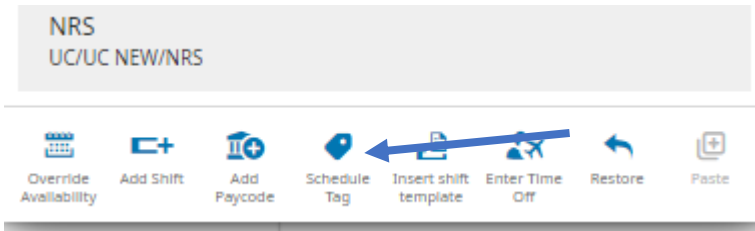


Use schedule tags to identify a date cell or a portion of a date cell that has specific characteristics that apply to that employee for that period (Preceptor, Preceptee, for example). A schedule tag is not related to a shift.

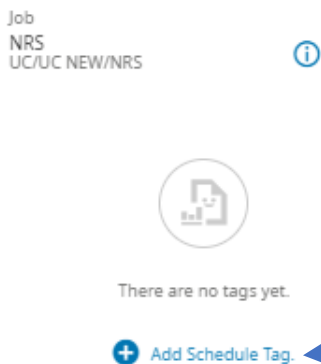
1. Right-click in the white space below a scheduled shift or in the corresponding empty box if entering a schedule tag without a shift.



2. From the pop-up menu, click **Schedule Tag**:



3. From the pop-up on the left side of the screen, select **Add Schedule Tag**:

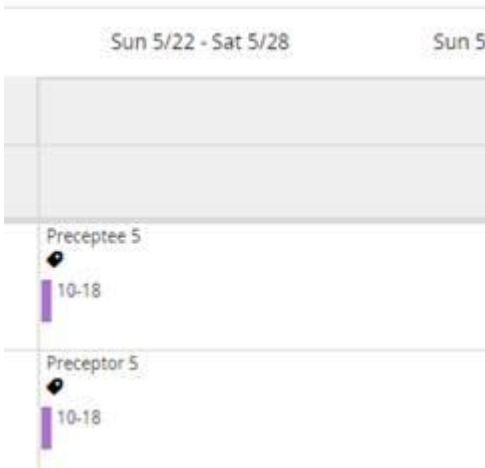


4. Use Search to find the tag you are looking by typing in the first few letters in the search box. In this example, we are using Preceptor/Preceptee tags. Each has a corresponding number to indicate team members who are matched for orientation. Preceptee 5 and Preceptor 5 go together.

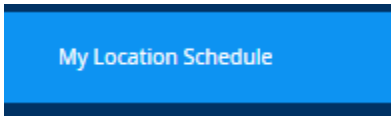
5. Select item from the list:



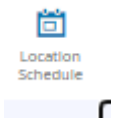
Schedule tags are visible on the schedule by managers/schedulers:



Staff can see the assignment from their view of the location schedule once it is posted:



Or



They can look for others who have a tag on the list:



Hovering will provide information on their match:

