



# Schedule Grid Dividers User Guide

Scheduling Module

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## Introduction

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Schedule Grid Dividers allow for the creation of visual separators on the calendar grid so that you may divide employees by department, or shift, or in whichever way suits your organization best. When used in conjunction with the Employee Color Bar this allows for greater utility and flexibility when graphically organizing the Schedule Manage Grid. You may choose unique colors and captions for each divider, drag and drop the dividers to suit your scheduling needs as well as remove dividers that are no longer being utilized.

Schedule Grid Dividers save significant time in working flexibly and quickly with the calendar grid. You can move quickly between sections with less repetitive searching for information. By graphically grouping content, you will be able to make scheduling decisions in a shorter period of time with less frustration. By clearing defining departments and creating consistency, employees will also always know where to look to find the information they need without delay.

Once you've mastered this simple but effective tool, you will be utilizing the calendar grid functionality in less time, getting even more value out of your schedules. Other associated topics related to the Schedule Grid Dividers are listed on the Resources Page.

## Table of Contents

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(Please select any topic to skip to that section)

[Schedule Grid Divider Setup](#) pg. 3

[Viewing Dividers in the Schedule Setup Tab](#) pg. 4

[Resources](#) pg. 5

## Schedule Grid Divider Setup

To begin setting up grid dividers for your schedules, first navigate to the manage tab of the Scheduling Module. (Figure 1)

Next, select the blue menu icon in the top right of the grid. (Figure 2)

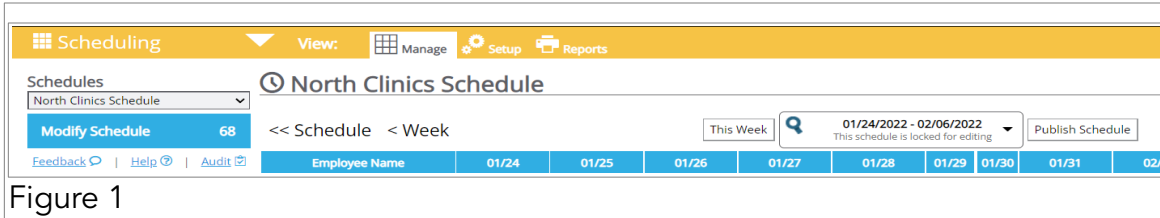


Figure 1

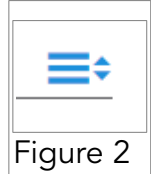


Figure 2

This will open the **Insert New Grid Divider** pop-up menu. (Figure 3)

From here you can set the color by clicking the color field and finding the color you want. You can also type in the specific hex code if you wish as well as caption the name of the divider. This can be used to separate employees into different shifts and departments on the Schedule Manage Grid.

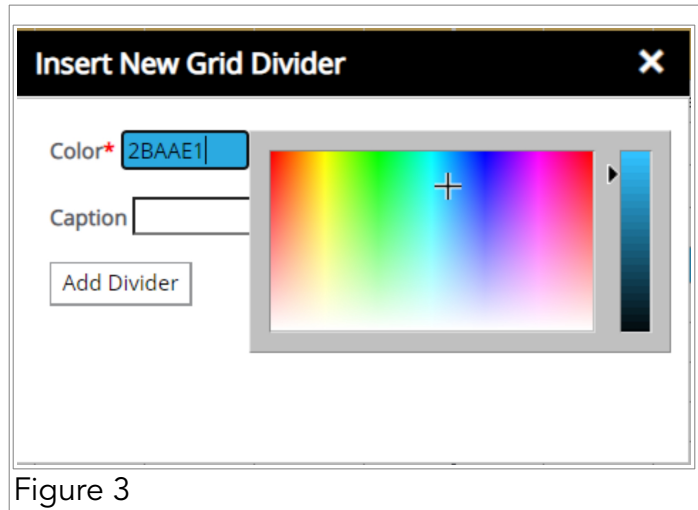


Figure 3

Unassigned Shifts	PA 1	Surgery 1	Surgery 1	Surgery 1	Surgery 1	Surgery 1	PA 1	PA 1	PA 1	Surgery 1	Surgery 1	Surgery 1	Surgery 1
	Surgery 1	WeekNights	WeekNights	WeekNights	WeekDays	WeekNights	WeekNights	OverNight	OverNight	OverNight	OverNight	OverNight	OverNight
Derek Reese	WeekDays	OverNight						WeekDays	WeekNights				WeekDays
Danny Dyson	WeekDays												
Blair Williams	Surgery 1	OverNight					Surgery 1						
Kate Connor													
First Shift													
Serena Kogan													
Ed Traxler													
Marcus Wright													

Figure 4

Once you've selected color and caption, select the **Add Divider** button. Your divider will now appear on the schedule grid. By default it will appear beneath the **Unassigned Shifts** bar, however it can be moved by selecting it and dragging it to the appropriate place on the schedule. The grid divider can also be deleted by selecting the x. (Figure 4)

## Viewing Dividers in the Schedule Setup Tab

**Schedule Grid Dividers** are also visible from the **Setup** tab of the Scheduling module. An important thing to note when accessing **Grid Dividers** in this way is that you will not be able to edit any settings for the dividers such as color or caption when viewing dividers in this way.

To begin viewing grid dividers, first navigate to the **Employees** color bar in the **Setup** tab. (Figure 1)

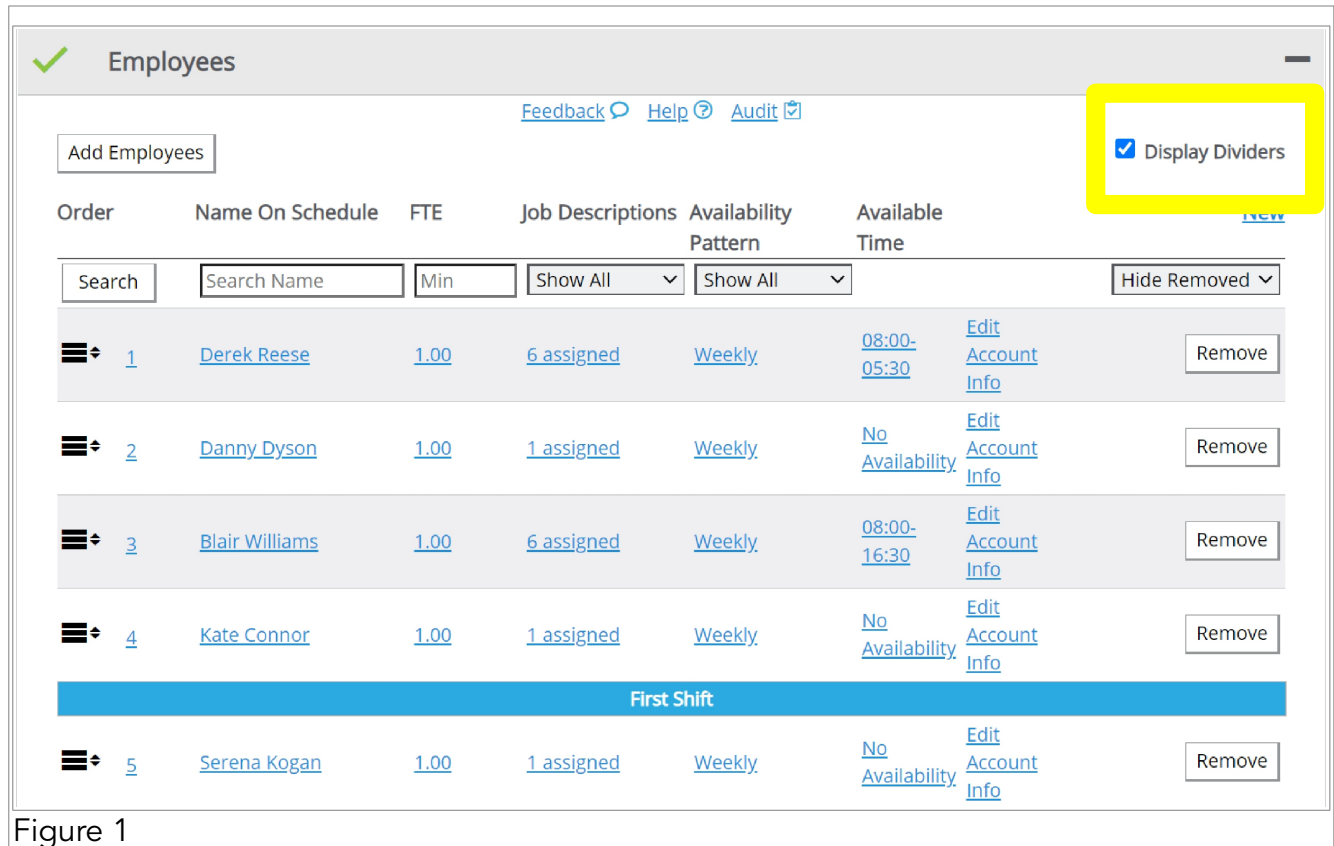


Figure 1

Selecting the **Display Dividers** check box on the right hand side of the color bar (Yellow box, Figure 1) will display your grid dividers where they were positioned when you initially positioned them on the **Manage Schedule** grid. You can drag and drop employees to correspond to where they need to be based on what your dividers stand for.

**Grid Dividers** are also visible on schedule reports but that is covered in more depth in our [Reports Dashboard user guide](#).

## Resources

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This concludes the User Guide for **Schedule Grid Dividers**. While not being an exhaustive resource, we hope that this guide has provided cursory knowledge of this feature and how it functions within the entire framework of the Scheduling Module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

### [Online Support Form](#)

## Related Topics

Please select any link to skip to that topic.

<b>Schedules Editor Overview</b>	<a href="#">PDF Document</a>
<b>Scheduling Template</b>	<a href="#">PDF Document</a>
<b>Modify Schedule Menu</b>	<a href="#">PDF Document</a>
<b>Enforced Rotations</b>	<a href="#">PDF Document</a>