





Schedule display controls





You can change the format and information displayed in a number of ways.

Context controls

- Select **Timeframe**  — Defines the dates that are loaded. You can only act on the loaded dates in the schedule. To load different dates, select the button.
- Select **Hyperfind**  — Displays the employees that are loaded. You can only act on loaded employees. You can load all the employees at a location or load a predefined set of employees (called a Hyperfind).



Refresh and save controls

- **Loaded at**  — Displays the time that the schedule was last loaded or when the most recent **Refresh** was applied, whichever is later. This icon spins when the schedule is loading, and stops when loading is complete.
- **Refresh**  — Reloads the schedule data from the database. If there are unsaved changes, a warning box opens:
 - To discard unsaved changes, select **Yes**.
 - To save changes, select **No**.
- **Save** ( or ) — The color indicates whether you have unsaved changes:
 - If gray, **Save** is **not** enabled: The schedule has no changes to save.
 - If red, **Save** is enabled: **Click** to save changes.

View By

To select how employees and their schedules are arranged on the screen, select one of these views:


- **Employee** shows the schedule of each employee as a row sorted alphabetically (by default).
- **Schedule Group** shows schedules with employees listed in rows within each schedule group. Groups can be collapsed or expanded.
- **Employment Terms** shows schedules with employees listed in rows within each employment terms group. Groups can be collapsed or expanded.

The following are common to all views:

- Employees are shown as rows in the schedule. Hours, days and weeks are shown as columns.

- Depending on screen size, the schedule can display many weeks of scheduled shifts in a single view. When you display a longer period of time, you can see less detail at first glance, and may have to drill down to see all.
- The visible details of what you see of segments, breaks, indicators, shift labels, or start and end times depends on how far in you zoom.

Show/Hide (display options)

Click **Show/Hide** . In the Show/Hide panel, select from the following options to adjust the appearance of the schedule. When finished, click **Apply**.

Availability

Select the type or types of availability to show

- All
- Unavailable
- Available
- Preferred
- Preferred Time Off

Schedule Tags

Select one or more tags to display. Tags are configured specifically for your environment.

Intervals

Select an option to define the precision of the schedule's time dividers (the vertical lines of the grid):

- Daily
- 4 hours
- 1 hour
- 15 minutes

Shift Display

Select the way to identify shifts:

Note: If a shift is not defined as a shift template, the shift time is always shown.

- Shift Time
- Shift Label (if the shift is defined as a template)

Paycode Display

Select the way to identify paycodes:

- Paycode Name
- Paycode Short Name

Display

Select one or more schedule items to show or hide:

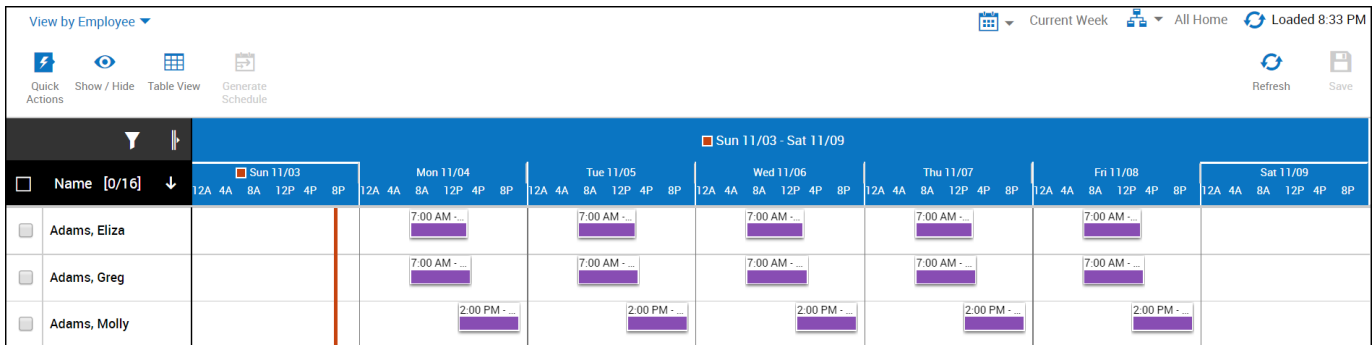
- Availability
- Open Shifts
- Holidays
- Schedule Paycodes
- Schedule Shifts
- Schedule Tags

Gantt view and Table view


The **Gantt View**  and **Table View**  toggle on the action bar.

To use the Gantt view, click **Gantt View**  (available only for displays of one week or less).

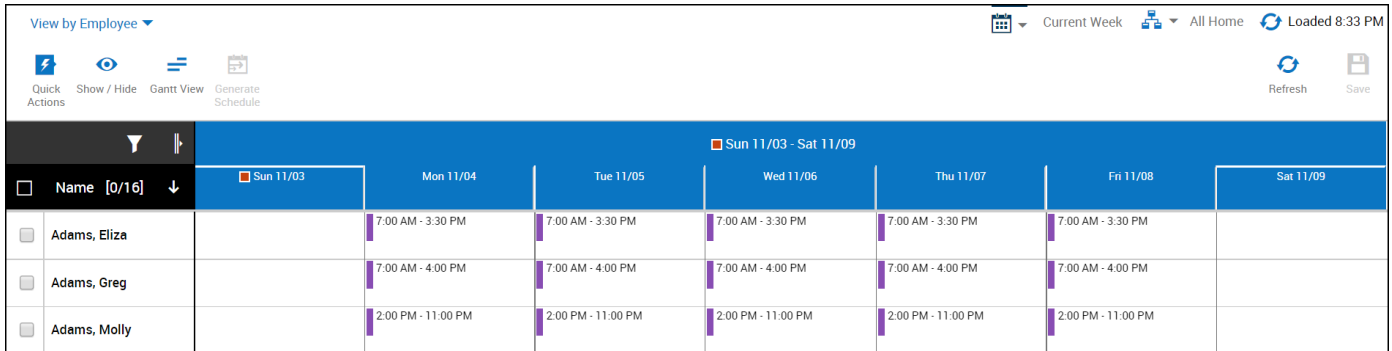
- Shows shifts, breaks, and other time-related entities with their length proportional to their duration
- Left border of the entity aligns with the start time; the right border aligns with the end time
- Shows the current time as a vertical red line



View by Employee		Current Week							All Home	Loaded 8:33 PM			
Quick Actions		Show / Hide	Table View	Generate Schedule								Refresh	Save
Name [0/16]		Sun 11/03	Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09					
		12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P	12A 4A 8A 12P 4P 8P					
<input type="checkbox"/>	Adams, Eliza		7:00 AM - ...	7:00 AM - ...	7:00 AM - ...	7:00 AM - ...	7:00 AM - ...						
<input type="checkbox"/>	Adams, Greg		7:00 AM - ...	7:00 AM - ...	7:00 AM - ...	7:00 AM - ...	7:00 AM - ...						
<input type="checkbox"/>	Adams, Molly			2:00 PM - ...	2:00 PM - ...	2:00 PM - ...	2:00 PM - ...	2:00 PM - ...					


To use the Table view, click **Table View** .

- Can display much longer periods of time
- Simplified version of the Gantt view: less data rich, but sometimes easier to read and work with
- Entities not proportional to duration
- Does not show breaks
- Shows the entire shift as being on the day when the shift starts, even if the shift spans midnight



View by Employee		Sun 11/03 - Sat 11/09					
Name [0/16]	Sun 11/03	Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09
Adams, Eliza		7:00 AM - 3:30 PM	7:00 AM - 3:30 PM	7:00 AM - 3:30 PM	7:00 AM - 3:30 PM	7:00 AM - 3:30 PM	
Adams, Greg		7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	7:00 AM - 4:00 PM	
Adams, Molly		2:00 PM - 11:00 PM	2:00 PM - 11:00 PM	2:00 PM - 11:00 PM	2:00 PM - 11:00 PM	2:00 PM - 11:00 PM	

Tools

The following options are available from the **Tools**  option:

Quick Post — Posts loaded schedule for the loaded time frame and location.

Manage Schedule Posting — Displays posted or unposted schedules for the loaded location and time frame. The location is the same as the location currently loaded.

Notify Employees — Displays a warning that all employees who need to be notified