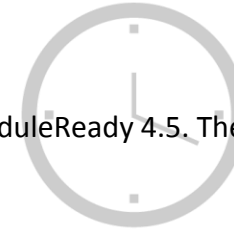
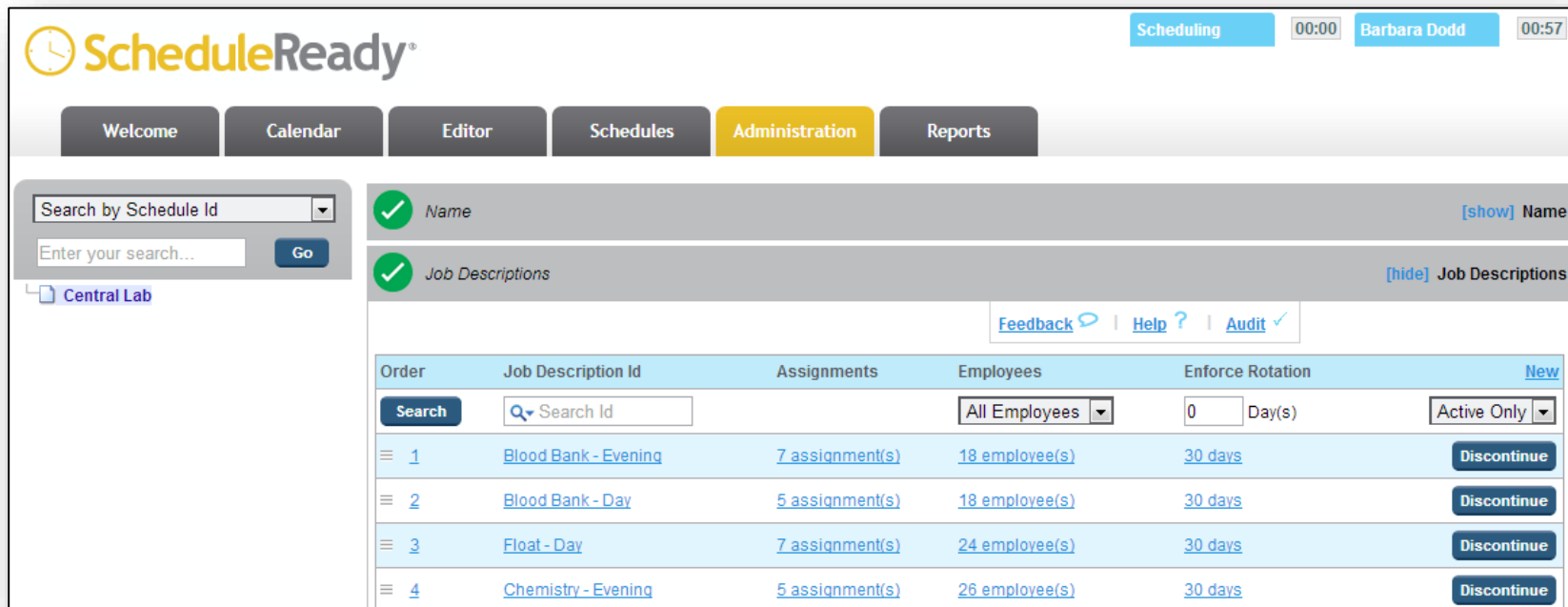


Administration Tab

Job Description Color Bar

This reference guide provides an overview of how to add and edit shift assignments within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Add new shift assignments
- 🕒 Edit shift assignments
- 🕒 Create manual shift assignments

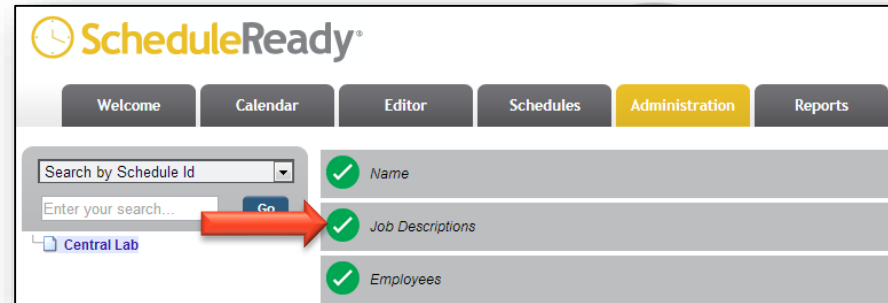
The screenshot shows the ScheduleReady Administration interface. At the top, there's a navigation bar with tabs: Welcome, Calendar, Editor, Schedules, Administration (highlighted), and Reports. Below the navigation bar, there's a search section with a dropdown menu set to 'Search by Schedule Id', a search input field, and a 'Go' button. A sidebar on the left shows a tree view with 'Central Lab' selected. The main content area has a 'Name' section with a green checkmark and a '[show] Name' link. Below that is a 'Job Descriptions' section with a green checkmark and a '[hide] Job Descriptions' link. There are links for 'Feedback', 'Help', and 'Audit'. A table displays job descriptions with columns for Order, Job Description Id, Assignments, Employees, Enforce Rotation, and a 'New' link. The table has a search bar and a dropdown for 'All Employees'. Below the table, there are four rows of job descriptions, each with a 'Discontinue' button.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
1	Blood Bank - Evening	7 assignment(s)	18 employee(s)	30 days	Discontinue
2	Blood Bank - Day	5 assignment(s)	18 employee(s)	30 days	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	30 days	Discontinue
4	Chemistry - Evening	5 assignment(s)	26 employee(s)	30 days	Discontinue

Add Shift Assignments

Add Shift Assignments

1. Click **Job Description**.



2. Click 0 assignment(s).

≡	17	Night1	7 assignment(s)	3 employee(s)
≡	18	Nights2	7 assignment(s)	3 employee(s)
≡	19	Night3	7 assignment(s)	3 employee(s)
≡	20	Night4	7 assignment(s)	3 employee(s)
≡	21	BB 1	0 assignment(s)	0 employee(s)



3. Click **Add a shift**.

SHIFT ASSIGNMENTS

Job Description: BB1

No shift assignments have been added to this job description. Click "Add a Shift" to create a new shift assignment.

Add a Shift

4. In the **Assignment Id** box, type a value no more than 8 characters long that reflects the job description name.

5. Select the check boxes for the days of the week you need coverage for the shift assignment.

6. On the **Location** menu, click the location.

7. On the **Start** menu, click the start time.

8. In the **Duration** box, type the duration.

9. In the **Unpaid Break** box, type the length of time.

10. Click **Save Changes**.

SHIFT ASSIGNMENTS > NEW SHIFT ASSIGNMENT

Job Description
BB1

Assignment Id* ?
BB1

DAYS* ?

All Days Manual assign only

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

WHEN AND WHERE ?

Location* ?
Blood Bank

Start* ? Duration* ? Unpaid Break* ? End

8:00 8.50 30

Changes take effect after rebuild of schedules starting 11/10/2013 or later

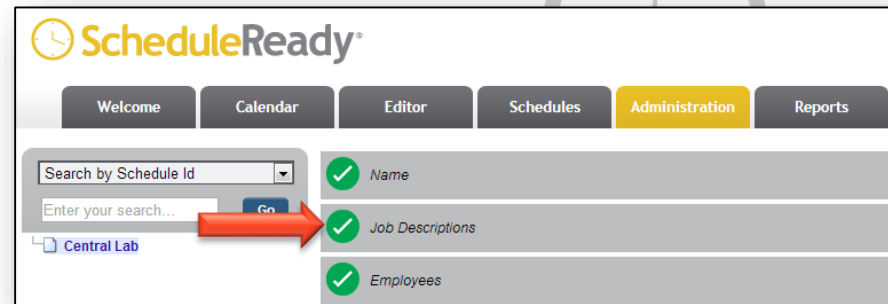
Save Changes

Edit Shift Assignments

Shift assignment edits will not impact schedule periods that are locked for editing or published. Changes will go into effect for schedule periods with **Automatic Build** status during the next system rebuild.

Edit Shift Assignments

1. Click **Job Description**.



2. In the row of the shift assignments you wish to edit, click assignment(s).

≡ 17	Night1	7 assignment(s)	3 employee(s)
≡ 18	Nights2	7 assignment(s)	3 employee(s)
≡ 19	Night3	7 assignment(s)	3 employee(s)
≡ 20	Night4	7 assignment(s)	3 employee(s)
≡ 21	BB1	5 assignment(s)	! 0 employee(s)

3. To add a day of the week to the shift assignment, click **ON**.
4. To remove a day of the week from the shift assignment, click **OFF**.
5. To change the starting time, duration, unpaid break, or name of the shift assignment, click **Edit**.
6. After you make your changes, click **Save Changes**.

SHIFT ASSIGNMENTS

Job Description: BB1

SHIFT ASSIGNMENTS ?

Assignment	When	Where	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Min Off	Override	Priority	Skill Level	New
BB1	8:00 - 16:30		OFF	ON	ON	ON	ON	ON	OFF	8.00	None	Priority 1		Edit

Save Changes

SHIFT ASSIGNMENTS > NEW SHIFT ASSIGNMENT

Job Description
BB1

Assignment Id* ?
BB1

DAYS* ?

All Days

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

WHEN AND WHERE ?

Location* ?
Blood Bank

Start* ? Duration* ? Unpaid Break* ? End

8:00 8.50 30

Changes take effect after rebuild of schedules starting 11/10/2013 or later

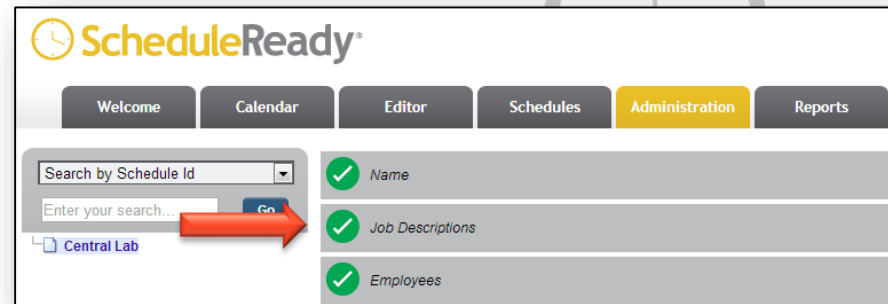
Save Changes

Create Manual Shift Assignments

Manual shift assignments are available to be added within the schedule editor in an ad-hoc capacity. The system will not include manual shift assignment as a part of the system build.

Create Manual Shift Assignments

1. Click **Job Description**.



2. Click **0 assignment(s)**.

≡ 17	Night1	7 assignment(s)	3 employee(s)
≡ 18	Nights2	7 assignment(s)	3 employee(s)
≡ 19	Night3	7 assignment(s)	3 employee(s)
≡ 20	Night4	7 assignment(s)	3 employee(s)
≡ 21	BB 1	0 assignment(s)	0 employee(s)

3. Click **Add a shift**.

4. In the **Assignment Id** box, type a value no more than 8 characters long that reflects the job description name.


5. Select the **Manual assign only** check box.


6. Click **Save Changes**.

SHIFT ASSIGNMENTS


Job Description: BB1


No shift assignments have been added to this job description. Click "Add a Shift" to create a new shift assignment.

Add a Shift 

SHIFT ASSIGNMENTS > NEW SHIFT ASSIGNMENT 

Job Description
BB1

Assignment Id*? 

DAYS? 
 Manual assign only

All Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

WHEN AND WHERE?
Manual assign only
Changes take effect after rebuild of schedules starting 11/10/2013 or later

Save Changes 