



Scheduling – Schedule Grid Divider Overview and Setup

This reference guide provides a comprehensive overview for adding a new Grid Divider feature within the Scheduling module. The following process steps and instructional information are provided in this document:

- **Schedule Grid Divider Overview**
- **Schedule Grid Divider Setup**

1 | Schedule Grid Divider Overview

StaffReady Scheduling Feature

The **Schedule Grid Divider** implements grid dividers in a manner that does not require the setup of 'imitation users' to your schedule.

The screenshot displays the StaffReady Scheduling interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and the user name 'staffreadydemoadmin'. Below this is a secondary navigation bar with 'Scheduling' selected, and options for 'View: Manage', 'Setup', 'Reports', and 'Departments'. The main content area shows a schedule for '1 West' for the week of 11/25/2018 to 12/08/2018. A green callout box with an arrow points to a menu icon (three horizontal lines) in the top right corner of the schedule grid, with the text 'Click to create a new divider'. The schedule grid has columns for days of the week (Sun to Sat) and rows for 'Employee Name', 'Unassigned Shifts', 'Shift Bids', and 'Non-Override Employees'. The 'Unassigned Shifts' row shows a 'Captain 2' divider on Wednesday, 12/05.

Employee Name	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unassigned Shifts											Captain 2			
Shift Bids														
Non-Override Employees														

The **Schedule Grid Divider** feature is easy to use:

- Allows the creation of one or more divider rows in the Scheduling Manage grid
- Choose a color for each divider
- Set a unique caption for each divider
- Drag-and-drop arrangement of dividers directly in the grid
- Remove any added row from the grid with a single click

🕒 1 West 📶 ☰

<< Schedule < Week This Week 🔍 11/25/2018 - 12/08/2018 This schedule is locked for editing Publish Schedule Week > Schedule >>

Employee Name	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unassigned Shifts											Captain 2			
Shift Bids														
Non-Override Employees														
	Divider 1 ✖													
John Luke Picard		Captain Hook	Captain Hook	Captain Hook	Captain Hook				Captain Hook	Captain Hook	Captain Hook	Captain Hook	Captain Hook	Captain Hook
	Divider 2 ✖													
Scott Montgomery		Captain 2	Captain 2	Captain 2	Captain 2	Captain 2			Captain 2	Captain 2	Engineering	Captain 2	Captain 2	
	Divider 3 ✖													

2 | Schedule Grid Divider Setup

Setting Up Dividers in the Grid

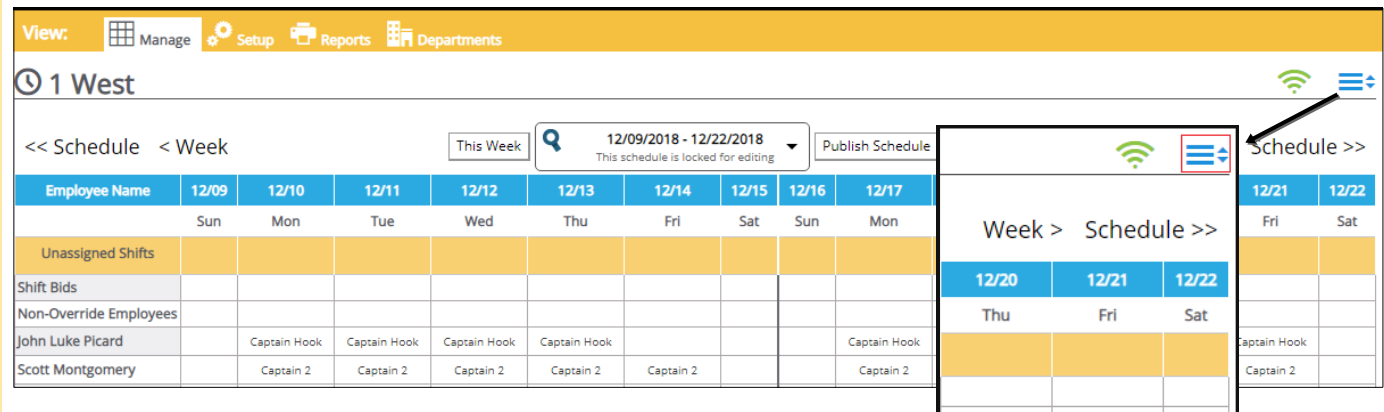
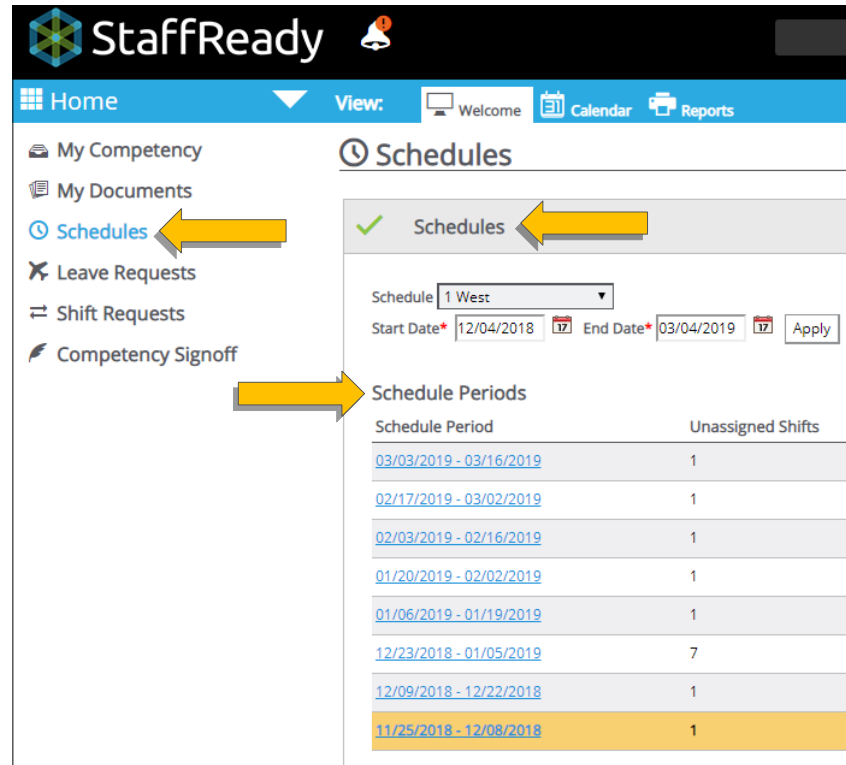
1. From the Welcome View tab, click the **Schedules** side menu option.

2. Click on the **Schedules** color bar to open it.

3. Open a **Schedule Period** you would like to view or edit.

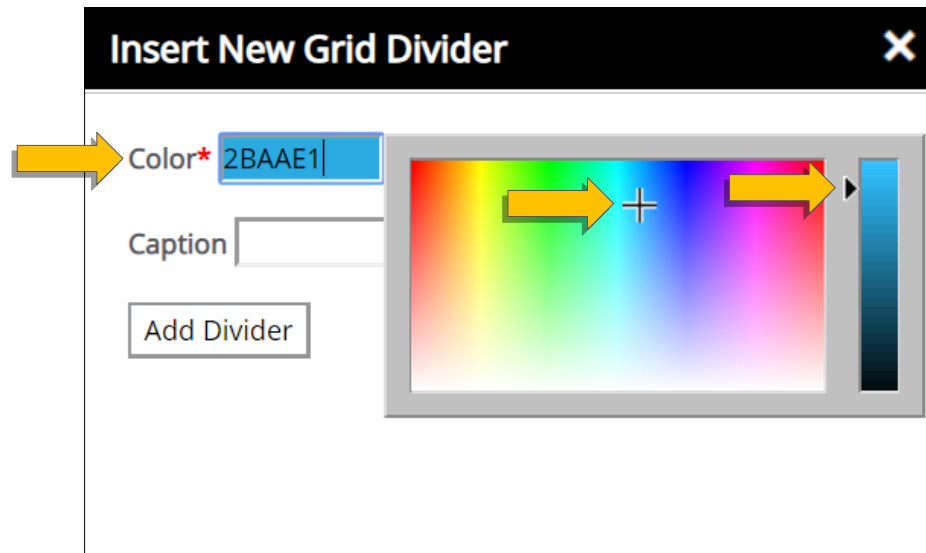
***Note:** This will take you to the Manage View tab of the Scheduling module.

4. Click the blue icon in the upper right corner of the Schedule grid.

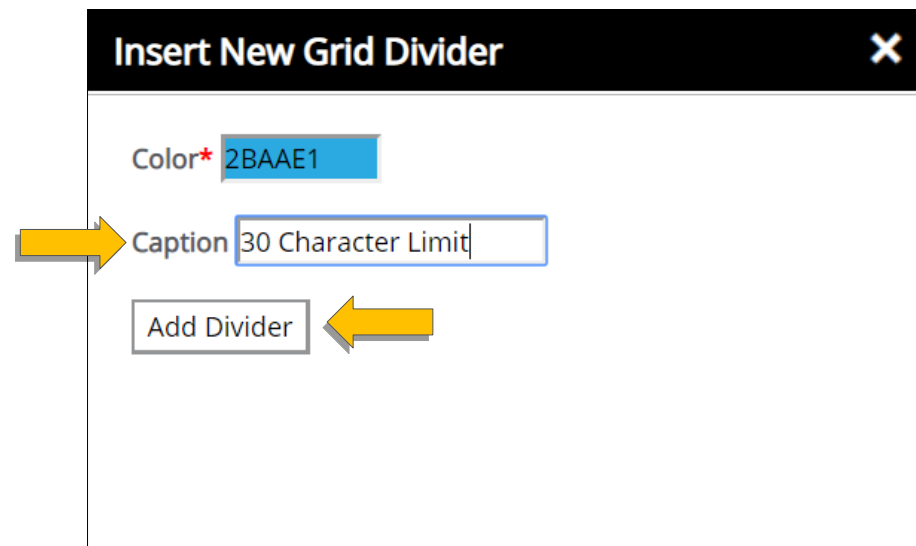


5. In the **Insert New Grid Divider** window, click in the **Color** selection field box. This will open the color selection screen.

6. To change the color hue, click and hold the + symbol and move to the desired color. To adjust the shade of the color, click the arrow on the right side and move it up or down as preferred.



7. Optionally assign a name to the Grid Divider in the **Caption** text field box. The maximum supported name length is 30 characters.



8. Click the **Add Divider** button to save your changes.

9. A new divider row will appear directly below the Unassigned Shifts section. Each new divider will be placed just above the last divider.

***Note:** The **Caption** text in the grid divider will always display as white.

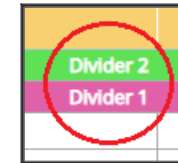
10. Click and hold a grid divider to move it to the desired location in the Schedule Manage grid.

11. Grid Dividers can be moved up and down the Schedule Manage grid limitless times. To close the grid completely from the schedule, click the 'X' on the right side of each Grid Divider.

1 West

<< Schedule < Week This Week 11/25/2018 - 12/08/2018 This schedule is locked for editing Publish Schedule Week > Schedule >>

Employee Name	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unassigned Shifts											Captain 2			
Divider 2														
Divider 1														
Shift Bids														
Non-Override Employees														



1 West

<< Schedule < Week This Week 11/25/2018 - 12/08/2018 This schedule is locked for editing Publish Schedule Week > Schedule >>

Employee Name	11/25	11/26	11/27	11/28	11/29	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unassigned Shifts											Captain 2			
Divider 2														
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John Luke Picard		Captain Hook	Captain Hook	Captain Hook	Captain Hook				Captain Hook	Captain Hook	Captain Hook	Captain Hook	Captain Hook	Captain Hook
Scott Montgomery		Captain 2	Captain 2	Captain 2	Captain 2	Captain 2			Captain 2	Captain 2	Engineering	Captain 2	Captain 2	
Divider 1														