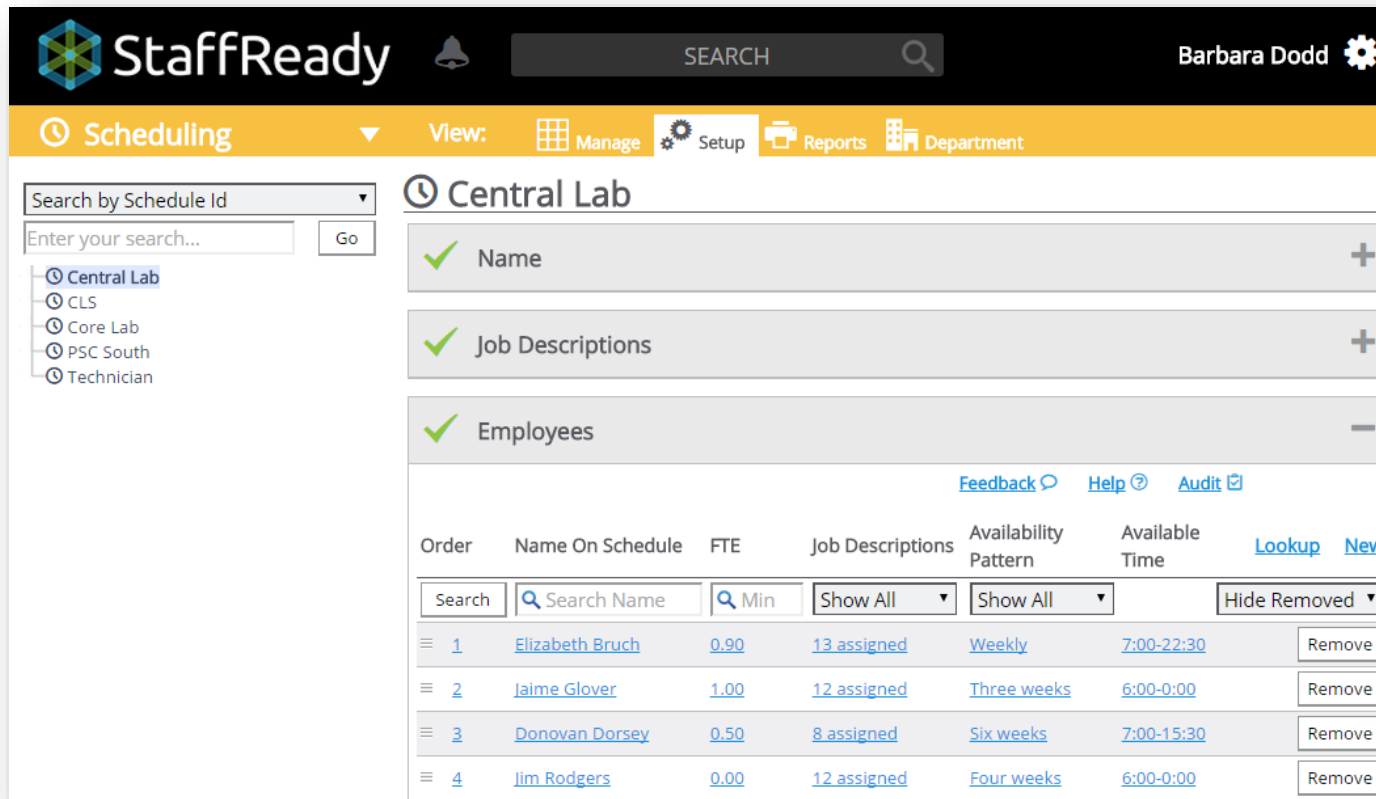


Setup View – Employee Color Bar

Sort Employee Schedule Order

This reference guide provides a process overview of **How to Adjust Employee Schedule Order** within the **Employee** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Adjust the employee schedule order



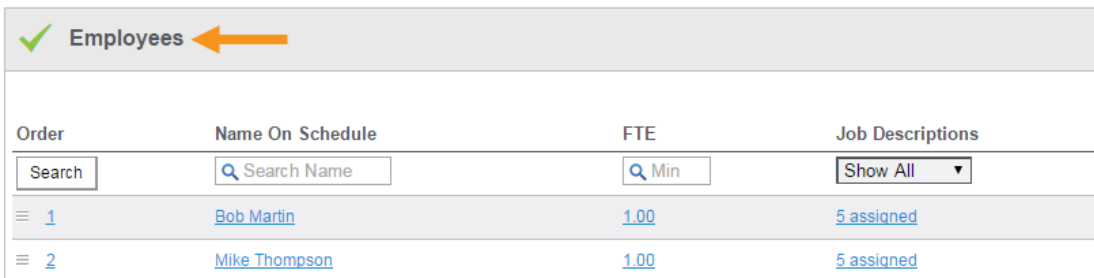
The screenshot displays the StaffReady Scheduling Module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. The main navigation tabs are 'Scheduling', 'Manage', 'Setup', 'Reports', and 'Department'. The 'Scheduling' tab is active, and the 'Central Lab' setup view is selected. The 'Employees' section is expanded, showing a table of employees with the following data:

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	


Sort the Employee Schedule Order

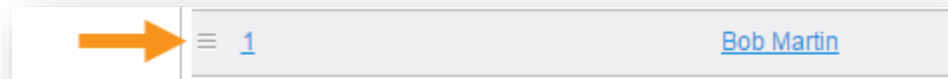
Sort the Employee Schedule Order

1. Click the **Employees** color bar.



Order	Name On Schedule	FTE	Job Descriptions
<input type="text" value="Search"/>	<input type="text" value="Search Name"/>	<input type="text" value="Min"/>	<input type="text" value="Show All"/>
1	Bob Martin	1.00	5 assigned
2	Mike Thompson	1.00	5 assigned

2. In the row of the employee you wish to reorder, drag the  icon to the new position.



2	Bob Martin	5 assigned	Two weeks	20:00-6:30	<input type="button" value="Remove"/>
1	Mike Thompson	1.00			
3	Jim Bob	1.00			

