

# Schedule Views

## Employee List View

To see a schedule in the employee list view, users can perform the following:

1. Toggle the view of the schedule by per day, week, or month. This provides an overview of the schedule in different contexts.
2. View the schedule by shift by clicking on **Employee View**. This is useful in ensuring that every type of shift is covered on each day. You can also view the schedule by job.
3. Users can filter the schedule by:
  - a. Department
  - b. Assigned supervisor
  - c. Employment type
  - d. Employee status.
  - e. Shift Job
  - f. Pay Type
  - g. Employee Work Location
  - h. Shift Location
4. There are also **options** for performing the following actions
  1. Bulk Assign
  2. Bulk Delete
  3. Bulk Update
  4. Bulk Copy & Paste
  5. Schedule settings
  6. Download Schedule
  7. Recalculate
  8. Import Schedule

Managers can:

1. View their teams **Drop, Swap, or Pick Up Requests** with the **Shift Notifications** tab.
2. View, edit, or create shift templates with the **Templates** tab.
3. View schedule totals at the upper right corner.

Screenshot of the scheduling software interface showing the 'Employee View' for the week of April 14 - Apr 20. The interface includes a sidebar with navigation options like DASHBOARD, TEAM MANAGEMENT, and SCHEDULE. The main area displays a calendar grid with columns for each day from Sunday to Saturday. The 'Week' tab is selected. The grid shows shifts for employees Andy Smith, Angus Young, Deanna Mann, and Joe Smith. Andy Smith and Joe Smith are assigned 9 AM - 5 PM and 12 PM - 8 PM shifts respectively from Tuesday to Friday. The total for the week is 64 h : 00 m and \$3,200.00.

## Shift View

If you wish to make sure that all shifts are being covered, you can change the **Employee View** to look at the schedule in **Shift View**.

Screenshot of the scheduling software interface showing the 'Shift View' for the week of April 14 - Apr 20. The interface includes a sidebar with navigation options like DASHBOARD, TEAM MANAGEMENT, and SCHEDULE. The main area displays a calendar grid with columns for each day from Sunday to Saturday. The 'Shift View' tab is selected. The grid shows shifts for employees Andy Smith and Joe Smith. Andy Smith is assigned 9 AM - 5 PM shifts from Tuesday to Friday. Joe Smith is assigned 12 PM - 8 PM shifts from Tuesday to Friday. The total for the week is 64 h : 00 m and \$3,200.00.

