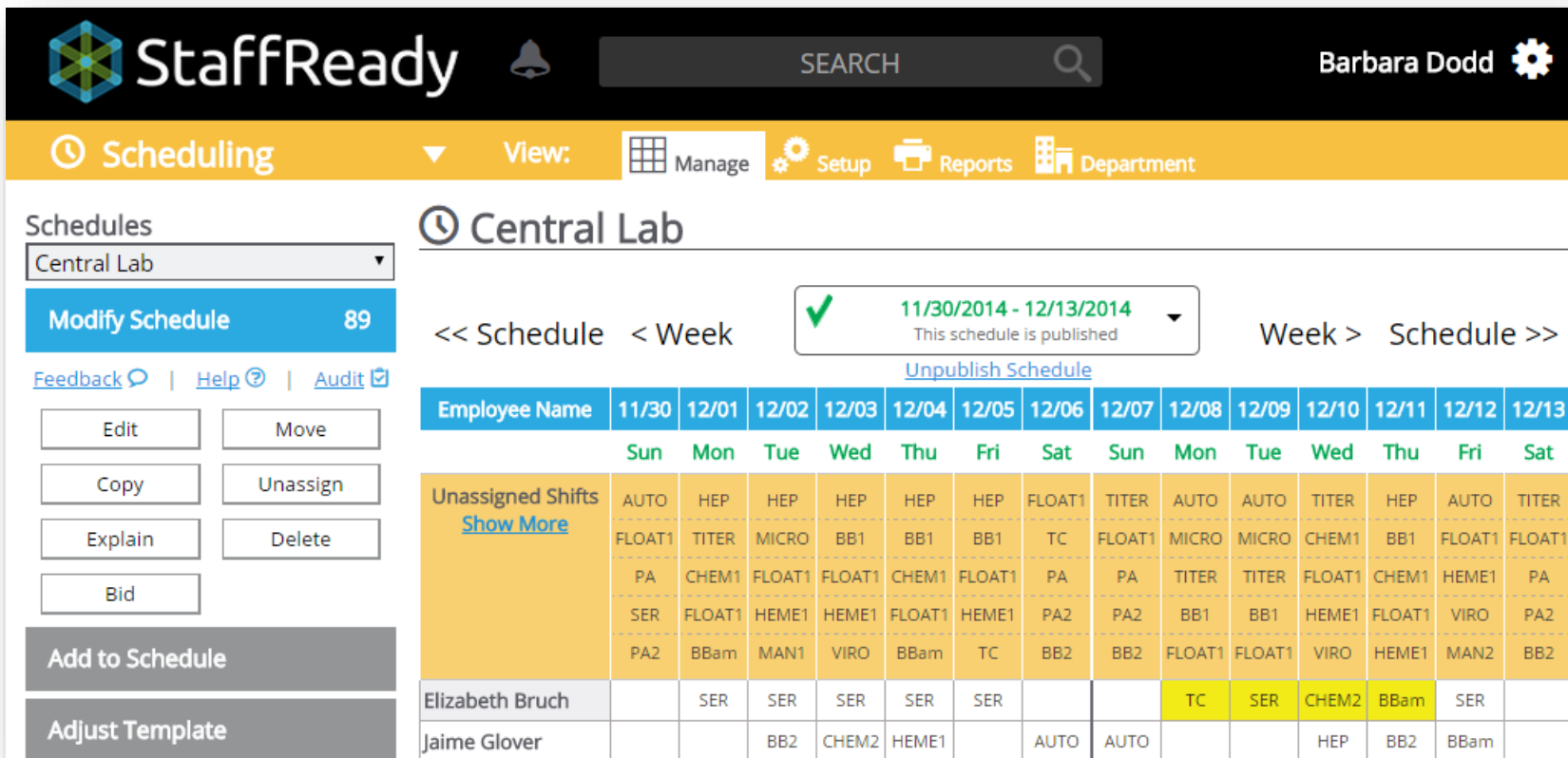


## Scheduling – Manage View

### Overview of the Manage View Editor

This reference guide provides an overview of the **Manage View** editor within the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Overview of the manage view in the scheduling perspective



The screenshot shows the StaffReady Scheduling Manage View interface for the Central Lab. The interface includes a navigation bar with 'Scheduling' and 'View: Manage' options, and a search bar. The main content area displays a calendar for the week of 11/30/2014 to 12/13/2014, showing employee assignments for Elizabeth Bruch and Jaime Glover. The calendar is organized by employee name and date, with columns for each day of the week and rows for each employee. The 'Unassigned Shifts' section is highlighted in yellow, and the 'Elizabeth Bruch' row is highlighted in light blue.

**Schedules**  
 Central Lab  
 Modify Schedule 89  
 Feedback | Help | Audit




**Central Lab**  
 11/30/2014 - 12/13/2014  
 This schedule is published  
 Unpublish Schedule

Employee Name	11/30	12/01	12/02	12/03	12/04	12/05	12/06	12/07	12/08	12/09	12/10	12/11	12/12	12/13
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Unassigned Shifts</b> <a href="#">Show More</a>	AUTO	HEP	HEP	HEP	HEP	HEP	FLOAT1	TITER	AUTO	AUTO	TITER	HEP	AUTO	TITER
	FLOAT1	TITER	MICRO	BB1	BB1	BB1	TC	FLOAT1	MICRO	MICRO	CHEM1	BB1	FLOAT1	FLOAT1
	PA	CHEM1	FLOAT1	FLOAT1	CHEM1	FLOAT1	PA	PA	TITER	TITER	FLOAT1	CHEM1	HEME1	PA
	SER	FLOAT1	HEME1	HEME1	FLOAT1	HEME1	PA2	PA2	BB1	BB1	HEME1	FLOAT1	VIRO	PA2
	PA2	BBam	MAN1	VIRO	BBam	TC	BB2	BB2	FLOAT1	FLOAT1	VIRO	HEME1	MAN2	BB2
Elizabeth Bruch		SER	SER	SER	SER	SER			TC	SER	CHEM2	BBam	SER	
Jaime Glover			BB2	CHEM2	HEME1		AUTO	AUTO			HEP	BB2	BBam	

## Overview of the Manage View Editor

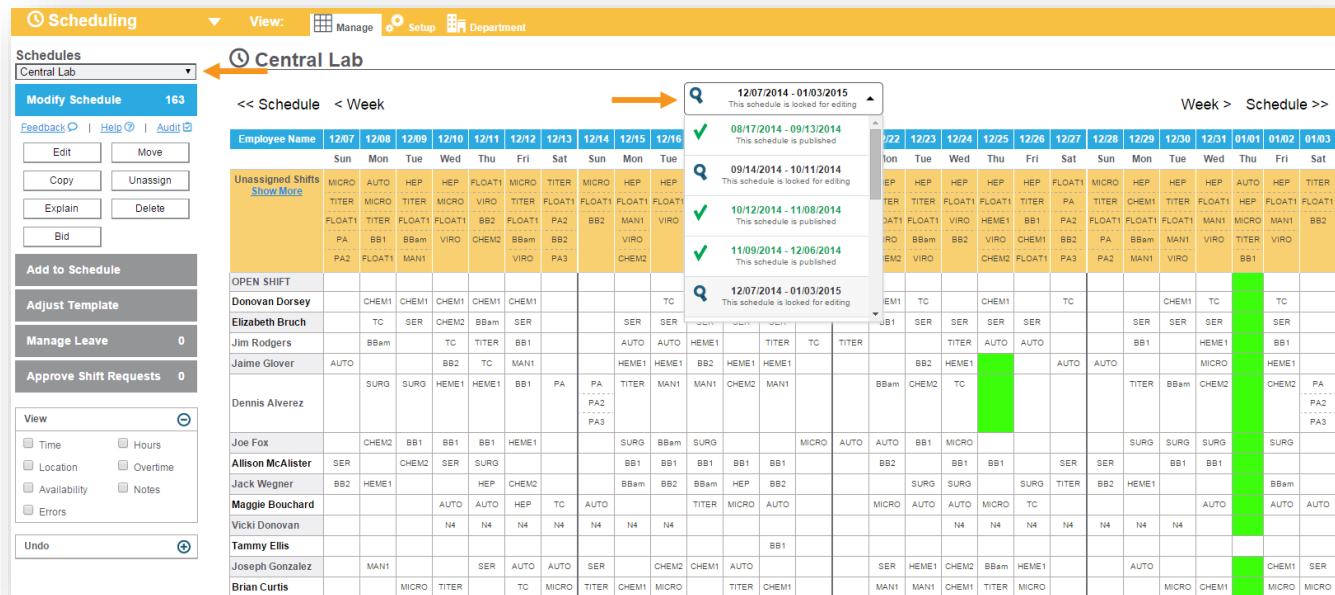
The following overview describes the basic layout and functionality of the **Manage** View editor. The schedule information for the last schedule that you viewed within the **Manage** View and the **Modify Schedule** submenu are displayed by default.

Schedule periods in the **Schedule Period** menu appear with icons that provide a visual representation of the status the schedule periods. The following legend defines the meaning of each icon:

-  Published
-  Locked for Editing
-  Automatic Build

### Overview of the Manage View Editor

- Use the **Schedules** menu to change the schedule that you are viewing information for (if you have administrative access to more than one schedule).
- Use the **Schedule Period** menu to change the schedule period on display.



- Use the **Schedule Back** button << Schedule to move one schedule period in the past.
- Use the **Week Back** button < Week to move one week in the past.
- Use the **Schedule Forward** button Schedule >> to move one schedule period into the future.
- Use the **Week Forward** button Week > to move one week into the future.
- Click **Feedback** to submit a support question to [support@staffready.com](mailto:support@staffready.com)
- Click **Help** to access the help files and videos specific to the menu currently open.
- Click **Audit** to view the **Audit Report** window.

<< Schedule < Week ✓ 11/30/2014 - 12/13/2014  
This schedule is published Week > Schedule >>  
[Unpublish Schedule](#)

**Schedules**  
 Central Lab ▼  
**Modify Schedule 163**  
 Feedback | Help | Audit  
 Edit Move  
 Copy Unassign  
 Explain Delete  
 Bid

The **Audit Report** window displays all edit actions that have been made by administrative users within the **Schedules** tab editor.

The information in the **Audit Report** window can be sorted by the name of any of the columns in the window.

Audit Report						
Name	User Id	Window	Action	Details	Time	
Search	<input type="text" value="Q Name"/>	<input type="text" value="Q User Id"/>	<input type="text" value="Q Window"/>	<input type="text" value="Q Action"/>	<input type="text" value="Q Details"/>	<input type="text" value="17"/>
Donovan Dorsey	ddorsey	Add Shift	Add	Added BB1 on Friday, 12/19/2014 (7:00 to 15:30)	10/30/14 12:25 PM	
Donovan Dorsey	ddorsey	Add Shift	Add	Added BB1 on Friday, 12/12/2014 (7:00 to 15:30)	10/30/14 12:19 PM	
Donovan Dorsey	ddorsey	Configure Shift Bid	Assign	Created shift bid for BB2 on 11/23/2014	10/30/14 11:29 AM	
Donovan Dorsey	ddorsey	Configure Shift Bid	Assign	Created shift bid for MAN1 on 11/17/2014	10/30/14 11:28 AM	

You can navigate between editor side-menus by clicking on the name of a menu.

**Note:** For an explanation of each Manage View side-menu, please consult the menu reference guides and videos for each individual menu.

**Schedules**

Central Lab

**Modify Schedule** 163

Feedback | Help | Audit

Edit Move

Copy Unassign

Explain Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 0

Approve Shift Requests 0

**Central Lab**

<< Schedule < Week

Employee Name	12/07	12/08	12/09	12/10	12/11	12/12	12/13
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Unassigned Shifts</b> <a href="#">Show More</a>	MICRO	AUTO	HEP	HEP	FLOAT1	MICRO	TITER
	TITER	MICRO	TITER	MICRO	VIRO	TITER	FLOAT1
	FLOAT1	TITER	FLOAT1	FLOAT1	BB2	FLOAT1	PA2
	PA	BB1	BBam	VIRO	CHEM2	BBam	BB2
	PA2	FLOAT1	MAN1			VIRO	PA3
<b>OPEN SHIFT</b>							
<b>Donovan Dorsey</b>		CHEM1	CHEM1	CHEM1	CHEM1	CHEM1	
<b>Elizabeth Bruch</b>		TC	SER	CHEM2	BBam	SER	
<b>Jim Rodgers</b>		BBam		TC	TITER	BB1	
<b>Jaime Glover</b>		AUTO			BB2	TC	MAN1
		SUR0	SUR0	HEM1	HEM1	BB1	PA