

## **Schedule Place:**

*This Screen shows you three Sub Menus:*

➤ **Schedule Place**

This section will show you notes/Notifications regarding your schedules.

➤ **Schedule Editor**

Where you can set up, and edit schedules for employees.

➤ **Defined Schedule**

These would be schedules that are pretty much the same from week to week, or day to day.

## **Schedule Editor:**

This section shows and allows you to edit Schedules for all employees. You will see the dates listed across the Top of the Screen, and the people listed down the right hand corner of the screen. If you want to see different dates/employees click on the Change Dropdown menu, and select the desired values.

This section is color coded:

**Red: Means Unavailable**

**Purple: This is the Employees Default Schedule**

**Blue: A Manually Entered Schedule**

You can click on the timeline to edit or insert a time to be placed on the schedule line. You can define:

- Start Date/Time
- End Date/Time
- Type ( For example Not Available, Vacation, Approved etc)
- The Employees position they are scheduled for
- The Location they are scheduled to work at.

### **Default Schedules:**

This section allows you to define what the default values for an employee's schedule are. This is helpful if they normally work the same shift. This way, you do not have to go in and manually enter these times for each Week.

