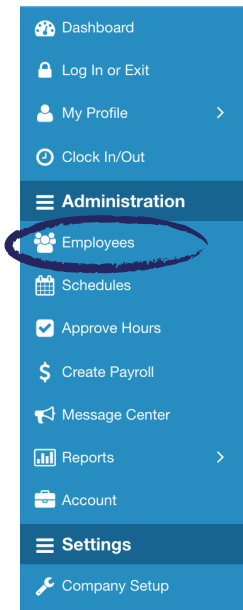
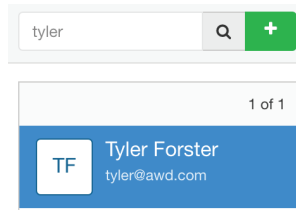




① Select Employees



② Find the employee you want and click on their name



③ Click on the Schedule tab

This is where you create and edit the work schedule for each employee.

Click the + button to add a time shift.

Week Day	Start	End	Total Time	Department	Entry Type	Modified	
Monday	08:30:00	10:30:00	2.00	Front Desk Office	One Entry		Edit Delete
Tuesday	08:00:00	17:00:00	9.00	Front Desk Office	One Entry		Edit Delete
Friday	08:00:00	12:00:00	4.00	Front Desk Office	Two Entries		Edit Delete
Friday	08:00:00	12:00:00	4.00	Front Desk Office	Two Entries		Edit Delete
Saturday	12:30:00	13:00:00	0.50	Front Desk Office	One Entry		Edit Delete
Saturday	12:30:00	13:00:00	0.50	Front Desk Office	One Entry		Edit Delete
			Total: 20.00				

WARNING!

The trash can icon is only for inactivating an employee after they no longer work for you.

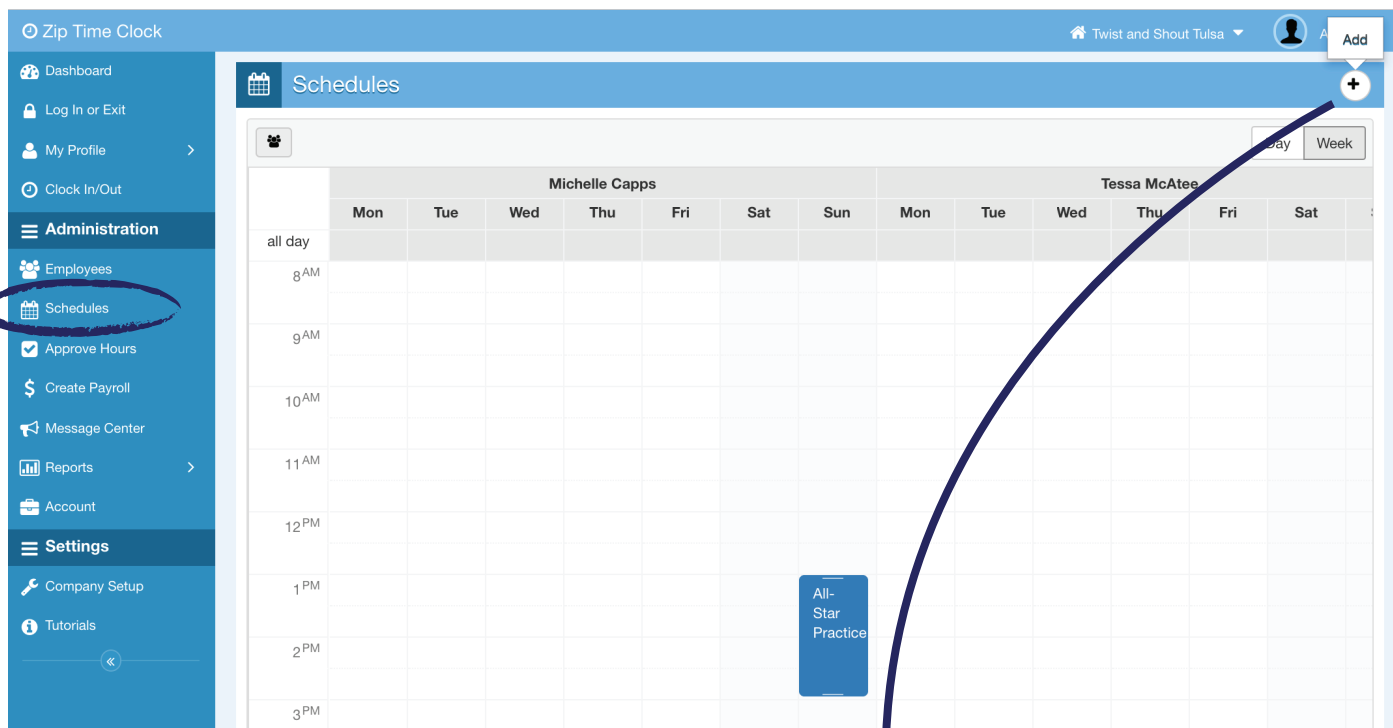
Use the Edit and Delete buttons to make changes.

Faster Schedule Maker

If you have multiple employees that have the same schedule (Department, Day, Clock In and Clock Out) you can create that schedule then assign it to multiple employees at one time.

① Click Schedules

② Click the + button



Department/Job

Class Coach

Week Day

Monday

Select Date and Clock In

4:30 PM

Select Date and Clock Out

8:45 PM

Add to the selected employee(s)

2 items checked

☒ Michelle Capps
 ☐ Tessa McAtee
 ☒ BJ Nelson
 ☐ Jon Rames

Close

③ Create the schedule on this window then select the employees that have this schedule. Click Save.