



— HOW-TO GUIDE

SCHEDULE YOUR CREW ON **SUBTRADE**

Plan who's working, when and on which job. Book a whole week in one go and catch double-bookings before they happen.

PLAN

The whole week at a glance

REPEAT

One shift, many days

NO CLASHES

Conflicts flagged on save



— THE PAGE

WHAT'S ON THE SCHEDULE

The Schedule shows your whole crew for the week: who's working, what hours, and on which job.

1 Top bar

2 Filters

3 The grid

4 Add a shift

5 Repeat a shift

6 Set the hours

7 Project and notes

8 Conflicts

The screenshot displays the Subtrade Scheduling interface. At the top, the 'TOTAL SCHEDULED HOURS' is 123.00. The date range is 'SEP 21 - SEP 27, 2026'. There are tabs for 'DAILY VIEW' and 'WEEKLY VIEW', and a '+ ADD SHIFT' button. Below the top bar, there are filters for 'All Employees' and 'All Projects'. The main grid shows the schedule for four employees: Yannick Olsen, Jordan Dale Vance, Mike Parsons, and Sam Wheeler. The grid columns represent the days of the week from Monday to Sunday. Each cell in the grid shows the employee's name, the shift hours (9:00 AM - 5:00 PM), and the project name (Summit Sports Centre or Northgate Retail Unit). The Saturday column (SEP 26) is highlighted with a blue background.

	MON 21 SEP	TUE 22 SEP	WED 23 SEP	THU 24 SEP	FRI 25 SEP	SAT 26 SEP	SUN 27 SEP
Yannick Olsen	9:00 AM - 5:00 PM Summit Sports Centre	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit		
Jordan Dale Vance	9:00 AM - 5:00 PM Summit Sports Centre	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit		
Mike Parsons	9:00 AM - 5:00 PM Summit Sports Centre	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit		
Sam Wheeler							

01

READ THE TOP BAR

OVERVIEW

ADMIN

Everything you need to plan the week sits across the top of the page.

- 01 **Total Scheduled Hours** (top left): every hour booked for your crew this week.
- 02 **Week scroller** (centre): use the arrows to move between weeks.
- 03 **Daily View** and **Weekly View**: see one day or the whole week.
- 04 **Add Shift**: book someone on a job.



02

FILTER THE SCHEDULE

FILTERS

ADMIN

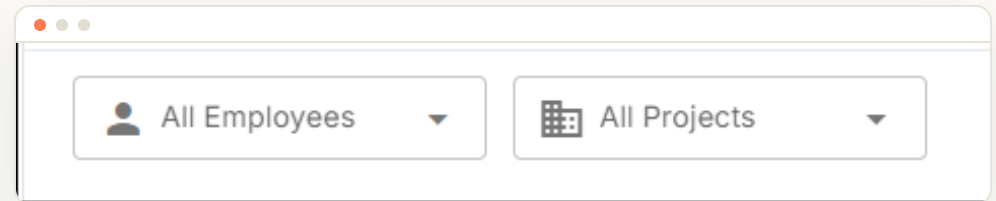
Narrow the schedule down to the crew or job you care about.

01 **All Employees:** pick one worker to see only their shifts.

02 **All Projects:** pick one job to see who's booked on it.

GOOD TO KNOW

Total Scheduled Hours follows the filters, so you can see the hours booked on one job.



03

READ THE GRID

WEEKLY VIEW

ADMIN

Days run across the top, your crew runs down the left.

- 01 Each block shows the **shift hours** and the **project** they're booked on.
- 02 Today is highlighted in the header.
- 03 An empty row means nobody's booked that worker yet.

	MON 21 SEP	TUE 22 SEP	WED 23 SEP	THU 24 SEP	FRI 25 SEP	SAT 26 SEP	SUN 27 SEP
YO Yannick Olsen	8:00 AM - 5:00 PM Summit Sports Centre	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit		
JDV Jordan Dale Vance	8:00 AM - 5:00 PM Summit Sports Centre	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit		
MP Mike Parsons	8:00 AM - 5:00 PM Summit Sports Centre	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit	9:00 AM - 5:00 PM Northgate Retail Unit		
SW Sam Wheeler							

04

ADD A SHIFT

ADD SHIFT

SUPERVISOR

Press **Add Shift** to book one worker or a whole crew at once.

- 01 Pick one employee, or select several to book them all together.
- 02 Set the **Date** the shift starts.
- 03 Choose the hours, project and task (steps 06 and 07).
- 04 Press **Save**.

Add Shift
Schedule a new shift for your team

Select Employee(s)
Yannick Olsen ⚠️ ✕ Jordan Dale Vance ⚠️ ✕ 2

2 scheduling conflicts detected [View >](#)

Date
2026-09-26

Repeat this shift for multiple days ☒

Repeat Days
2 ☐ Skip weekends

Shifts will be created for:
Sep 26, Sat Sep 27, Sun Sep 28, Mon
Total: 3 day(s) x 2 employee(s) = 6 shifts

QUICK TIME PRESETS
Morning Afternoon Night (Evening)

Cancel Save

05

REPEAT A SHIFT

REPEAT

SUPERVISOR

Book the same shift for several days in one go.

- 01 Turn on **Repeat this shift for multiple days**.
- 02 Set **Repeat Days** to how many more days the shift runs.
- 03 Tick **Skip weekends** to jump over every Saturday and Sunday.
- 04 Check the preview: it lists every day and the total shifts before you save.

MATH CHECK

3 days × 2 employees = 6 shifts. The preview does it for you.

The screenshot shows a web application window with a light blue header and a white main content area. At the top, there's a toggle switch labeled 'Repeat this shift for multiple days' which is turned on. Below this, there's a 'Repeat Days' input field with a calendar icon and the number '2'. To the right of this field is a checkbox labeled 'Skip weekends' which is checked. Below these fields, there's a section titled 'Shifts will be created for:' with three date buttons: 'Sep 26, Sat', 'Sep 28, Mon', and 'Sep 29, Tue'. At the bottom of this section, it says 'Total: 3 day(s) × 2 employee(s) = 6 shifts'. The interface has a modern, clean design with a sidebar on the right.

06

SET THE HOURS

TIME

SUPERVISOR

Use a preset for a standard day, or type your own hours.

- 01 Quick presets:** Morning, Afternoon, All Day, or Night (today to tomorrow).
- 02 Custom hours:** set From and To, like 9:00 to 17:00.
- 03** Turn on **Overnight Shift** when the shift runs past midnight.

QUICK TIME PRESETS

Morning

Afternoon

All Day

Night (Today → Tomorrow)

Overnight Shift ☐

Overnight Shift ☒

From 09:00 To 17:00

Project

07

PROJECT, TASK AND NOTES

DETAILS

SUPERVISOR

Tell the crew where they're going and what they're doing.

- 01 **Project:** the job they're booked on.
- 02 **Task** (optional): the specific task on that job.
- 03 **Notes:** anything the crew needs to know, like gate codes or what to bring.
- 04 Press **Save**.

A screenshot of a mobile application interface showing a form for entering project details. The form is displayed within a window that has a standard macOS-style title bar with red, yellow, and green window control buttons. The form itself has a white background and rounded corners. It contains three main input areas: a 'Project' field with a calendar icon, a 'Task (Optional)' field with a checkmark icon, and a 'Notes' field with a list icon. At the bottom right of the form are two buttons: a light blue 'Cancel' button and a dark blue 'Save' button. The form is set against a dark gray background that shows a faint grid pattern.

08

SCHEDULE CONFLICTS

CONFLICTS

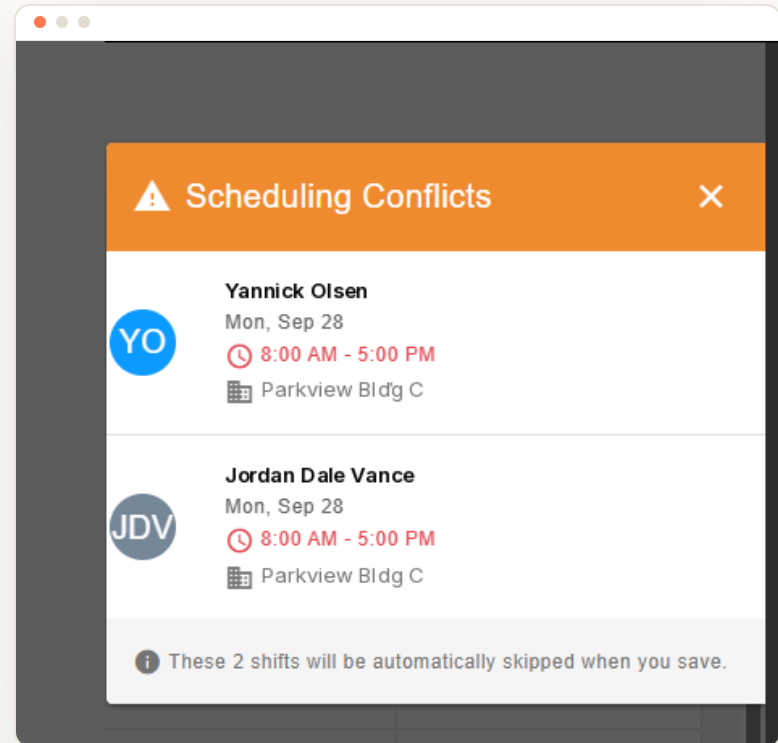
SUPERVISOR

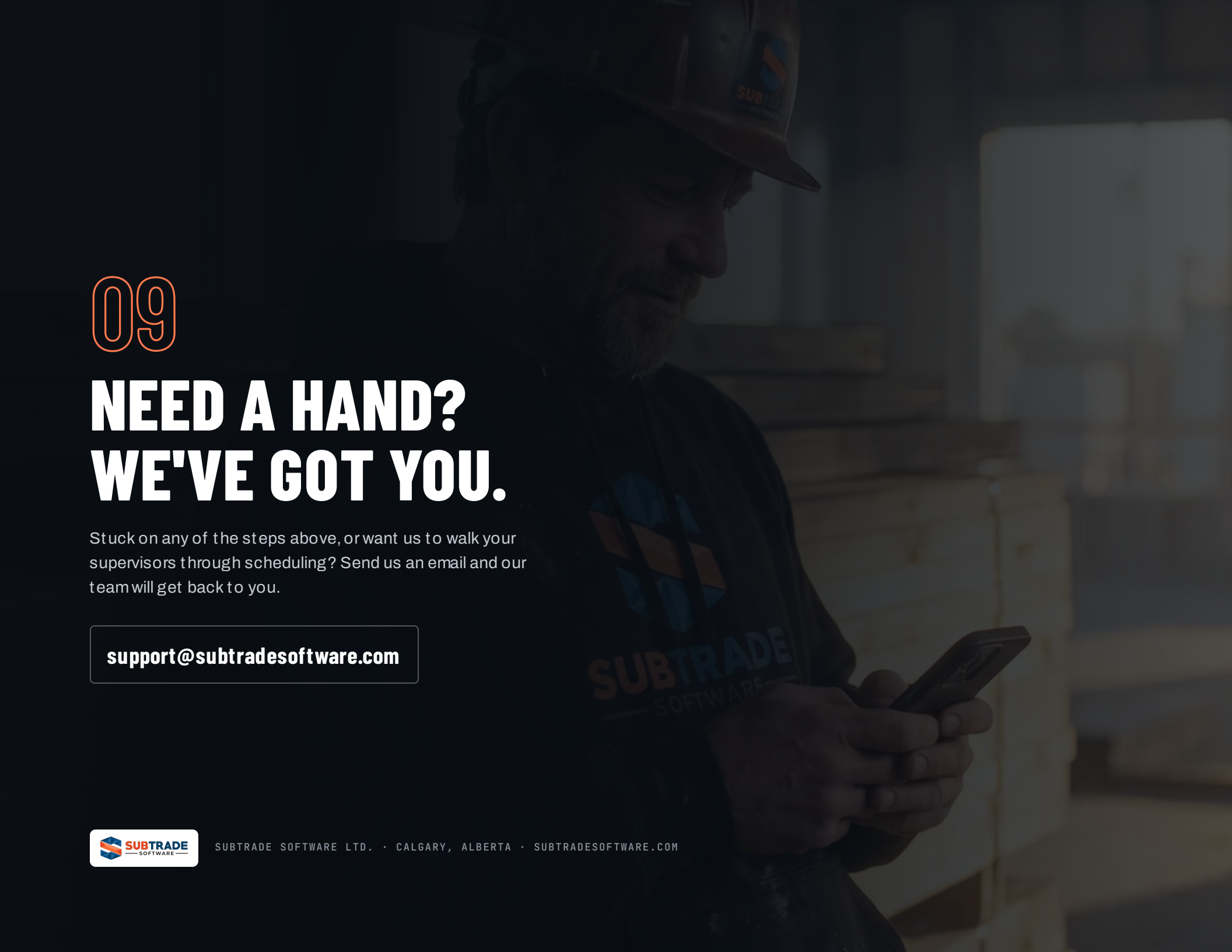
SubTrade won't let you double-book anyone.

- 01 If a worker is already booked, the Add Shift window shows how many **conflicts** it found.
- 02 Press **View** to see who, which day, and which job they're already on.
- 03 Conflicting shifts are **skipped automatically** when you save. Everything else still books.

NO DOUBLE-BOOKING

The crew's existing shift stays put.
Only the clashing new one gets skipped.





09

NEED A HAND? WE'VE GOT YOU.

Stuck on any of the steps above, or want us to walk your supervisors through scheduling? Send us an email and our team will get back to you.

support@subtradesoftware.com



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