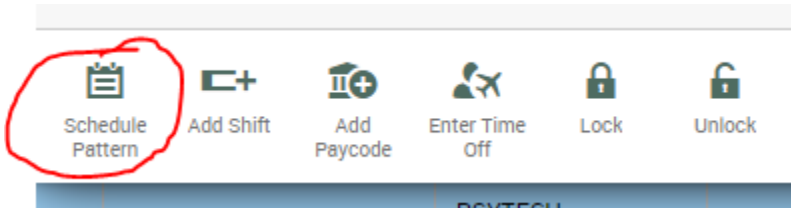


Create a Transfer on a Schedule Pattern

This job aid explains how to create a pattern and perform a transfer.

In this example, we're creating a new pattern with Charge (CHG).

Right-click on the person's name and click the **Schedule Pattern** icon:

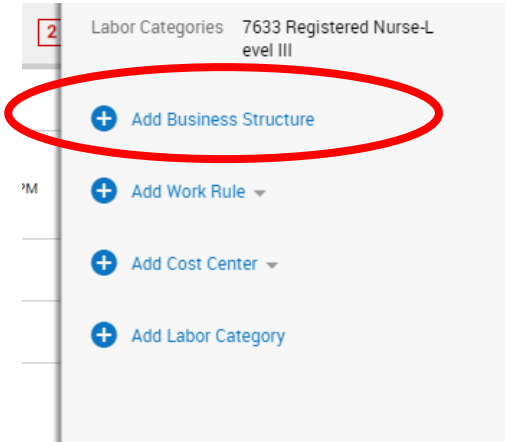


If they already have a pattern, you can place an end date on the current pattern.

1. On the new tab, change the name (possibly including a date).
2. Add the shift (be sure to include a 30-minute meal break).
3. After adding the shift, right-click on the shift and from the menu, click the edit icon to get the popup below
4. Click the **Transfer Employee** button. (Be sure to watch pattern dates so they don't overlap.)



Next, click **Add Business Structure**:



Enter the Location and Job to search, then click the radio button next to the appropriate selection.

Click **OK > Apply > Apply**

The shift should then turn blue.

Hints: If the pattern repeats exactly the same every week, you only need to use one line. You only need to add lines on patterns when the recurrence is greater than one week.

