

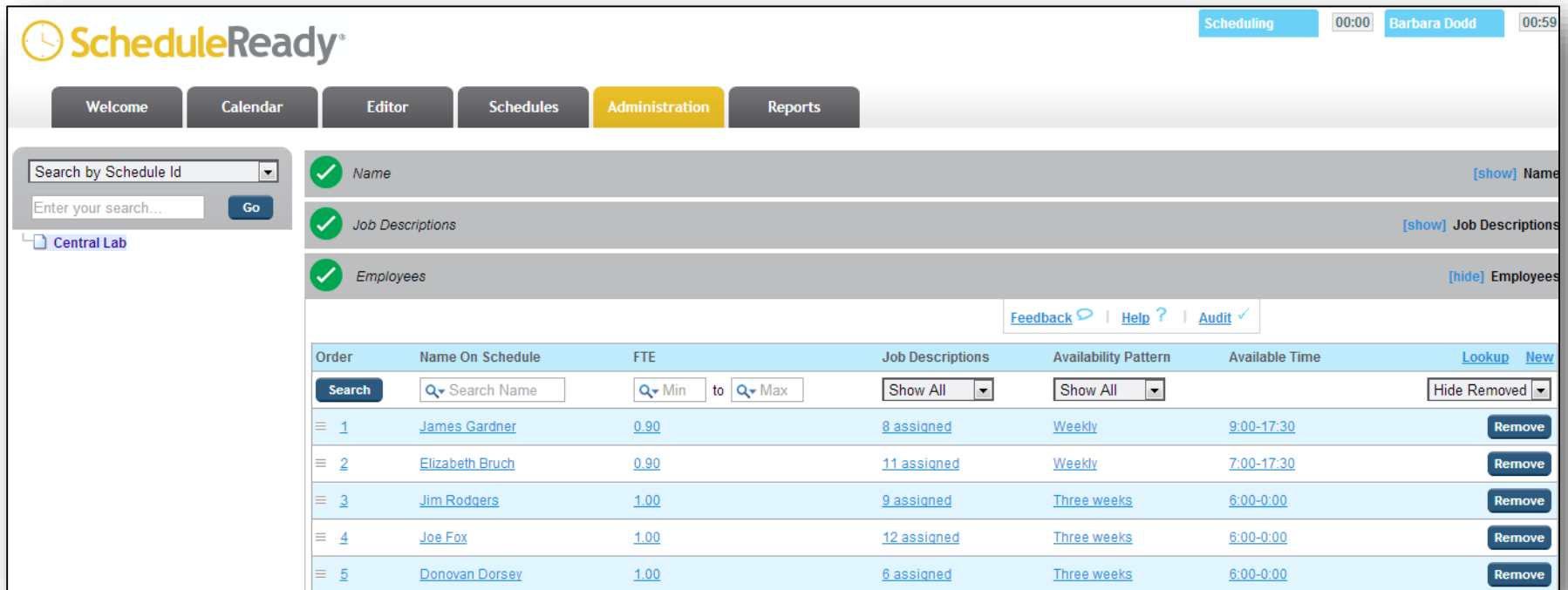


## Administration Tab Employee Color Bar

This reference guide provides a process overview of how to edit employee availability times within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

-  Edit employee availability times
-  View updated availability values

The screenshot shows the ScheduleReady Administration tab interface. The top navigation bar includes 'Welcome', 'Calendar', 'Editor', 'Schedules', 'Administration' (highlighted), and 'Reports'. The 'Administration' section is active, showing a search bar for 'Search by Schedule Id' and a list of items: 'Name', 'Job Descriptions', and 'Employees'. Below this is a table of employees with columns for Order, Name On Schedule, FTE, Job Descriptions, Availability Pattern, and Available Time. Each row has a 'Remove' button.

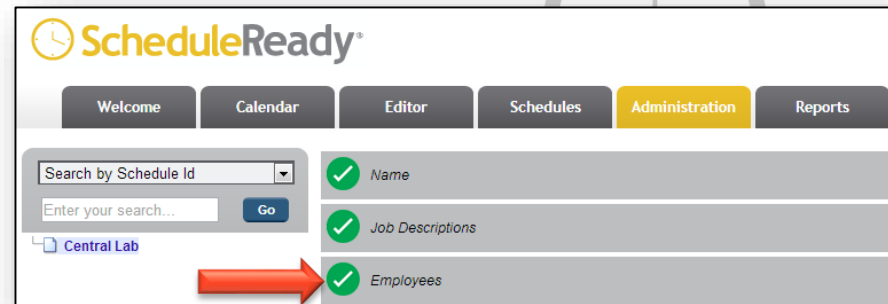
Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	James Gardner	0.90	8 assigned	Weekly	9:00-17:30	Remove	
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30	Remove	
3	Jim Rodgers	1.00	9 assigned	Three weeks	6:00-0:00	Remove	
4	Joe Fox	1.00	12 assigned	Three weeks	6:00-0:00	Remove	
5	Donovan Dorsey	1.00	6 assigned	Three weeks	6:00-0:00	Remove	

## Edit Employee Availability Times

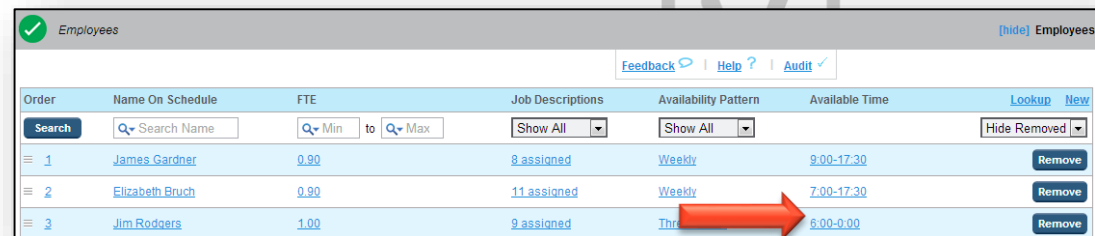
The changes applied when editing employee availability times cannot affect schedules locked for editing or published. They can only go into effect for the next schedule period during the automatic build (the nightly build) or a manual build.

### Edit Employee Availability Times

1. Click **Employees**.



2. In the row of the employee whose availability time you wish to edit, click the [time](#) value.



A screenshot of the 'Employees' table in the ScheduleReady application. The table has columns for 'Order', 'Name On Schedule', 'FTE', 'Job Descriptions', 'Availability Pattern', 'Available Time', and 'Lookup'. There are also search filters for 'Search Name', 'Min', and 'Max'. A red arrow points to the 'Available Time' value '8:00-0:00' in the third row.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup
1	James Gardner	0.90	8 assigned	Weekly	9:00-17:30	Remove
2	Elizabeth Bruch	0.90	11 assigned	Weekly	7:00-17:30	Remove
3	Jim Rodgers	1.00	9 assigned	Thru	8:00-0:00	Remove



- On the **Start Time** menu, click the time you wish for the employee to start shifts.
- In the **Shift Length** box, type the number of hours you wish the employee to be available.

In this example, the employee will be available to receive qualified shift assignments starting as early as 6:00 AM, and ending as late as 00:00 AM (midnight).

- If you wish to limit the employee availability to a specific location, in the **Location** menu, click the appropriate location.
- In the **Click Days To Apply** table, click the days that the employee should be available to be scheduled.
- Deselect a day by clicking it again.
- Click **Save Changes**.

**Note:** You can apply varying start time and shift length values on different days, by selecting a different value in the **Start Time** menu and typing a different value in the **Shift Length** box, in between clicking on days.

**EDIT AVAILABLE TIME**

**CHOOSE TIME AND LOCATION**

Full Name: Jim Rodgers  
Availability Pattern: Three weeks (07/14/2013 - 08/03/2013)

Start Time ? : 6:00  
Shift Length ? : 18

**EDIT AVAILABLE TIME**

**CHOOSE TIME AND LOCATION**

Full Name: Jim Rodgers  
Availability Pattern: Three weeks (07/14/2013 - 08/03/2013)

Start Time ? : 6:00  
Shift Length ? : 18  
Location ? : All Locations

**CLICK DAYS TO APPLY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
07/14 6-0 All Locations 1	07/15 6-0 All Locations 2	07/16 6-0 All Locations 3	07/17 6-0 All Locations 4	07/18 6-0 All Locations 5	07/19 6-0 All Locations 6	07/20 OFF 7
07/21 OFF 8	07/22 6-0 All Locations 9	07/23 6-0 All Locations 10	07/24 6-0 All Locations 11	07/25 6-0 All Locations 12	07/26 6-0 All Locations 13	07/27 OFF 14
07/28 OFF 15	07/29 6-0 All Locations 16	07/30 6-0 All Locations 17	07/31 6-0 All Locations 18	08/01 6-0 All Locations 19	08/02 OFF 20	08/03 6-0 All Locations 21

Save Changes

# View Updated Availability Values

## View Updated Availability Values

1. To view the updated availability within the schedule editor, click the **Schedules** tab.
2. In the left navigation pane, select the **Availability** check box.

The screenshot shows the ScheduleReady software interface. At the top, there are navigation tabs: Welcome, Calendar, Schedules (highlighted with a red arrow), and Administration. Below the tabs, the 'SCHEDULES' section is visible, with a dropdown menu set to 'Central Lab'. A left-hand navigation pane contains several sections: 'Modify Schedule' (with a '16' badge), 'Feedback', 'Help', and 'Audit'; a set of action buttons (Edit, Move, Copy, Unassign, Explain, Delete, Bid); 'Add to Schedule', 'Adjust Template', 'Manage Leave' (with a '3' badge), and 'Approve Trades' (with a '0' badge); and a 'View' section with checkboxes for Time, Location, Availability (checked and highlighted with a red arrow), Hours, Overtime, and Notes. The main area displays a grid of employee names and their assigned shifts for dates from 09/15 to 09/20. Employees listed include James Gardner, Elizabeth Bruch, Jim Rodgers, Joe Fox, Donovan Dorsey, Allison McAllister, Jaime Glover, Dennis Alvarez, Maggie Bouchard, Joseph Gonzalez, Brian Curtis, Mary Taylor, Angela Reed, and Joel Gabriel.

**Note:** The schedule will not reflect the change in availability until the next schedule build and only for schedules that in the **Automatic Build** state.

Jim Rodgers	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location
Joe Fox	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location
Donovan Dorsey	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location
Allison McAllister	OFF	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	OFF	OFF	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location	8:00-0:00 Any Location