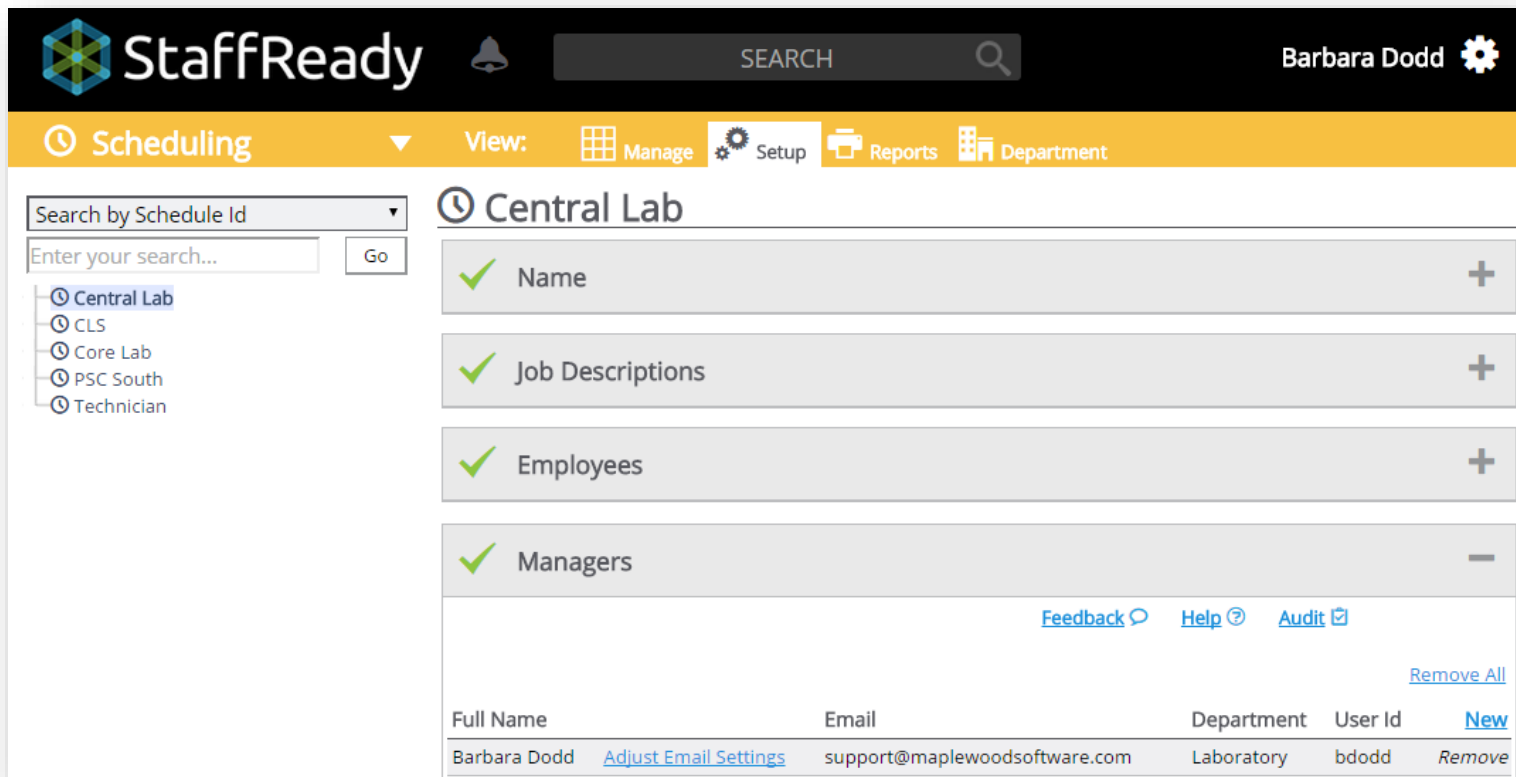


Setup View

Managers Color Bar

This reference guide provides an overview of the **Managers Color Bar** within the **Setup** view in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Overview of the managers color bar



The screenshot shows the StaffReady interface in the Setup view for the Central Lab. The top navigation bar includes the StaffReady logo, a search bar, and the user name Barbara Dodd. The main navigation bar shows the Scheduling module selected, with options for View: Manage, Setup, Reports, and Department. The left sidebar contains a search bar and a list of departments: Central Lab, CLS, Core Lab, PSC South, and Technician. The main content area displays the Central Lab setup page with a list of sections: Name, Job Descriptions, Employees, and Managers. Each section has a green checkmark and a plus sign, indicating it is active and expandable. The Managers section is currently collapsed, showing a minus sign. Below the list, there are links for Feedback, Help, and Audit, and a Remove All link. At the bottom, a table lists the user Barbara Dodd with links for Adjust Email Settings, Email, Department, User Id, and a Remove link.

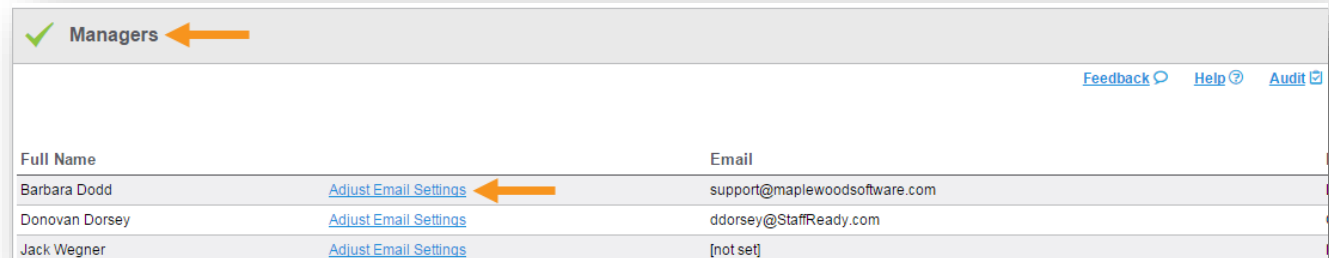
Full Name	Email	Department	User Id	
Barbara Dodd	Adjust Email Settings	support@maplewoodsoftware.com	Laboratory	bdodd Remove

Overview of Managers Color Bar

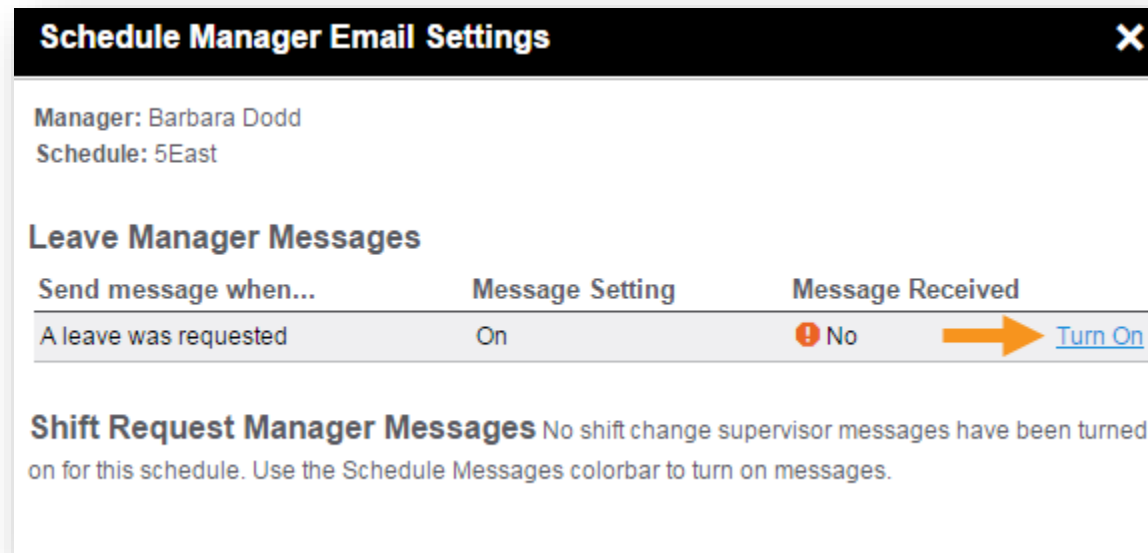
From the **Managers** Color Bar you can designate members of your organization as administrators for a schedule. You can also determine which managers should receive system-generated email messages about staff.

Overview of Managers Color Bar

1. Click the **Managers** color bar.
2. In the row of the manager you wish to adjust email settings, click **Adjust Email Settings** link.
3. If you wish to receive messages when requests have been submitted, click **Turn On**.



Full Name		Email
Barbara Dodd	Adjust Email Settings	support@maplewoodsoftware.com
Donovan Dorsey	Adjust Email Settings	ddorsey@StaffReady.com
Jack Wegner	Adjust Email Settings	[not set]



Schedule Manager Email Settings ✕

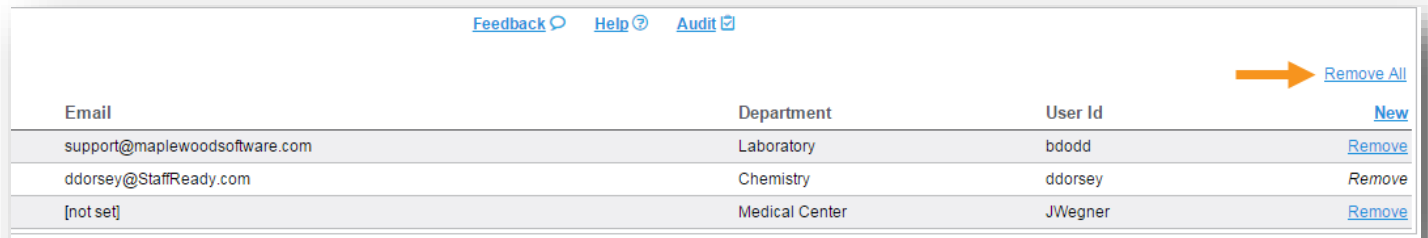
Manager: Barbara Dodd
Schedule: 5East

Leave Manager Messages

Send message when...	Message Setting	Message Received
A leave was requested	On	! No Turn On

Shift Request Manager Messages No shift change supervisor messages have been turned on for this schedule. Use the Schedule Messages colorbar to turn on messages.

4. To remove all listed schedule managers, click **Remove All**.

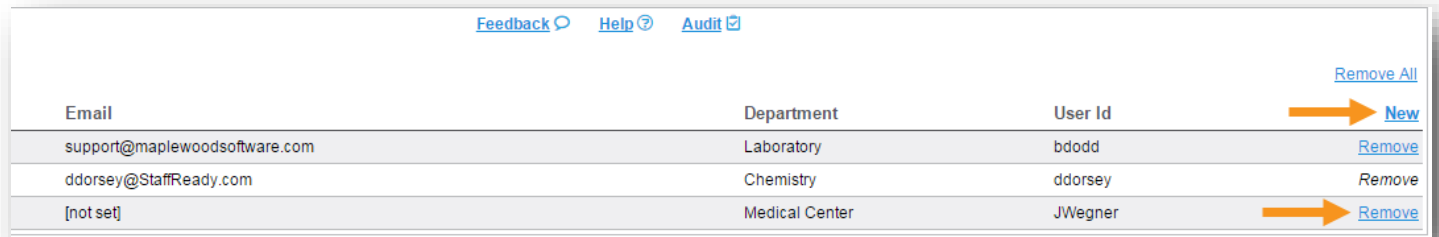


Feedback Help Audit

Email	Department	User Id	Remove All
support@maplewoodsoftware.com	Laboratory	bdodd	New
ddorsey@StaffReady.com	Chemistry	ddorsey	Remove
[not set]	Medical Center	JWegner	Remove

5. To add a new manager to the schedule, click **New**.

6. To remove a single manager from the schedule, click **Remove**



Feedback Help Audit

Email	Department	User Id	Remove All
support@maplewoodsoftware.com	Laboratory	bdodd	New
ddorsey@StaffReady.com	Chemistry	ddorsey	Remove
[not set]	Medical Center	JWegner	Remove