



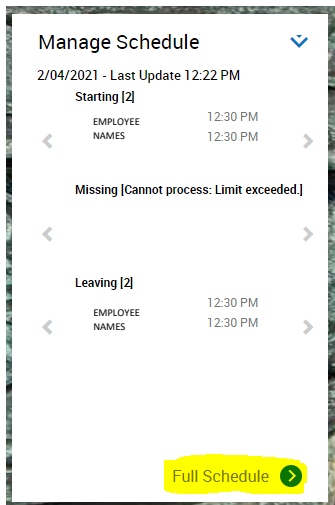
Managing Scheduling Views

When to use the Schedule Tile and the Main Menu Schedule

Managing Scheduling Views

Using Manage Schedule Tile

Purpose: You would use this view (Manage Schedule tile) to make updates or changes to the schedule in the immediate future.

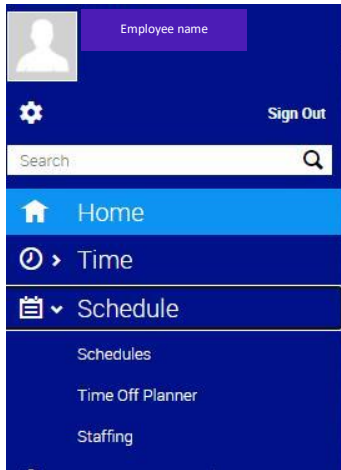


This view will default to “Yesterday Plus 6 Days”:



Using the Schedule from the Main (Home) Menu

Home > Schedule > Schedules



Purpose: Use this view for the creation and management of schedules over time.

Default: The default is your Current Schedule Period (either 4 or 8 weeks, determined by your departments scheduling period).

