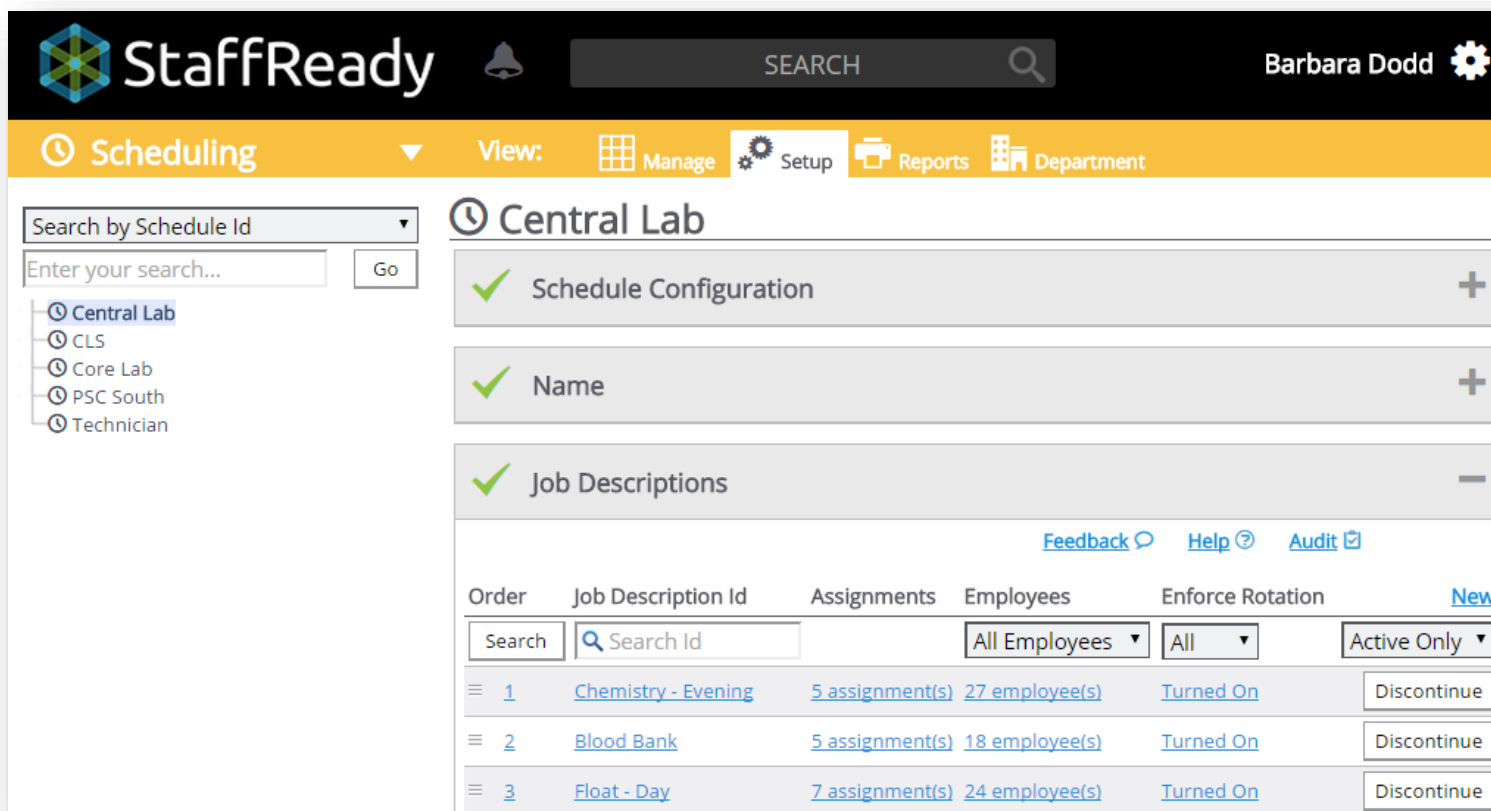


Setup View – Job Description Color Bar

Turn on Enforced Rotations

This reference guide provides a process overview of how to **Turn on Enforced Rotations** within the **Job Description** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Turn on enforced rotations



StaffReady

SEARCH

Barbara Dodd

Scheduling

View: Manage Setup Reports Department

Search by Schedule Id

Enter your search... Go

- Central Lab
- CLS
- Core Lab
- PSC South
- Technician

Central Lab

✓ Schedule Configuration +

✓ Name +

✓ Job Descriptions -

[Feedback](#) [Help](#) [Audit](#)

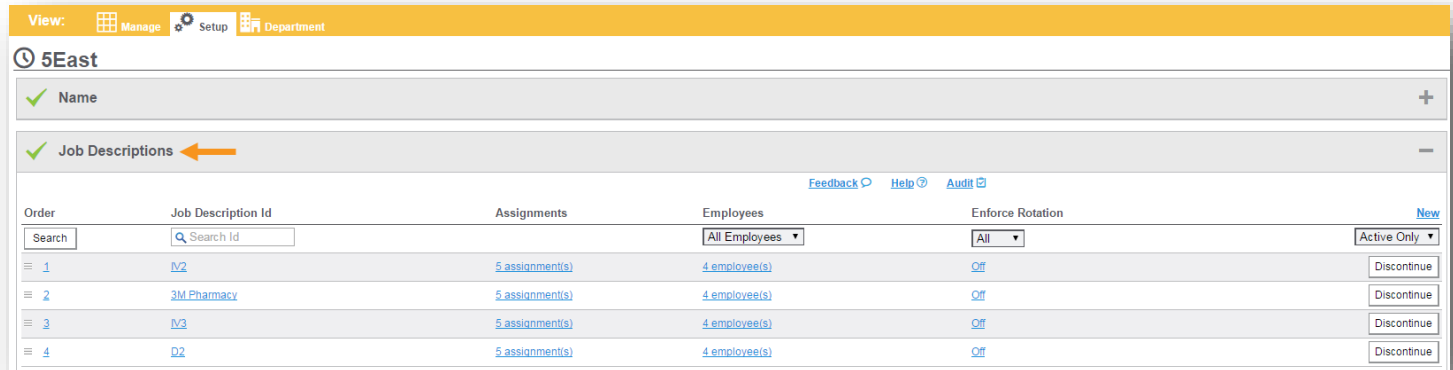
Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
Search	<input type="text" value="Search Id"/>		All Employees	All	Active Only
1	Chemistry - Evening	5 assignment(s)	27 employee(s)	Turned On	Discontinue
2	Blood Bank	5 assignment(s)	18 employee(s)	Turned On	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	Turned On	Discontinue

Turn on Enforced Rotations

Enforced rotations distribute shift assignments amongst staff in a fair and equitable manner. Enforced rotations direct the automatic system built to determine how evenly job descriptions are being assigned amongst qualified staff. We recommend that you use enforced rotations in concert with consecutive day settings within job descriptions.

Turn on Enforced Rotations

1. Click **Job Description** color bar.



View: Manage Setup Department

5East

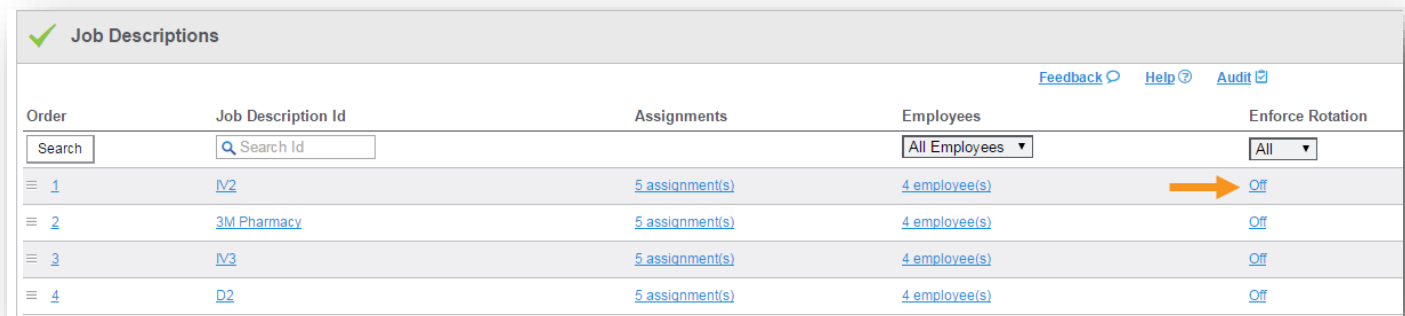
Name

Job Descriptions

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
Search	Search Id		All Employees	All	Active Only
1	IV2	5 assignment(s)	4 employee(s)	Off	Discontinue
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off	Discontinue
3	IV3	5 assignment(s)	4 employee(s)	Off	Discontinue
4	D2	5 assignment(s)	4 employee(s)	Off	Discontinue

2. Select the **Off** link within **Enforced Rotation** column for the job description you wish to activate enforced rotations.



Job Descriptions

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation
Search	Search Id		All Employees	All
1	IV2	5 assignment(s)	4 employee(s)	Off
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off
3	IV3	5 assignment(s)	4 employee(s)	Off
4	D2	5 assignment(s)	4 employee(s)	Off

3. Select **On** from the **Enforce Rotation** menu.

4. Click **Save Changes**.



Edit Enforce Rotation ✕

Job Description Id
3M Pharmacy

Enforce Rotation ⓘ
On ▼

Save Changes