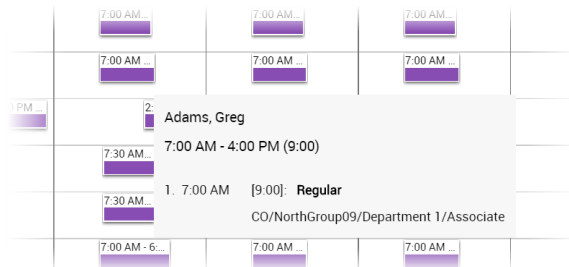


Tools for Modifying the Schedule

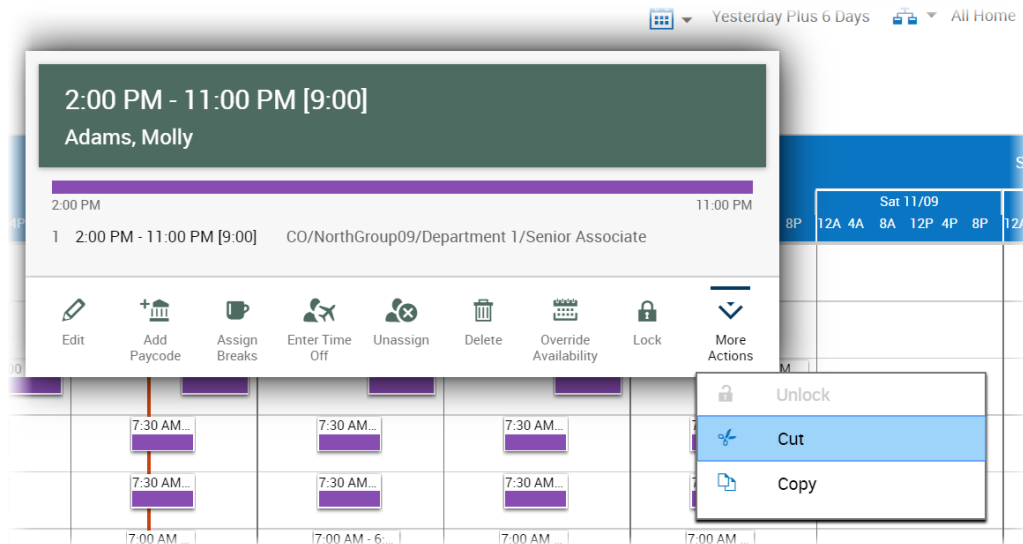
This job aid is an overview of the different tools available for modifying an employee's schedule.

Glances and tool tips

If you hold the cursor over an item on the schedule, such as an employee, a shift, or a paycode, information on that item appears as a tool tip.



When you want to take action on an employee, a shift, a paycode, or an empty cell, right-click the item: a glance appears, with information and action buttons relevant to the item and its context. Keyboard commands provide alternate methods.



Action buttons

Action buttons are the icons at the bottom of glances or in the action bar above the schedule grid.


Note: If the desired action button is not visible, click More to display additional action buttons.



Action buttons act on the item that was right-clicked to open the glance or act on the schedule as a whole. The action buttons change based on the action type, the view, the item's status, and the access privileges granted to you by the system administrator.




Your system may be configured so that a **Go To** action button appears on the employee glance.



If it is, click **Go To**  to open a menu of different workspaces or tools related to Scheduling.

The action buttons you need and are permitted to use in the present context are the ones you see. The action buttons that are irrelevant in the present context are hidden.

Examples:

- Group actions are available only when using **View by Group** and **View by Employment Terms**.
- The **Paste**  action is only available after you have executed a **Copy**  or **Cut**  action.
- Many more instances could be cited.

Selection check boxes

Just to the left of the name column in the schedule is a column of checkboxes. Click the check box next to an employee's name to select that employee. Click again to deselect.

You can select one employee or many. To select a range of employees, click the check box of the first employee in the range, then hold the Shift key down while you click the check box of the last employee in the range.

Click the check box at the top of the column and select **Select All** or **Deselect All** to select or deselect all employees.

<input type="checkbox"/>	Name [3/16] ↓
<input checked="" type="checkbox"/>	Adams, Victor
<input checked="" type="checkbox"/>	Apple, Sara
<input type="checkbox"/>	Chu, Paul
<input checked="" type="checkbox"/>	Devos, Julio
<input type="checkbox"/>	Edwards, Howard