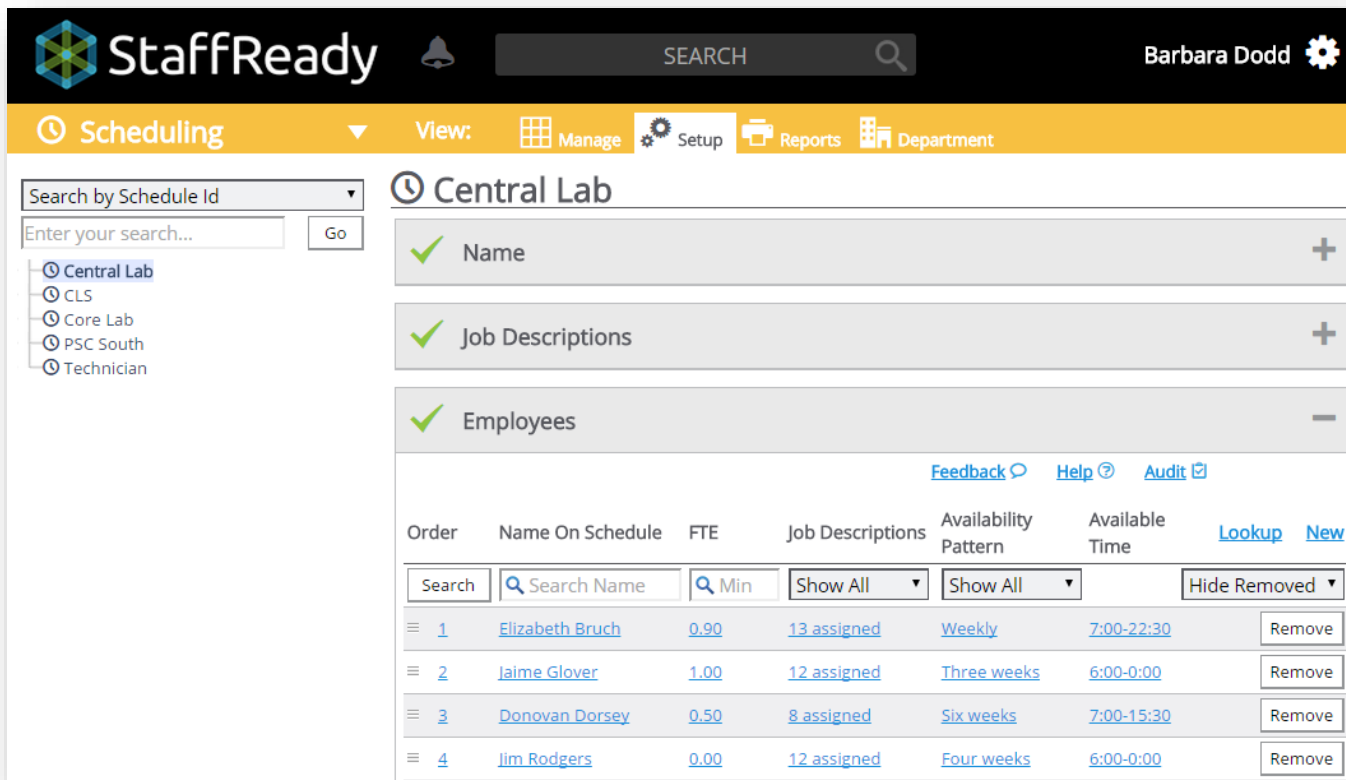


Setup View – Employee Color Bar

Manage Shared Employees

This reference guide provides a process overview of how to **Manage Shared Employees on Multiples Schedules** within the **Employee Color Bar** in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Manage shared employees on multiple schedules



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 menu shows 'Scheduling' as the active tab, with sub-options for 'Manage', 'Setup', 'Reports', and 'Department'. The 'Setup' view is selected, and the 'Central Lab' is chosen from a dropdown menu. The 'Employees' section is expanded, showing a table of employees assigned to the schedule.

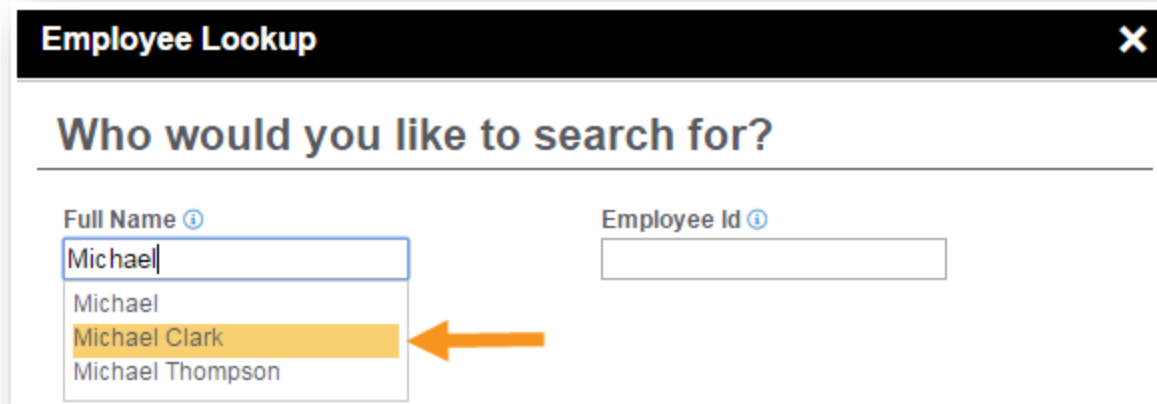
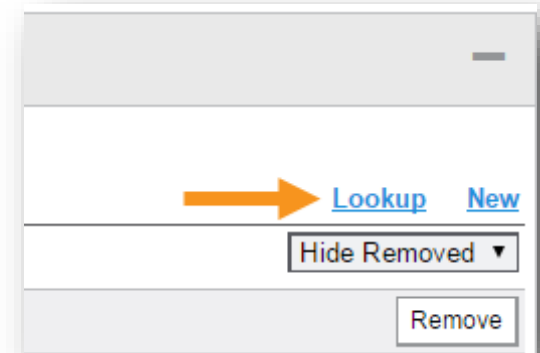
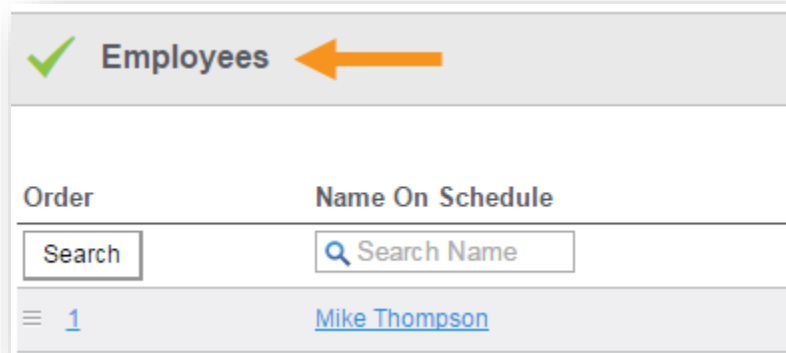
Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Elizabeth Bruch	0.90	13 assigned	Weekly	7:00-22:30	Remove	
2	Jaime Glover	1.00	12 assigned	Three weeks	6:00-0:00	Remove	
3	Donovan Dorsey	0.50	8 assigned	Six weeks	7:00-15:30	Remove	
4	Jim Rodgers	0.00	12 assigned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

Manage Shared Employees on Multiples Schedules

Recipients will receive messages sent this way in their primary email inbox, not within **StaffReady Scheduling Module**. Replies will go to the email inbox of the primary email you have on record within **StaffReady Scheduling Module**. There is no send receipt option for email messages sent via **StaffReady Scheduling Module**.

Manage Employees Shared on Multiple Schedules

1. Click the **Employees** color bar.
2. Click **Lookup**.
3. In the **Full Name** box, begin typing the employee's name and then click the employee's name.



4. If the employee you looked up does not currently reside on your schedule, add him or her to your schedule by clicking **Add To (Schedule Name)**.

5. In the **Start Date** box enter the date you want the employee to start appearing on your schedule.

6. Click **Add to Schedule**.

7. In the row of the Schedule Id for which you wish to see the schedule managers, click **View Mangers**.

Employee Lookup

Who would you like to see


Full Name ⓘ
Michael Clark

Reset Search Add To 5East ←

Full Name: Michael Clark
Login Id: [not set]
Job Title: [not set]
Primary Email: mclark@staffready.com

Add to Schedule

Name On Schedule ⓘ
Michael Clark

Start Date ⓘ
11/02/2014 ← 

Add to Schedule ←

Schedule Information

Schedule Id	Name on Schedule	FTE	
5East	Michael Clark	1.00	→ View Managers

8. To send an email to one schedule manger, in the row of that manager's name, click **Send Email**.

Or

To send an email to all schedule mangers, click **Email All**.

9. If you wish to add an email address to **Cc**: select the **Add Email** link.

10. In the **Subject** box, type the subject of the email.

11. In the **Body** box, type the content of your email.

12. Click **Send Email**.

Schedule Managers ⓘ		
Full Name	Department Id	
Barbara Dodd	Laboratory	Send Email
Donovan Dorsey	Chemistry	Send Email
Jack Wegner	Medical Center	[not set]

New Message

To: * ⓘ "Barbara Dodd" <support@maplewoodsoftware.com> [Change](#)

Cc: ⓘ [Add Email](#)

Email Template: ⓘ Name Only ▾

Subject*

Body*

Barbara Dodd,