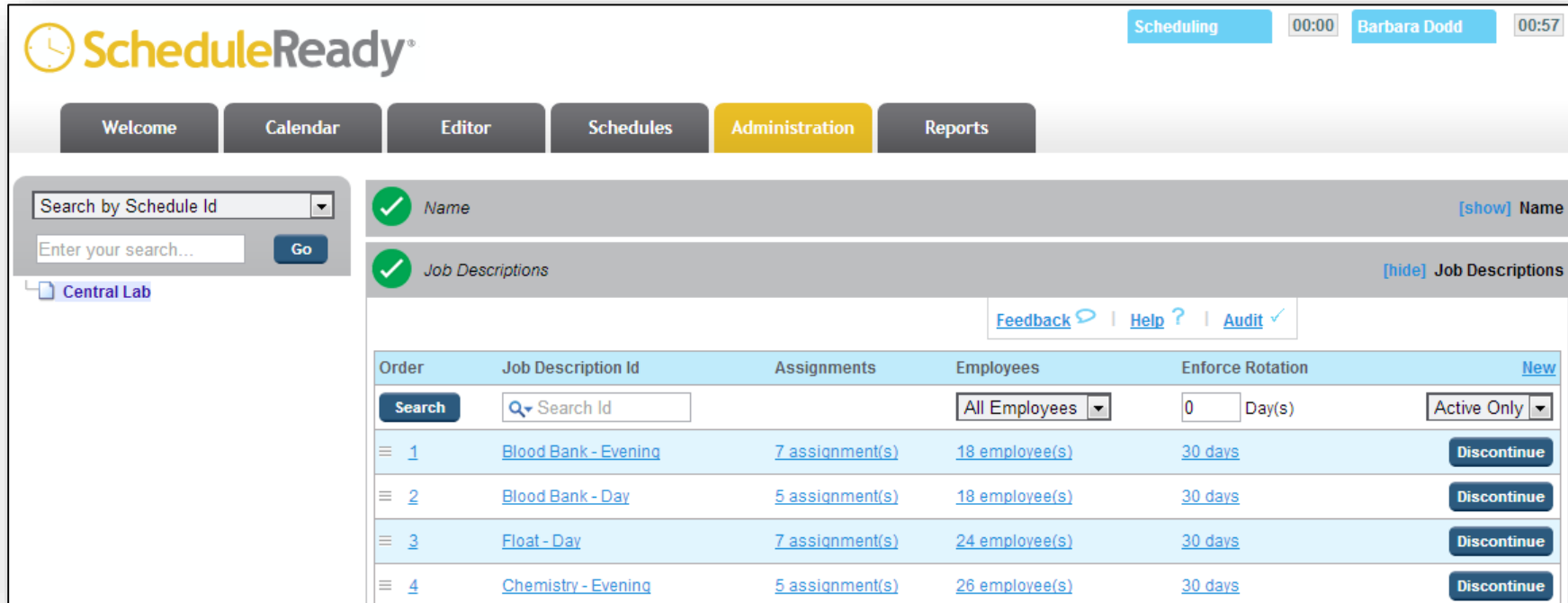


Administration Tab

Job Description Color Bar

This reference guide provides a process overview of how to discontinue job descriptions from the schedule within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Discontinue job descriptions from the schedule
- 🕒 Reactivate discontinued job descriptions

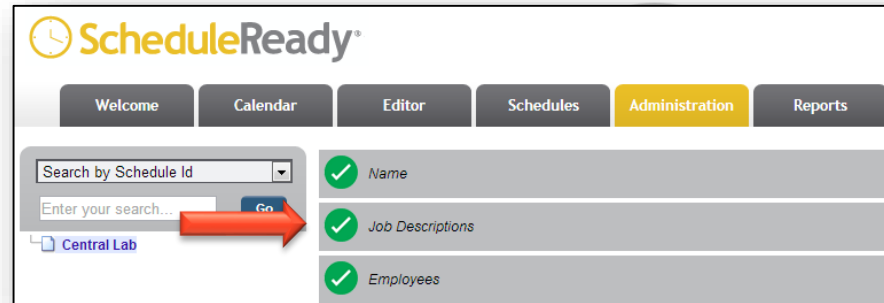
The screenshot shows the ScheduleReady Administration interface. At the top, there are navigation tabs: Welcome, Calendar, Editor, Schedules, Administration (highlighted), and Reports. A search bar on the left allows searching by Schedule Id. The main content area displays a table of job descriptions with columns for Order, Job Description Id, Assignments, Employees, and Enforce Rotation. Each row includes a 'Discontinue' button.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
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

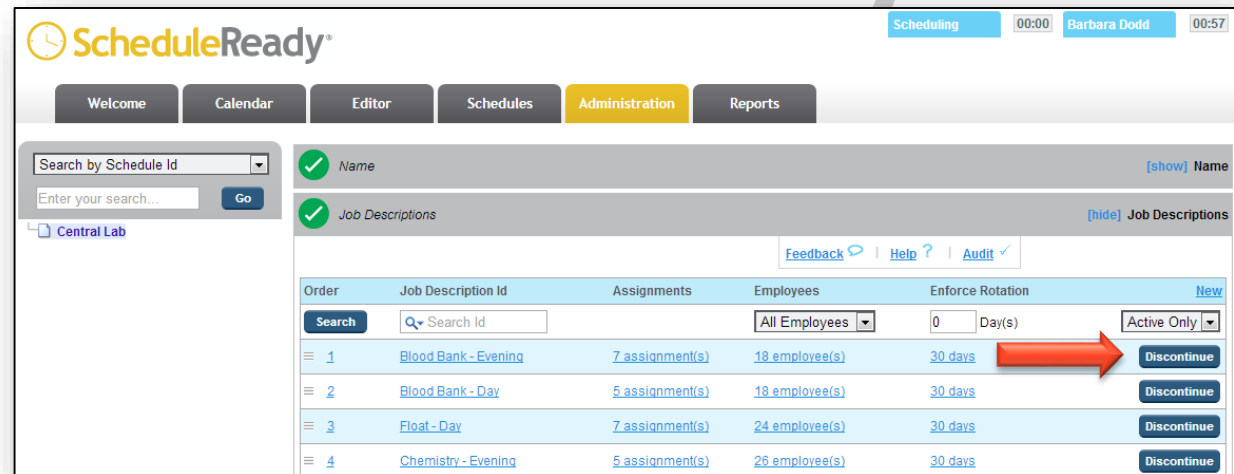
Discontinue Job Descriptions

Discontinue Job Descriptions

1. Click **Job Description**.



2. For the job description you wish to remove from your schedule, click **Discontinue**.



3. In the **Last Day to Schedule** box, type the last date that the job description should be active on the schedule.
4. Click **Save Changes**.

DISCONTINUE JOB DESCRIPTION ✕

Job Description Id
Blood Bank - Evening

Last Day To Schedule*? ?



Reactivate Discontinued Job Descriptions

Reactivate Discontinued Job Descriptions

1. Click **Job Description**.
2. To view job descriptions that have been removed from the schedule, on the **Show** menu, click **Show All**.
3. At the bottom of the table, for the job description you wish to reactivate, click **Reactivate**.

The screenshot shows the ScheduleReady Administration interface. At the top, there are navigation tabs: Welcome, Calendar, Editor, Schedules, Administration (highlighted), and Reports. Below the tabs is a search bar with a dropdown menu set to 'Search by Schedule Id' and a 'Go' button. To the right of the search bar are two green checkmarks: 'Name' and 'Job Descriptions'. Below the search bar is a sidebar with 'Central Lab' selected. The main content area features a table with columns: Order, Job Description Id, Assignments, Employees, Enforce Rotation, and a 'New' column. The 'Enforce Rotation' column has a dropdown menu set to '0' with a red arrow pointing to it. The 'New' column has a dropdown menu set to 'Active Only'. The table contains 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

The screenshot shows the bottom portion of the job descriptions table. It contains three rows, each with a 'Reactivate' button. A red arrow points to the 'Reactivate' button for the first row.

22	3Surgery 12/02/2012	0 assignment(s)	0 employee(s)	Not enforced	Reactivate
23	ICU 04/07/2013	0 assignment(s)	15 employee(s)	30 days	Reactivate
24	F5 04/07/2013	0 assignment(s)	1 employee(s)	Not enforced	Reactivate

