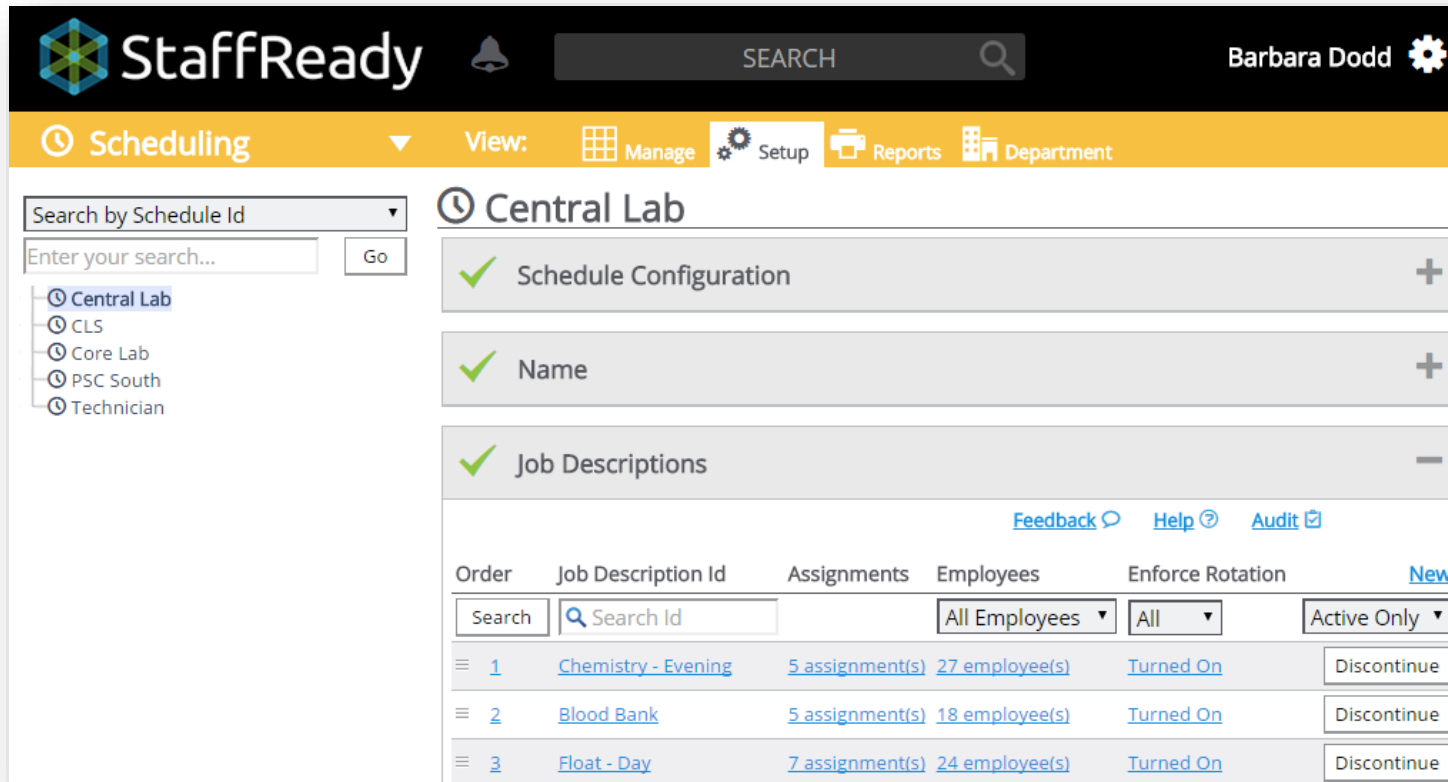


Setup View – Job Description Color Bar Consecutive Day Value

This reference guide provides a process overview of how to **Set Consecutive Day Values for Job Descriptions** within the **Job Description** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Set consecutive day values for job descriptions



The screenshot shows the StaffReady Scheduling Module interface. The user is logged in as Barbara Dodd. The navigation bar includes 'Scheduling', 'View: Manage Setup Reports Department', and a search bar. The left sidebar shows a tree view with 'Central Lab' selected. The main content area is titled 'Central Lab' and contains three expandable sections: 'Schedule Configuration', 'Name', and 'Job Descriptions'. The 'Job Descriptions' section is expanded, showing a table with columns for Order, Job Description Id, Assignments, Employees, Enforce Rotation, and a 'New' button. The table lists three job descriptions: 'Chemistry - Evening', 'Blood Bank', and 'Float - Day'.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	Chemistry - Evening	5 assignment(s)	27 employee(s)	Turned On	Discontinue
2	Blood Bank	5 assignment(s)	18 employee(s)	Turned On	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	Turned On	Discontinue

Set Consecutive Day Value for Job Descriptions

Add New Job Description

1. Click **Job Description** color bar.
2. In the row of the job description box you wish to set consecutive day value for, click **Employee(s)**.
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.
4. Click **Save Changes**.

View: Manage Setup Department

5East

✓ Name +

✓ Job Descriptions ←

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
Search	Q Search Id		All Employees	All	Active Only
1	IV2	5 assignment(s)	4 employee(s) ←	Off	Discontinue
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off	Discontinue
3	IV3	5 assignment(s)	4 employee(s)	Off	Discontinue
4	D2	5 assignment(s)	4 employee(s)	Off	Discontinue

Employees

Save Changes

Job Description: IV2

Assigned Employees: 4 employee(s) [view](#)

Employee	Skill Level	Consecutive Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Bob Martin	Medium	2 ←		✓ IV2 (20:00)	✓ IV2 (20:00)	✓ IV2 (20:00)	✓ IV2 (20:00)	✓ IV2 (20:00)	
Mike Thompson	Medium	2		! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	
Josh Hartman	Medium			! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	
Jim Bob	Medium			! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	! IV2 (20:00)	
Andy Kopf	Not Qualified								

Save Changes ←