



## Manage Schedule tile

The Manage Schedule tile is a quick view to employees' schedules. You can also access the full schedule from the Manage Schedule tile.

### The Manage Schedule tile overview

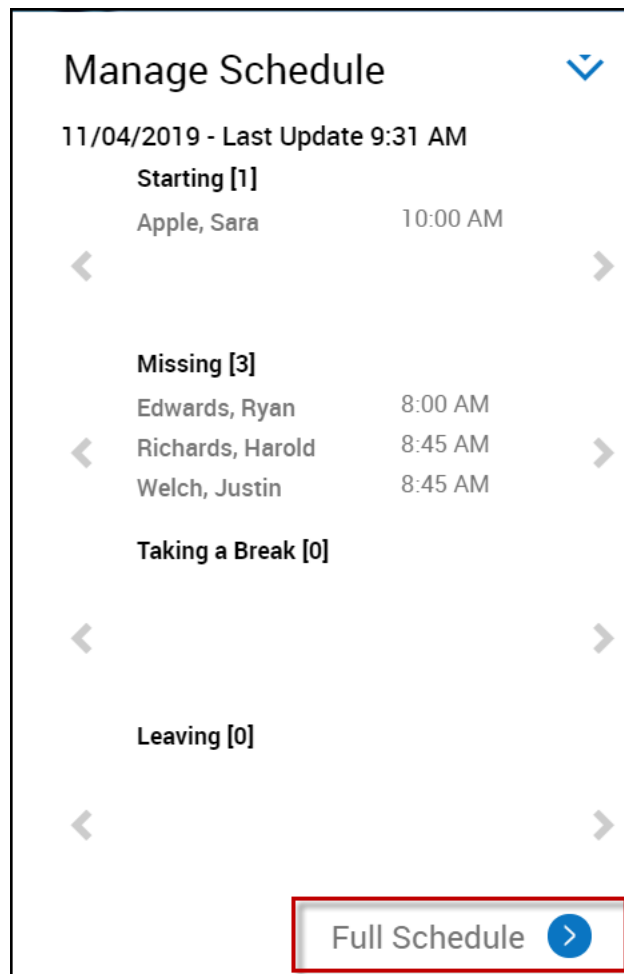
The **Manage Schedule** tile may include the following:

**Starting** shows the employees who are scheduled to start their shift soon.

**Missing** shows the employees who were scheduled to start recently but who did not punch in.

**Taking a Break** shows the employees who are taking (or about to take) a scheduled break.

**Leaving** shows the employees who are scheduled to leave soon.



The screenshot shows a mobile interface for the 'Manage Schedule' tile. At the top, it says 'Manage Schedule' with a dropdown arrow. Below that, it displays the date '11/04/2019' and 'Last Update 9:31 AM'. The tile is divided into four sections: 'Starting [1]' with one entry 'Apple, Sara' at '10:00 AM'; 'Missing [3]' with three entries: 'Edwards, Ryan' at '8:00 AM', 'Richards, Harold' at '8:45 AM', and 'Welch, Justin' at '8:45 AM'; 'Taking a Break [0]'; and 'Leaving [0]'. At the bottom, there is a 'Full Schedule' link with a right-pointing arrow, which is highlighted with a red box.

You can also access a schedule view by selecting the **Full Schedule** link at the bottom of the tile.