

Core Package Tutorials #5: View Organization Schedule

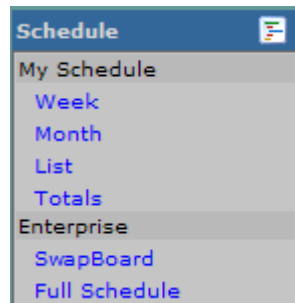
Click this link to view the employee tutorials:

<http://www.optimal-internet.com/ScheduleSource/employeetutorial/>

Step 1: Logon to the Employee Portal using your assigned codes.

- At <https://www.schedulesource.com/version2/teamwork/>

Step 2: Click on the Schedule Folder in the left menu to open the list of options.



- If you see the link 'Full Schedule' you have been granted the privilege of viewing the full schedule for your organization.
- If you do not see this link, you can not see the full schedule for your organization.

Step 3: Click on the 'Full Schedule' link.

- The full schedule opens on the right page.
- Note the layout and range being display is underlined in the heading. In the example below, it is a List report for a Month.

Layout: Grid | List Range: Week | Month

March, 2008									
Date	Day	Station	Employee	Note	Start	End	Brk Start	Brk End	Hours Swapping?
Monday, Mar 10, 2008									
03/10/2008	Mon	Task 2	Green, Paul		8:00am	12:00pm	9:45am	10:15am	3.50
03/10/2008	Mon	Task 1	Red, Jim		8:00am	12:00pm	9:45am	10:15am	3.50
03/10/2008	Mon	Task 1	White, John		1:00pm	5:00pm	2:45pm	3:15pm	3.50
03/10/2008	Mon	Task 2	Black, Mary		1:00pm	5:00pm	2:45pm	3:15pm	3.50
Tuesday, Mar 11, 2008									
03/11/2008	Tue	Task 1	Brown, Charley		8:00am	12:00pm	9:45am	10:15am	3.50
03/11/2008	Tue	Task 2	Green, Paul		8:00am	12:00pm	9:45am	10:15am	3.50

Step 4: Use the scroll bar to scroll through the full schedule. Note the following features:

1. Your shifts are highlighted in yellow. (Example Charley Brown above).
2. The yellow **Y**, under the Swapping? Column shows shifts that are on the Swapboard.

03/17/2008	Mon	Task 2	Black, Mary		1:00pm	5:00pm	2:45pm	3:15pm	3.50	Y
Tuesday, Mar 18, 2008										
03/18/2008	Tue	Task 1	Brown, Charley		8:00am	12:00pm	9:45am	10:15am	3.50	Y

Step 5: Change your View of the Schedule.

1. Change the Layout or Range by clicking the option in the top menu bar.

Layout: Grid | List Range: Week | Month

2. Change the way the schedule is sorted: By Date, Station, or Employee by clicking on the blue option in the heading of the schedule.

« March, 2008 »
Date Day Station Employee Note Start End Brk Start Brk End Hours Swapping?

3. Sort by Employee: The schedule will be grouped by employee.

« March, 2008 »

Date	Day	Station	Employee	Note	Start	End	Brk Start	Brk End	Hours	Swapping?
---EMPTY---										
03/20/2008	Thu	Task 1	---EMPTY---		8:00am	12:00pm	9:45am	10:15am	3.50	Y
03/20/2008	Thu	Task 2	---EMPTY---		1:00pm	5:00pm	2:45pm	3:15pm	3.50	Y
Black, Mary										
03/10/2008	Mon	Task 2	Black, Mary		1:00pm	5:00pm	2:45pm	3:15pm	3.50	

- Note that ---EMPTY--- shifts appear at the top and indicate they are on the Swap board with a yellow Y.

Step 6: Change the Week or Month to view.

1. Click on the < or > scroll arrow in the Schedule Heading to move back or forward to a different week or month.

« March 9, 2008 - March 15, 2008 »
Employee Note Start End Brk Start

2. The page will automatically refresh to display the new week or month.

Step 7: Need support?

- Contact your Scheduler within your organization.
- Do not contact ScheduleSource. Only your organization or scheduler can assign your access privileges.