



Job Site

In Zoho Shifts, you can schedule your employees at job sites outside of your main location.

To add a job site:

1. Click on the **Settings** icon at the top-right corner.
2. Click on **Job Sites**.
3. Fill in the details.
4. Click on **Save Job Site**.

 If you have multiple job sites, you can import them using the **Import** option from the **More** dropdown. Otherwise, you can add job sites by clicking on the **+Add Job Site** button located on the right side of the screen.