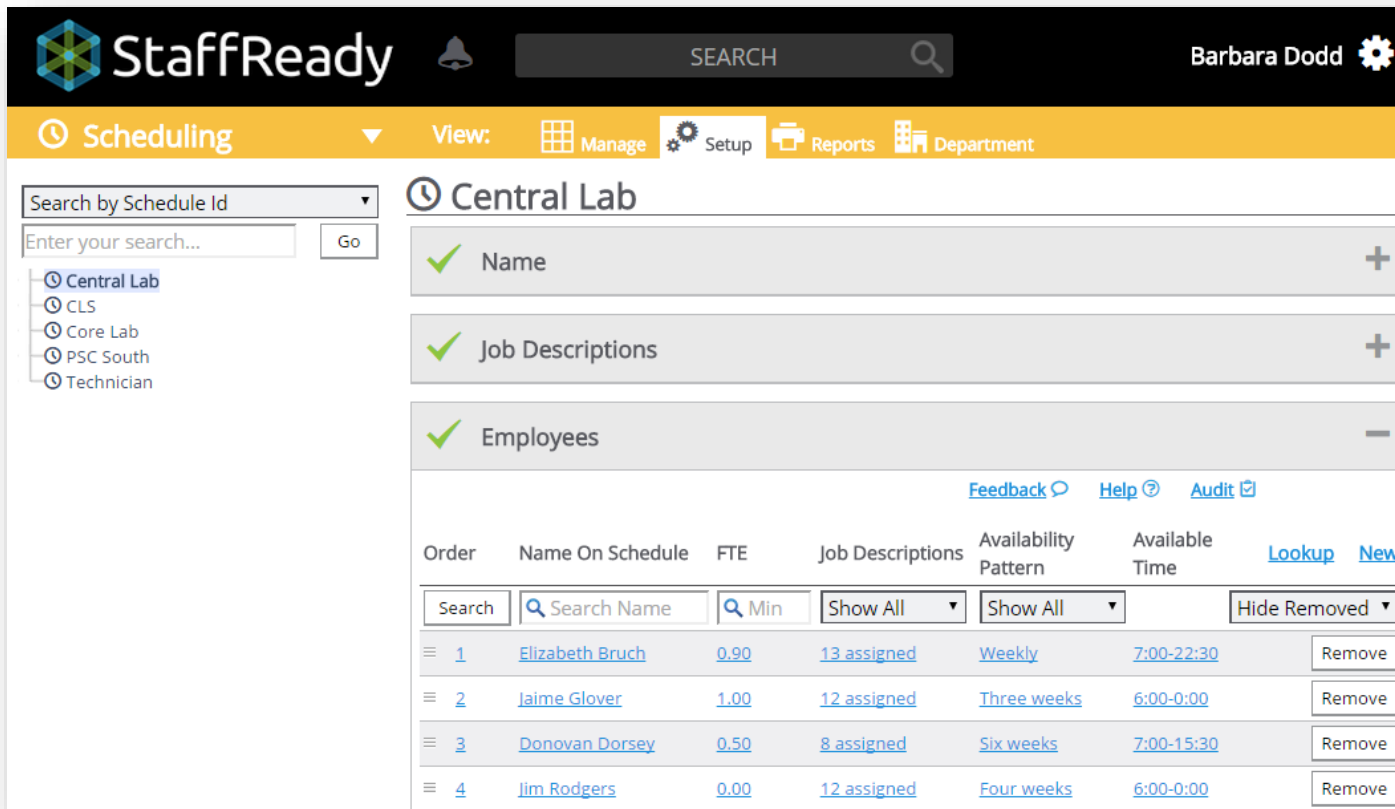


## Setup View – Employee Color Bar

### Edit Employee Available Times

This reference guide provides a process overview of how to **Edit Employee Available Times** within the **Employee Color Bar** in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Edit employee available times
- View updated available times



The screenshot displays the StaffReady Scheduling Module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. The main navigation tabs are 'Scheduling', 'Manage', 'Setup', 'Reports', and 'Department'. The 'Setup' tab is active, showing the 'Central Lab' configuration page. On the left, there is a search bar for 'Search by Schedule Id' and a list of departments: Central Lab, CLS, Core Lab, PSC South, and Technician. The main content area shows the 'Central Lab' setup with sections for 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' section is expanded, showing a table of employees with their available times.

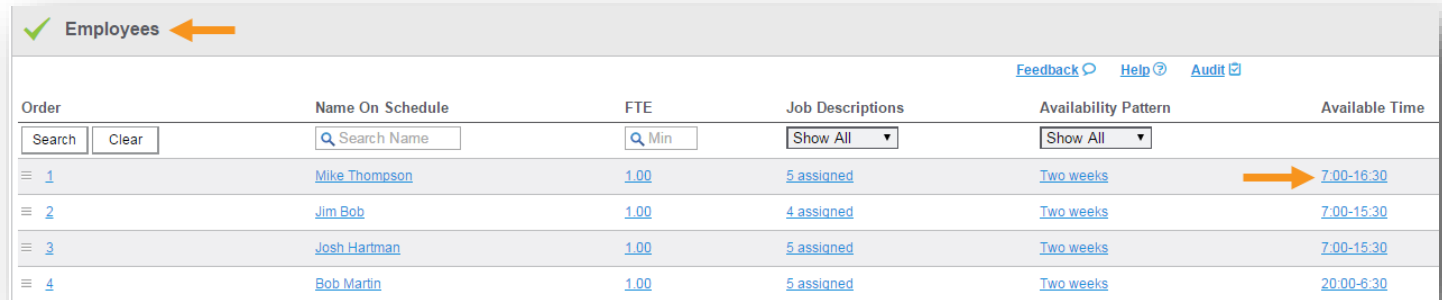
Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	<a href="#">Elizabeth Bruch</a>	0.90	<a href="#">13 assigned</a>	<a href="#">Weekly</a>	<a href="#">7:00-22:30</a>	<a href="#">Remove</a>	
2	<a href="#">Jaime Glover</a>	1.00	<a href="#">12 assigned</a>	<a href="#">Three weeks</a>	<a href="#">6:00-0:00</a>	<a href="#">Remove</a>	
3	<a href="#">Donovan Dorsey</a>	0.50	<a href="#">8 assigned</a>	<a href="#">Six weeks</a>	<a href="#">7:00-15:30</a>	<a href="#">Remove</a>	
4	<a href="#">Jim Rodgers</a>	0.00	<a href="#">12 assigned</a>	<a href="#">Four weeks</a>	<a href="#">6:00-0:00</a>	<a href="#">Remove</a>	

## Edit Employee Available Times

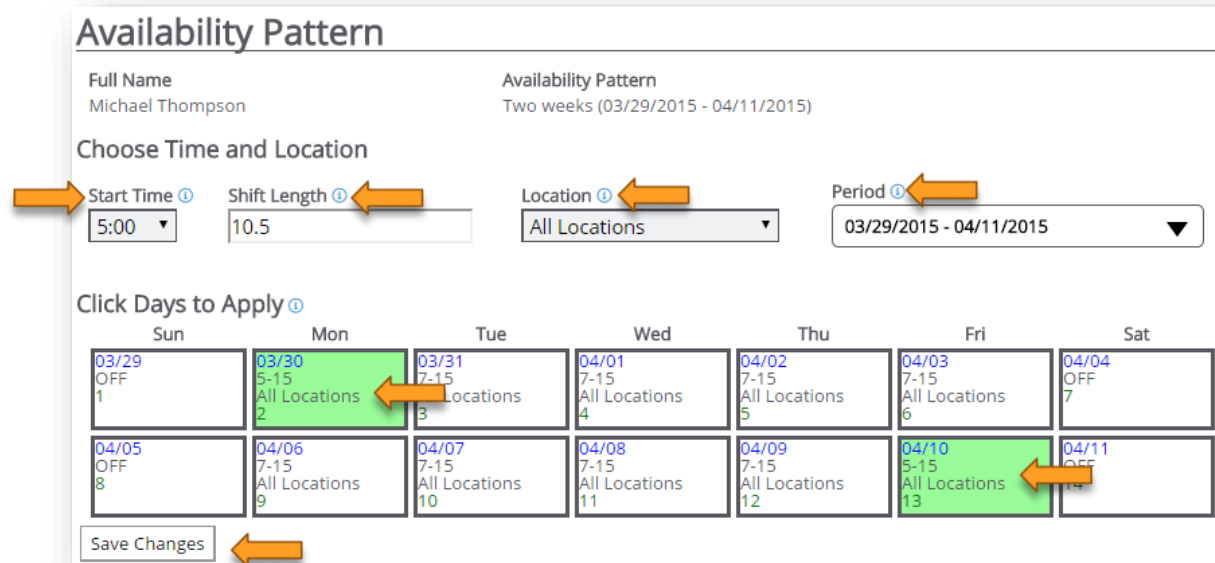
The changes applied when editing employee available times cannot affect schedules locked for editing or published. They can only go into effect for the next schedule period during the automatic build (the nightly build) or a manual build.

### Edit Employee Available Times

1. Click the **Employees** color bar.
2. In the row of the employee whose availability time you wish to edit, click the **time value** link.
3. On the **Start Time** menu, click the time you wish for the employee to start shifts.
4. In the **Shift Length** box, type the number of hours you wish the employee to be available.
5. If you wish to limit the employee availability to a specific location, in the **Location** menu, click the appropriate location.
6. If you wish to view the employee availability applied to a different period, in the **Period** menu click the appropriate Period.



Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time
1	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30
2	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30
3	Josh Hartman	1.00	5 assigned	Two weeks	7:00-15:30
4	Bob Martin	1.00	5 assigned	Two weeks	20:00-6:30



### Availability Pattern

Full Name: Michael Thompson  
Availability Pattern: Two weeks (03/29/2015 - 04/11/2015)

Choose Time and Location

Start Time: 5:00  
Shift Length: 10.5  
Location: All Locations  
Period: 03/29/2015 - 04/11/2015

Click Days to Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
03/29 OFF 1	03/30 5-15 All Locations 2	03/31 7-15 All Locations 3	04/01 7-15 All Locations 4	04/02 7-15 All Locations 5	04/03 7-15 All Locations 6	04/04 OFF 7
04/05 OFF 8	04/06 7-15 All Locations 9	04/07 7-15 All Locations 10	04/08 7-15 All Locations 11	04/09 7-15 All Locations 12	04/10 5-15 All Locations 13	04/11 OFF 14

Save Changes

7. In the **Click Days To Apply** table, click the days that the employee should be available to be scheduled.
8. Deselect a day by clicking it again.
9. Click **Save Changes**.

**Note:** Employees have one Availability Pattern. When changing Periods you are viewing how the employees' patterns applies to that period, not viewing a 2<sup>nd</sup> availability pattern.

**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.

### Availability Pattern

Full Name: Michael Thompson  
Availability Pattern: Two weeks (03/29/2015 - 04/11/2015)

**Choose Time and Location**

Start Time: 5:00  
Shift Length: 10.5  
Location: All Locations  
Period: 03/29/2015 - 04/11/2015

**Click Days to Apply**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
03/29 OFF 1	03/30 5-15 All Locations 2	03/31 7-15 All Locations 3	04/01 7-15 All Locations 4	04/02 7-15 All Locations 5	04/03 7-15 All Locations 6	04/04 OFF 7
04/05 OFF 8	04/06 7-15 All Locations 9	04/07 5-15 All Locations 10	04/08 7-15 All Locations 11	04/09 5-15 All Locations 12	04/10 5-15 All Locations 13	04/11 OFF 14

Save Changes

## View Updated Availability Values

### View Updated Availability Values

- To view the updated availability within the schedule editor, click the **Manage View**, in the **Scheduling Perspective**.
- In the left navigation pane, select the **Availability** check box, within the **View Menu**.

**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.

The screenshot shows the StaffReady Scheduling interface. At the top, there is a 'Scheduling' header with a 'View:' dropdown set to 'Manage'. Below this, the '5East' schedule is selected. The left sidebar contains a 'Schedules' list with '5East' selected, and a 'View Menu' at the bottom with the 'Availability' checkbox checked. The main area displays a weekly schedule grid for the period 11/02/2014 to 11/10/2014. The grid shows unassigned shifts for various employees, including Mike Thompson, Jim Bob, Josh Hartman, Bob Martin, Andy Kopf, Rhonda King, and Shift Bids. An orange arrow points to the 'Manage' button in the top navigation bar, and another orange arrow points to the 'Availability' checkbox in the 'View Menu'.

Employee Name	11/02	11/03	11/04	11/05	11/06	11/07	11/08	11/09	11/10
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Unassigned Shifts									
Mike Thompson	OFF	7:00-16:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	OFF	OFF	7:00-15:30 Any Location 3M Pharmacy
Jim Bob	OFF	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	OFF	OFF	7:00-15:30 Any Location IV3
Josh Hartman	OFF	7:00-15:30 Any Location D2	7:00-15:30 Any Location	7:00-15:30 Any Location	7:00-15:30 Any Location	7:00-15:30 Any Location	OFF	OFF	7:00-15:30 Any Location
Bob Martin	OFF	20:00-6:30 Any Location IV2	20:00-6:30 Any Location IV2	20:00-6:30 Any Location IV2	20:00-6:30 Any Location IV2	20:00-6:30 Any Location IV2	OFF	OFF	20:00-6:30 Any Location IV2
Andy Kopf	OFF	OFF	8:00-16:30 Any Location	OFF	OFF	OFF	OFF	OFF	8:00-16:30 Any Location
Rhonda King	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Shift Bids	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF