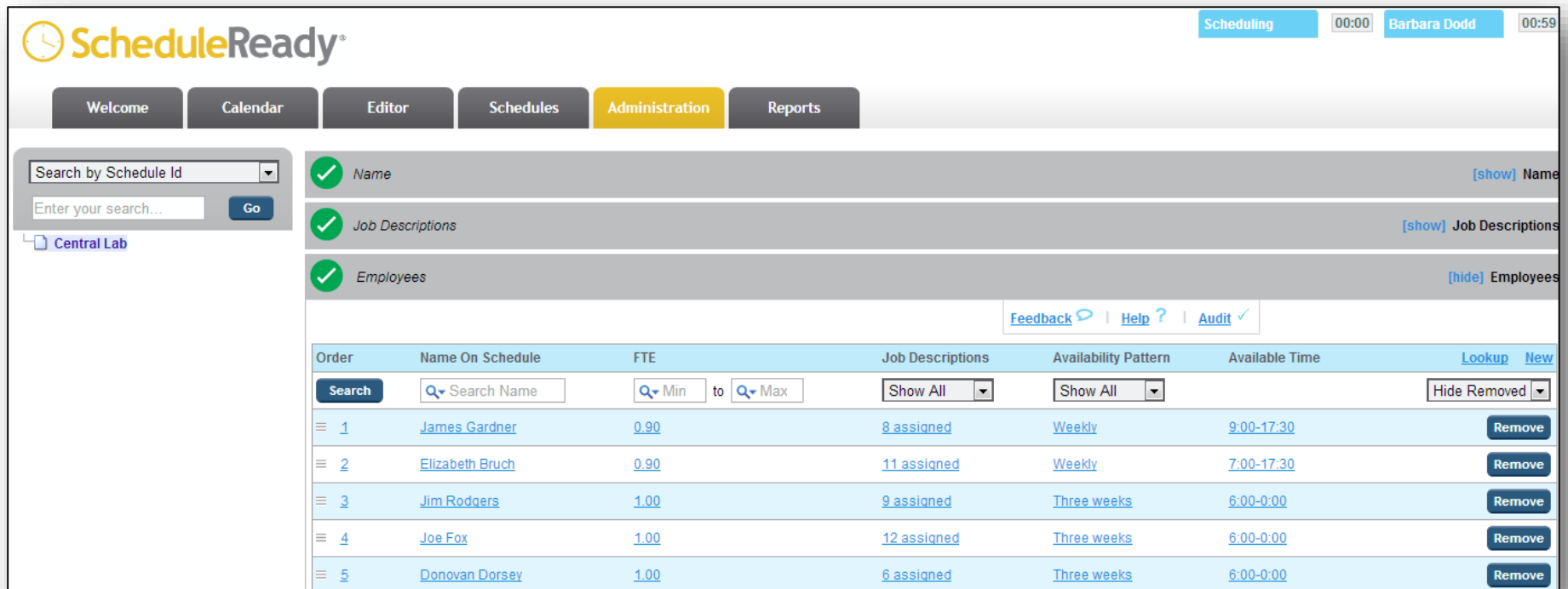


## Administration Tab Employee Color Bar

This reference guide provides a process overview of how to sort the employee schedule order within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Sort the employee schedule order




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, showing a search bar for 'Search by Schedule Id' and a list of items: 'Name', 'Job Descriptions', and 'Employees'. The 'Employees' section is expanded, displaying a table of employee schedules.

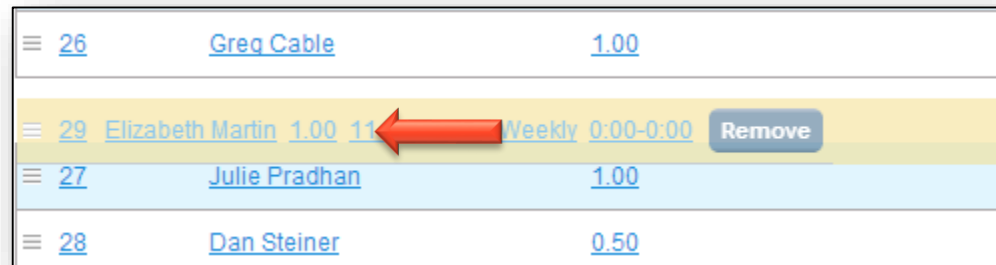
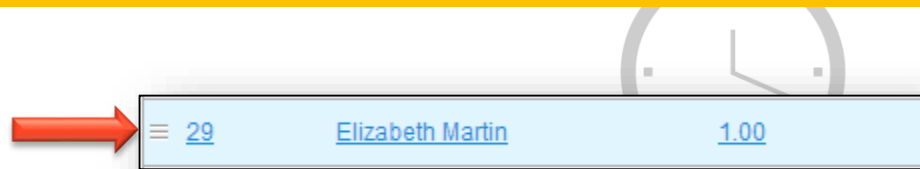
Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	<a href="#">James Gardner</a>	0.90	<a href="#">8 assigned</a>	<a href="#">Weekly</a>	<a href="#">9:00-17:30</a>	<a href="#">Remove</a>	
2	<a href="#">Elizabeth Bruch</a>	0.90	<a href="#">11 assigned</a>	<a href="#">Weekly</a>	<a href="#">7:00-17:30</a>	<a href="#">Remove</a>	
3	<a href="#">Jim Rodgers</a>	1.00	<a href="#">9 assigned</a>	<a href="#">Three weeks</a>	<a href="#">6:00-0:00</a>	<a href="#">Remove</a>	
4	<a href="#">Joe Fox</a>	1.00	<a href="#">12 assigned</a>	<a href="#">Three weeks</a>	<a href="#">6:00-0:00</a>	<a href="#">Remove</a>	
5	<a href="#">Donovan Dorsey</a>	1.00	<a href="#">6 assigned</a>	<a href="#">Three weeks</a>	<a href="#">6:00-0:00</a>	<a href="#">Remove</a>	





## Sort the Employee Schedule Order

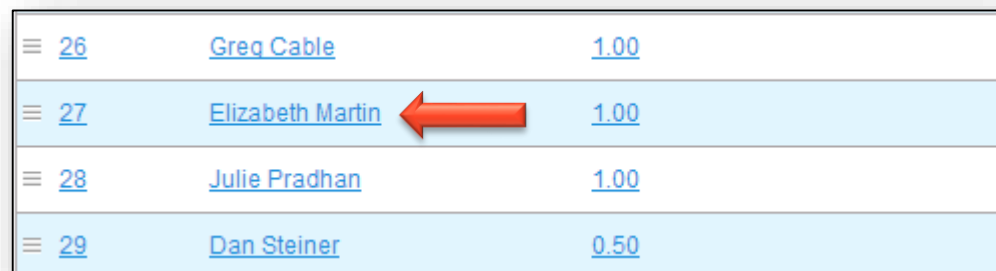
To adjust the order that employees appear on the schedule, complete the following the steps:





### Sort the Employee Schedule Order

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



	<a href="#">26</a>	<a href="#">Greg Cable</a>	<a href="#">1.00</a>				
	<a href="#">29</a>	<a href="#">Elizabeth Martin</a>	<a href="#">1.00</a>	<a href="#">11</a>	<a href="#">Weekly</a>	<a href="#">0:00-0:00</a>	<a href="#">Remove</a>
	<a href="#">27</a>	<a href="#">Julie Pradhan</a>	<a href="#">1.00</a>				
	<a href="#">28</a>	<a href="#">Dan Steiner</a>	<a href="#">0.50</a>				



	<a href="#">26</a>	<a href="#">Greg Cable</a>	<a href="#">1.00</a>
	<a href="#">27</a>	<a href="#">Elizabeth Martin</a>	<a href="#">1.00</a>
	<a href="#">28</a>	<a href="#">Julie Pradhan</a>	<a href="#">1.00</a>
	<a href="#">29</a>	<a href="#">Dan Steiner</a>	<a href="#">0.50</a>