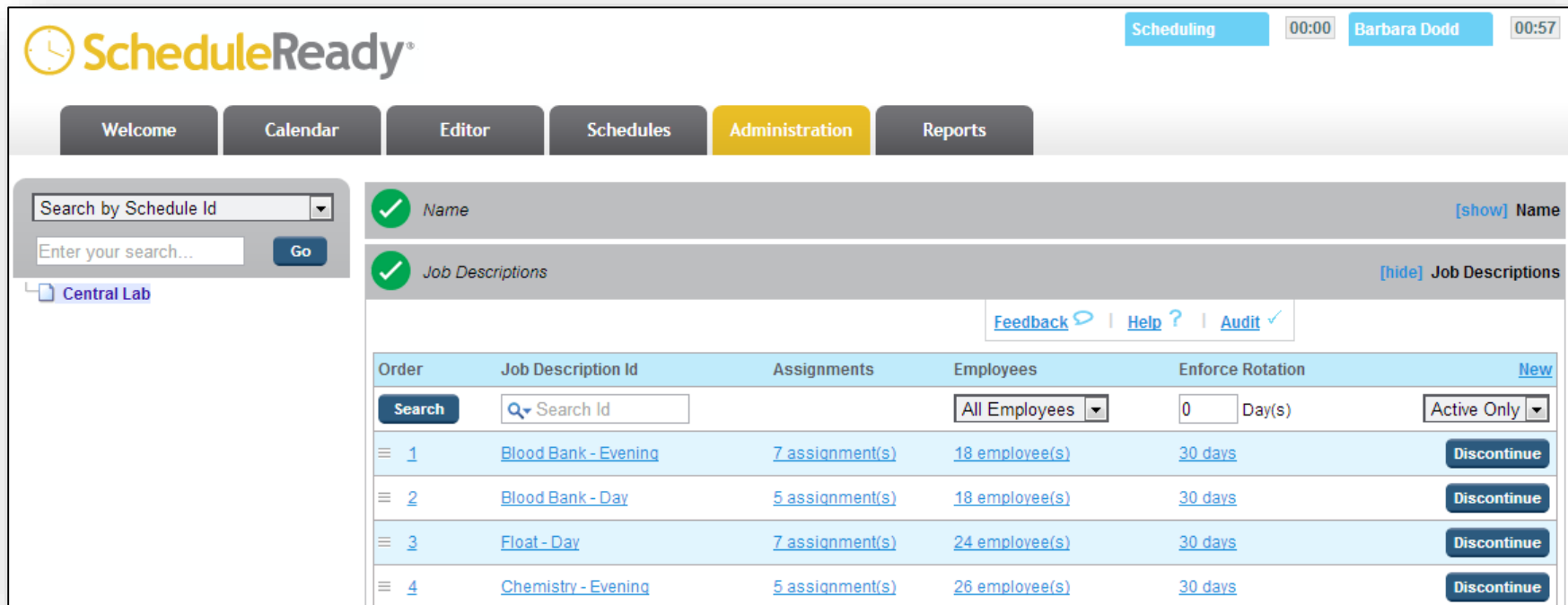


## Administration Tab

### Job Description Color Bar

This reference guide provides a process overview of how to set consecutive day values for job descriptions within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Set consecutive day values for job descriptions



The screenshot shows the ScheduleReady Administration interface. The top navigation bar includes 'Welcome', 'Calendar', 'Editor', 'Schedules', 'Administration' (highlighted), and 'Reports'. The 'Administration' section is active, displaying a search bar for 'Search by Schedule Id' and a 'Go' button. Below the search bar, there are two expandable sections: 'Name' (expanded) and 'Job Descriptions' (collapsed). The 'Job Descriptions' section contains a table with the following data:

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	<a href="#">Blood Bank - Evening</a>	<a href="#">7 assignment(s)</a>	<a href="#">18 employee(s)</a>	<a href="#">30 days</a>	<a href="#">Discontinue</a>
2	<a href="#">Blood Bank - Day</a>	<a href="#">5 assignment(s)</a>	<a href="#">18 employee(s)</a>	<a href="#">30 days</a>	<a href="#">Discontinue</a>
3	<a href="#">Float - Day</a>	<a href="#">7 assignment(s)</a>	<a href="#">24 employee(s)</a>	<a href="#">30 days</a>	<a href="#">Discontinue</a>
4	<a href="#">Chemistry - Evening</a>	<a href="#">5 assignment(s)</a>	<a href="#">26 employee(s)</a>	<a href="#">30 days</a>	<a href="#">Discontinue</a>

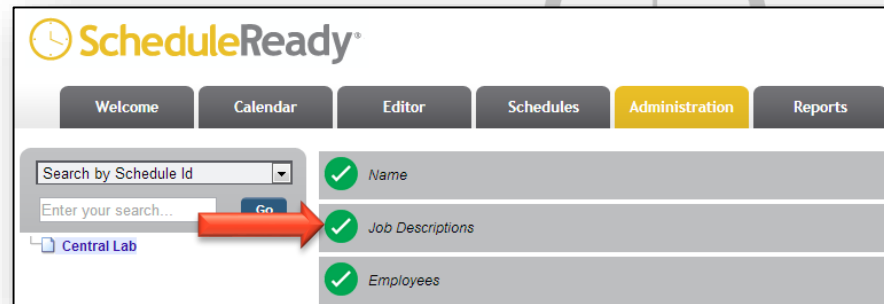
The table also includes a search bar for 'Search Id', a dropdown for 'All Employees', and a 'Day(s)' field set to '0'. The 'Active Only' filter is also visible.

## Set Consecutive Day Values for Job Descriptions

For job descriptions that require employees to be rotated to another job description after a specific number of consecutive days worked, you can set a maximum to the number of days an employee can be scheduled for the job description.

### Set Consecutive Day Values for Job Descriptions

1. Click **Job Description**.



2. In the row of the job description you wish to set consecutive day values for, click [employee\(s\)](#).

The screenshot shows the 'Job Descriptions' table in the ScheduleReady interface. The table has columns for Order, Job Description Id, Assignments, Employees, Enforce Rotation, and a 'New' button. A red arrow points to the '18 employee(s)' link in the first row.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
1	Blood Bank - Evening	7 as	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

3. In the row of an employee that is qualified to work the job description in question, on the **Consecutive Days** menu click the maximum number of consecutive days that the employee can be schedule to work.

**EMPLOYEES**

Job Description: Blood Bank - Evening  
Assigned Employees: 20 employee(s) [view](#)

Employee	Skill Level	Consecutive Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat
James Gardner	Medium	N/A	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)
Elizabeth Bruch	Medium	N/A	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)
Jim Rodgers	Medium	N/A	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)	BB2 (14:00)

