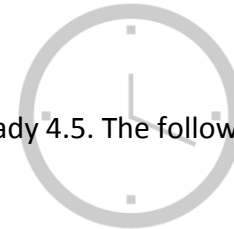
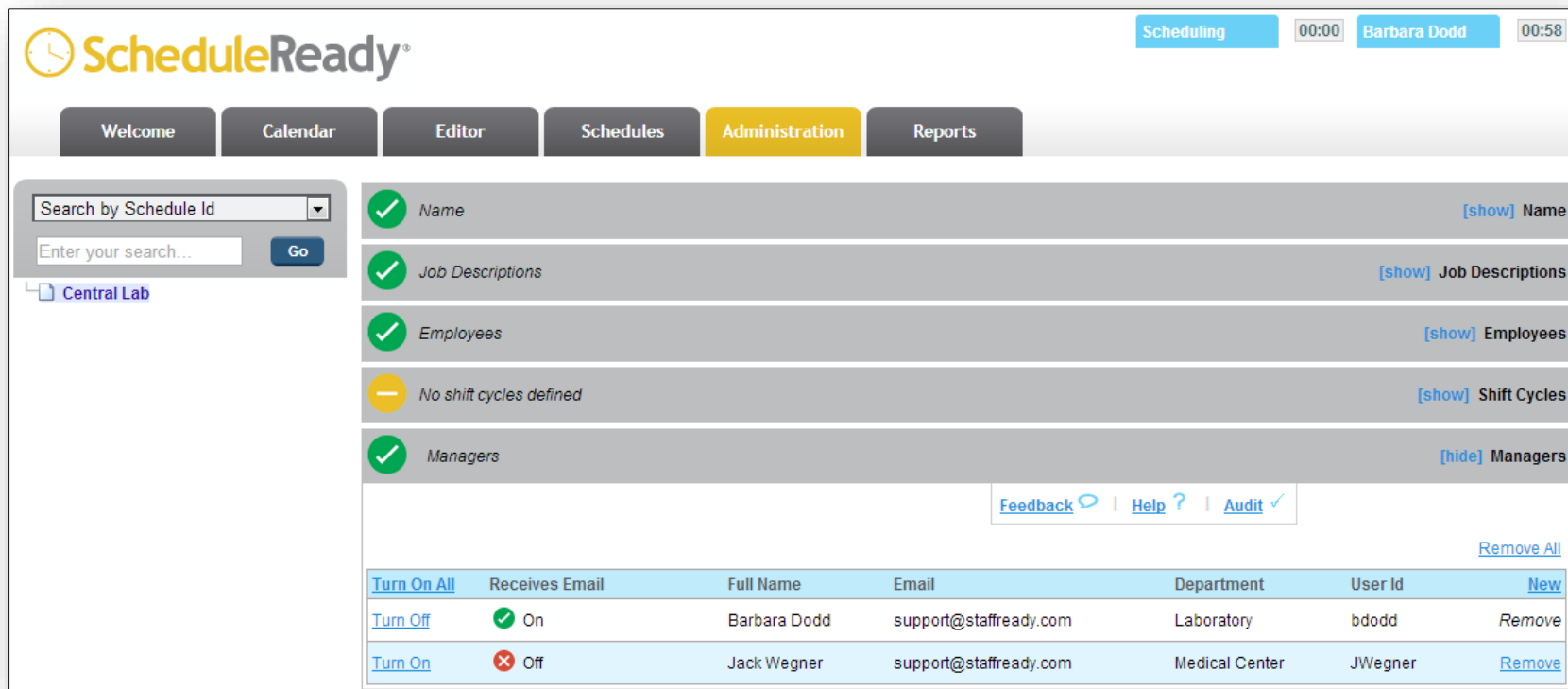


Administration Tab Managers Color Bar

This reference guide provides a process overview of the **Managers Color Bar** within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:



- 🕒 Overview of the **Managers Color Bar**



The screenshot shows the ScheduleReady Administration interface. The top navigation bar includes 'Welcome', 'Calendar', 'Editor', 'Schedules', 'Administration' (highlighted), and 'Reports'. The 'Administration' section is active, displaying a search bar for 'Search by Schedule Id' and a 'Go' button. Below the search bar, there is a list of configuration items for 'Central Lab':

- Name [show] Name
- Job Descriptions [show] Job Descriptions
- Employees [show] Employees
- No shift cycles defined [show] Shift Cycles
- Managers [hide] Managers

At the bottom of the configuration list, there are links for 'Feedback', 'Help', and 'Audit'. Below this, a table displays the 'Managers Color Bar' data:

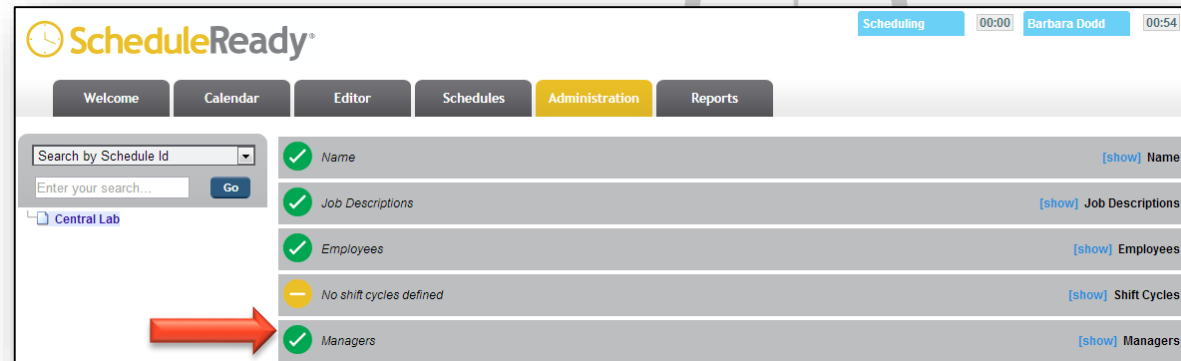
Turn On All	Receives Email	Full Name	Email	Department	User Id	New
Turn Off	<input checked="" type="checkbox"/> On	Barbara Dodd	support@staffready.com	Laboratory	bdodd	Remove
Turn On	<input type="checkbox"/> Off	Jack Wegner	support@staffready.com	Medical Center	JWegner	Remove

Overview of the Mangers Color Bar

From the **Mangers 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 the Mangers Color Bar

- Click **Managers**.

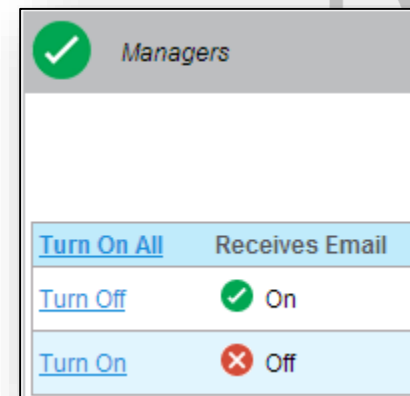


The screenshot shows the ScheduleReady Administration interface. The 'Administration' tab is selected. A search bar is visible on the left. The main content area displays a list of sections with status indicators and expandable links:

- ✓ Name [show] Name
- ✓ Job Descriptions [show] Job Descriptions
- ✓ Employees [show] Employees
- No shift cycles defined [show] Shift Cycles
- ✓ Managers [show] Managers

A red arrow points to the 'Managers' section.

- To turn on email messaging for all schedule managers, click [Turn On All](#).
- To turn on email messages for only one schedule manager, click [Turn On](#).
- To turn off email messages for one schedule manager, click [Turn Off](#).

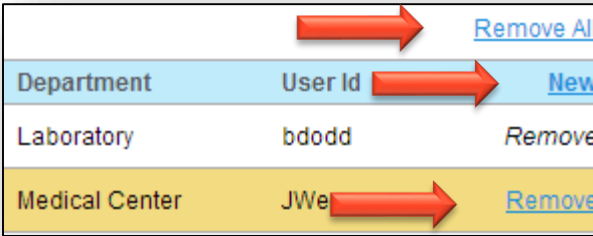


The screenshot shows a dialog box titled 'Managers' with a green checkmark icon. It contains a table with the following content:

Turn On All	Receives Email
Turn Off	✓ On
Turn On	✗ Off

- To remove all listed schedule managers, click [Remove All](#).
- To add a new schedule manager (admin), click [New](#).
- To remove a single schedule manager (admin), click [Remove](#).

Note: You cannot remove yourself as a schedule manager.



Department	User Id	
Laboratory	bdodd	Remove
Medical Center	JWe	Remove

