own notification view and individual read controls.

Individual access. Clear ownership.

Supervisors manage workforce records; both roles manage their own account profile.



Supervisor employee tools

Add employees; maintain effective-dated crew memberships, employment activity and qualification tiers; update display names and work email; review future schedule impacts.

Employee login management

Provision individual logins, manage usernames and access, reset credentials when needed, and share a private account slip. Temporary passwords require a first-login change.

Private supervisor invitations

An existing supervisor creates a private, single-use invitation. It expires in 24 hours and may be revoked before use. The recipient creates an individual supervisor account.

My account, for both roles

Update a profile picture, save or remove an optional private contact email, and change a password using the current password. Password changes end other sessions.

Contact email is not verified and does not enable email sign-in, recovery or messages. There is no public forgotten-password recovery. Keep account slips and invitation codes private.

A useful schedule off-screen, too.

Printable official schedules preserve the familiar monthly calendar structure.



Published Schedule

Central time · Day 6 AM–6 PM · Night 6 PM–6 AM

September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1 DAY SHIFT [D] FictionalA1 Operator · FictionalB1 Operator · Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: — Working: FictionalB1 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC1 Operator	2 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB2 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC2 Operator	3 DAY SHIFT [B] FictionalB2 Operator · FictionalB3 Operator On-Call: Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA1 Operator	4 DAY SHIFT [B] FictionalB3 Operator On-Call: FictionalD2 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA2 Operator	5 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD3 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA3 Operator
6 DAY SHIFT [B] FictionalA1 Operator · FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA1 Operator	7 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD2 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA2 Operator	8 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB3 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC3 Operator	9 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB1 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC1 Operator	10 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB2 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC2 Operator	11 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB3 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC3 Operator	12 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB1 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC1 Operator
13 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD3 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA3 Operator	14 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA1 Operator	15 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD2 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA2 Operator	16 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD3 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA3 Operator	17 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB2 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC2 Operator	18 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB3 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC3 Operator	19 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB1 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC1 Operator
20 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB2 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC2 Operator	21 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB3 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC3 Operator	22 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA1 Operator	23 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD2 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator ON-CALL UNFILLED	24 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD3 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA3 Operator	25 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA1 Operator	26 DAY SHIFT [B] FictionalB1 Operator · FictionalB2 Operator · FictionalB3 Operator On-Call: FictionalD2 Operator NIGHT SHIFT [C] FictionalC1 Operator · FictionalC2 Operator · FictionalC3 Operator On-Call: FictionalA2 Operator
27 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB1 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC1 Operator	28 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB2 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC2 Operator	29 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB3 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC3 Operator	30 DAY SHIFT [D] Alexandra Fictional Longname Demonstration of Complete Display Names and Readable Wrapping · FictionalD2 Operator · FictionalD3 Operator On-Call: FictionalB1 Operator NIGHT SHIFT [A] FictionalA1 Operator · FictionalA2 Operator · FictionalA3 Operator On-Call: FictionalC1 Operator			

Full = complete · Yellow = overtime welcome · Red / Critical = coverage needed

Actual generated schedule, rendered in grayscale with the print-safe Forged S wordmark. All people shown are fictional.

Print what the team needs

Use the schedule print controls for official views. Supervisors can also print supported previews. Day/Night rosters, on-call assignments and coverage labels are included.

Keep it readable

The print layout targets one month per US Letter landscape page. Follow browser guidance: landscape, headers/footers off, and background graphics on.

A practical first walkthrough.

Use a fictional demonstration to introduce each role and explain the approval handoffs.

SUPERVISOR WALKTHROUGH

1. Open Home and review the inbox categories.
2. Choose a month and create or continue a draft.
3. Inspect Day/Night staffing and on-call coverage.
4. Preview changes, then post the schedule.
5. Review a request and inspect its impact.
6. Open Notifications and print the schedule.

EMPLOYEE WALKTHROUGH

1. Sign in with your individual account.
2. Check Home and the next scheduled shift.
3. Browse the complete official schedule.
4. Try a fictional PTO or overtime request.
5. Review a same-week swap example.
6. Track decisions in My Requests and activity.

Rules worth remembering

5-5-4 continues as 5 on / 5 off / 4 on / 5 off / 5 on / 4 off. New rotating 5-5-4 setups exchange A/C and B/D sides on a shared 28-day cadence; fixed sides are selectable. 2-2-3 defaults to fixed sides and is customizable.

What the app communicates

Updates are in-app. Email/SMS delivery, automated phone calls, SSO and MFA are not currently implemented. Supervisors handle the required direct contact outside the app.

Open ShiftForge

getshiftforge.app

Use an individual account. For access or a password reset, contact your supervisor.

Prepared from current application source and fictional regression screenshots for release 9d04967. Screenshots are demonstrations, not production staffing records. Responsive browser layouts are shown; no native mobile app is implied.