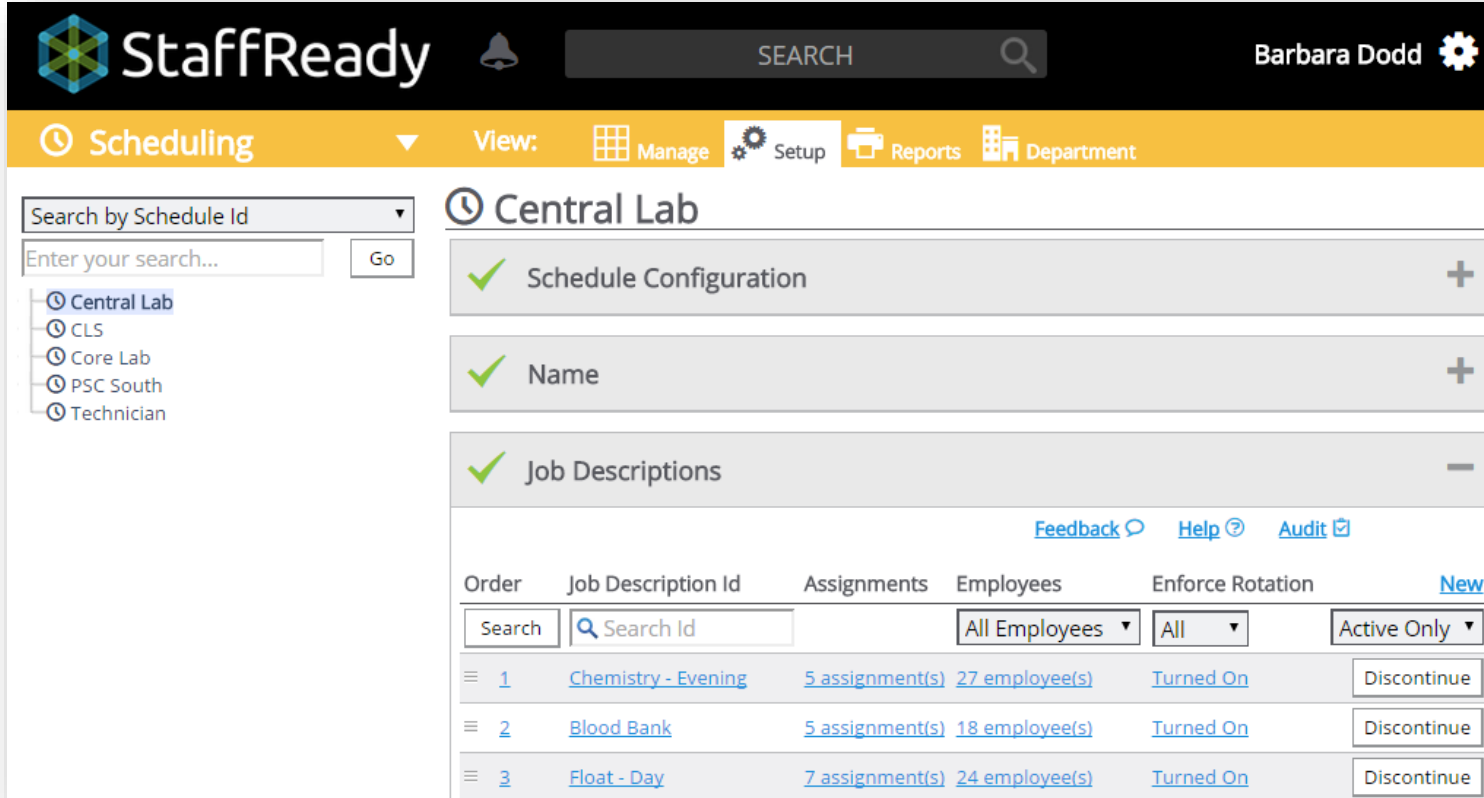


Setup View – Job Description Color Bar Discontinue Job Description

This reference guide provides a process overview of how to **Discontinue 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:

- Discontinue job descriptions from schedule
- Reinstate discontinued job descriptions



The screenshot shows the StaffReady Scheduling Module interface. The user is logged in as Barbara Dodd. The 'Scheduling' menu is active, and the 'Central Lab' setup view is displayed. The 'Job Descriptions' section is expanded, showing a table of job descriptions. The table has columns for Order, Job Description Id, Assignments, Employees, Enforce Rotation, and a 'Discontinue' button for each row.

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

Discontinue Job Descriptions

Discontinue Job Descriptions

1. Click **Job Description** color bar.
2. In the row of the job description box you wish to remove from schedule, click **Discontinue**.

The screenshot shows the '5East' interface with a table of job descriptions. The 'Job Descriptions' header is highlighted in grey, and an orange arrow points to it from the left. The table has columns for Order, Job Description Id, Assignments, Employees, and Enforce Rotation. The first row (Order 1) has Job Description Id 'IV2', 5 assignments, 4 employees, and Enforce Rotation 'Off'. A 'Discontinue' button is visible at the end of this row, with an orange arrow pointing to it from the right.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
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

3. At the bottom of the table, for the job description you wish to reactivate, click **Reactivate**.

The screenshot shows the '5East' interface with the same table of job descriptions. The 'Discontinue' button at the end of the first row (Order 1) is highlighted in grey, and an orange arrow points to it from the right. The 'Job Descriptions' header is also visible at the top of the table.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
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 10/01/2014	0 assignment(s)	4 employee(s)	Off	Reactivate