

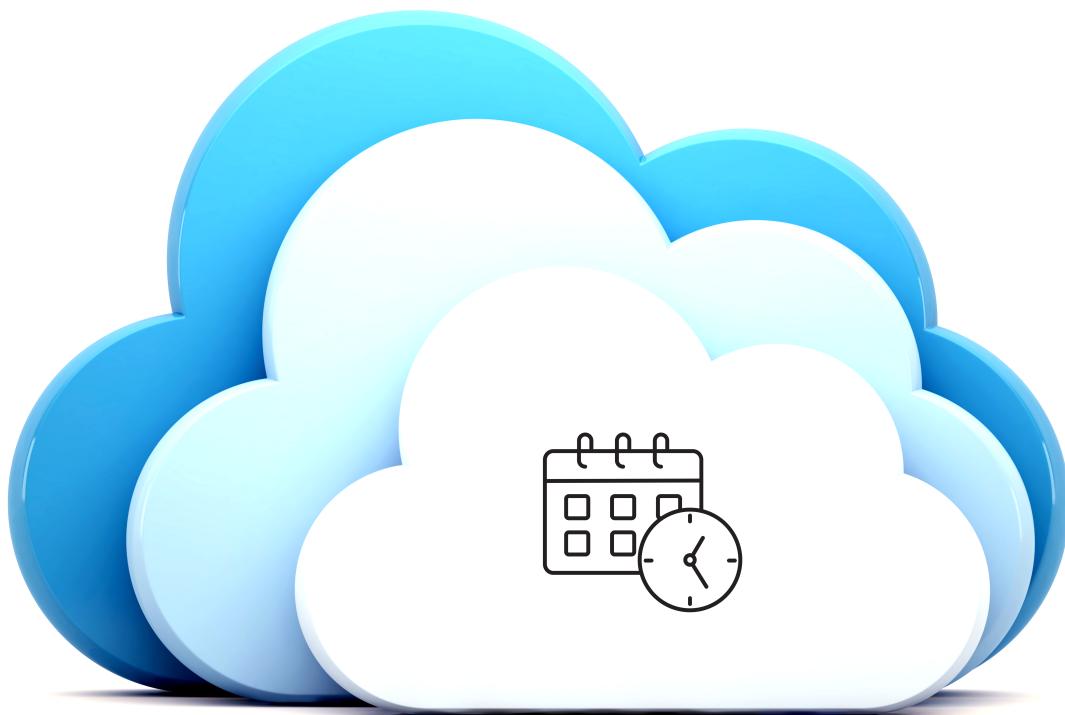


## Schedules Color Bar User Guide

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### Scheduling Module

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## Introduction

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The Schedules Color Bar is one of several ways that you can access and edit schedules within the Scheduling module. Unlike manual scheduling methods, the Schedules Color Bar provides flexible and speedy access to schedules that have already been created by the software.

You can easily view and sort all schedules within a set period of time and access the Schedules Editor if changes need to be made. The Schedules Color Bar also allows you to quickly see the status of schedules and make quick changes as well.

This is also the primary mechanism for publishing or rebuilding schedules. If you need to make changes to a schedule or retract a schedule that has already been published, the Schedules Color Bar is where to perform those actions.

Mastery of this crucial cornerstone of the Scheduling module means that you will be able to handle any potential scheduling changes or unforeseen staffing challenges with ease.

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## Schedules Color Bar Basics

First, select the **Welcome** tab. Then, select the **Schedules** color bar to expand it. (Figure 1)

This will allow you to view, publish, export, or rebuild schedule periods.

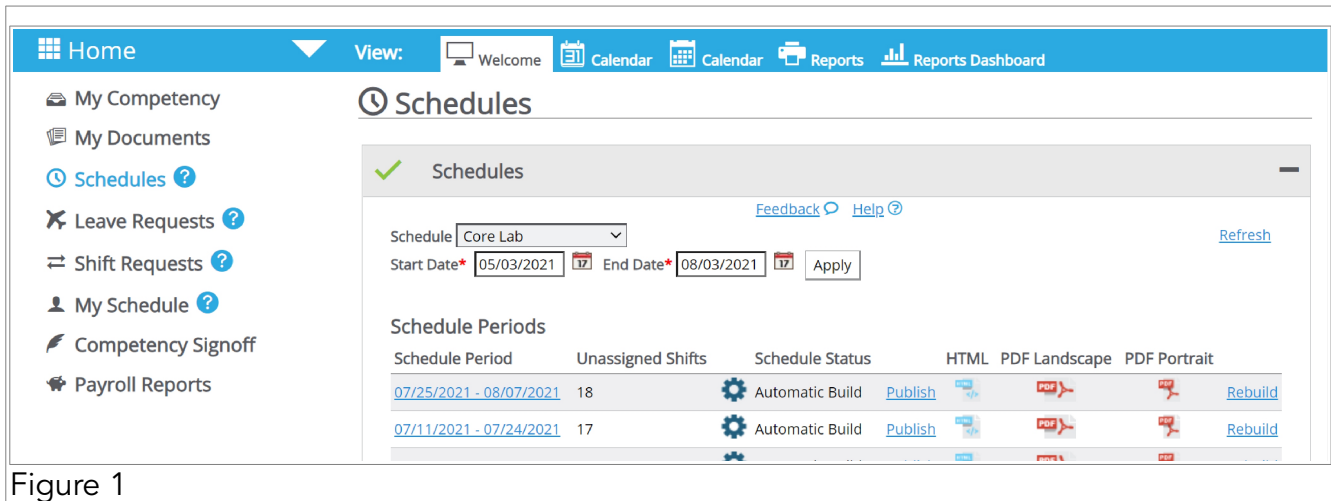


Figure 1

To refine your search results, first select the schedule you want to edit from the **Schedule Dropdown Menu**. (Yellow box, Figure 2) Next, enter in your start and end date to apply a date range to the schedule periods you wish to view.

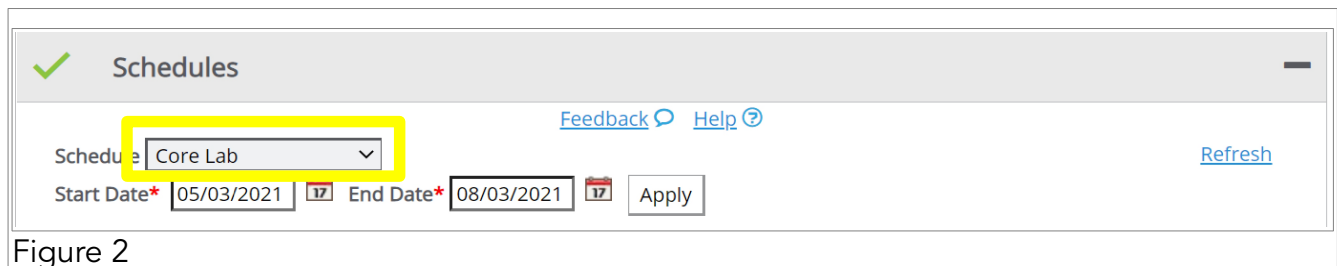


Figure 2

When you have done these things, select the **Apply** button to view your filtered results.



## Schedule Status and Rebuild a Schedule

Schedules can have one of three different statuses, the current status is displayed in the **Schedule Status** column. (Yellow box, Figure 1)

Schedule Period	Unassigned Shifts	Schedule Status	HTML	PDF Landscape	PDF Portrait	Rebuild
<a href="#">07/25/2021 - 08/07/2021</a>	18	Automatic Build				<a href="#">Rebuild</a>
<a href="#">07/11/2021 - 07/24/2021</a>	17	Automatic Build				<a href="#">Rebuild</a>
<a href="#">06/27/2021 - 07/10/2021</a>	19	Automatic Build				<a href="#">Rebuild</a>
<a href="#">06/13/2021 - 06/26/2021</a>	17	Automatic Build				<a href="#">Rebuild</a>
<a href="#">05/30/2021 - 06/12/2021</a>	18	Automatic Build				<a href="#">Rebuild</a>
<a href="#">05/16/2021 - 05/29/2021</a>	17	Automatic Build				<a href="#">Rebuild</a>
<a href="#">05/02/2021 - 05/15/2021</a>	19	Automatic Build				<a href="#">Rebuild</a>

Figure 1

**Automatic Build:** StaffReady will automatically rebuild schedules overnight. All schedule periods are in this status by default until a manual change is made. Automatic build ensures that future schedules are updated as changes are made to schedule build rules such as employee availability, shift assignment start time, etc.

**Locked for Editing:** The schedule period has been edited through the schedule grid in the **Manage** tab. Once a schedule period is **Locked for Editing**, it will no longer be automatically rebuilt overnight.

**Published:** The schedule period has been published and is visible to staff. This is functionally the same as **Locked for Editing** except that employees on the schedule can view their shift on their Calendar.

You can also choose to rebuild a schedule. If you elect to do this, all shifts will be reassigned and any manual edits you have made to the schedule will be lost.

If you attempt to rebuild a schedule that is in the **Locked For Editing** status, there will be an additional prompt (Figure 2) for you to approve before the schedule begins rebuilding.

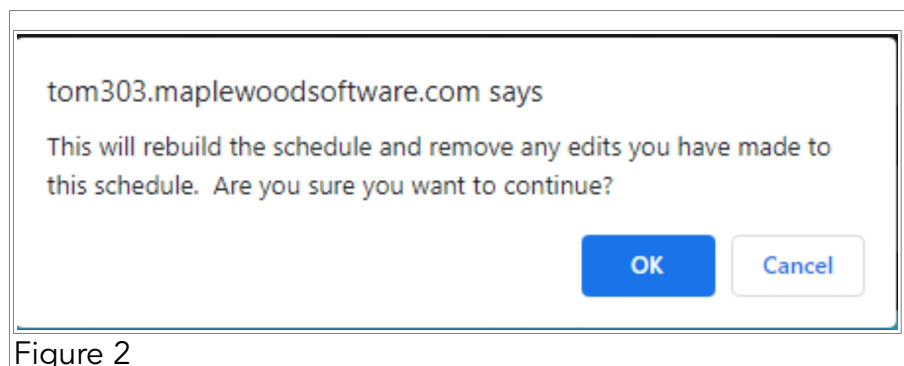


Figure 2

## Resources

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This concludes the User Guide for the **Schedules Color Bar**. We hope that you have a better understanding 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.

<a href="#">Schedules Editor Overview</a>	<a href="#">PDF Document</a>
<a href="#">Reports Dashboard</a>	<a href="#">PDF Document</a>
<a href="#">Modify Schedule Menu</a>	<a href="#">PDF Document</a>
<a href="#">Scheduling Template</a>	<a href="#">PDF Document</a>