

Scheduling Perspective – Manage View

View Submenu

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

- Time
 - Hours
 - Location
- Overtime
 - Availability
 - Errors
- Notes
 - Select Multiple View Modes

Schedules

Central Lab

Modify Schedule 89

Feedback | Help | Audit

Edit Move

Copy Unassign

Explain Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 3

Approve Shift Requests 3

View

Time Hours

Location Overtime

Availability Notes

Errors

Central Lab

<< Schedule < Week 11/30/2014 - 12/13/2014 Week > Schedule >>

This schedule is published

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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
Unassigned Shifts	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	
Donovan Dorsey	TC	BB1	TC	TC		CHEM1			CHEM1	CHEM1	TC		CHEM1	
Jim Rodgers	TITER			AUTO	AUTO	TITER			BBam		MAN1	TITER	BB1	
James Gardner		MAN2	MAN2	MAN2	MAN2	CHEM2			MAN2	MAN2	MAN2	MAN2		
Joe Fox	MICRO	BB1	BB1	SURG					CHEM2	MAN1	SURG	TC	HEME1	
Allison McAlister		BB1					SER	SER		CHEM2	BB1	SURG		
Jack Wegner		BB2	BBam	BB2		SURG	TITER	TC	HEME1			CHEM2	SURG	
Maggie Bouchard		AUTO	AUTO	TITER	MICRO	AUTO					AUTO	AUTO	HEP	TC
Vicki Donovan	N4	N4	N4								N4	N4	N4	N4
Tammy Ellis														
Joseph Gonzalez		HEME1	CHEM2	CHEM1	CHEM2	BBam			MAN1			SER	CHEM2	SER

Time

Overview of the Time View

- To display the starting and ending times for each scheduled shift assignment, under **View**, select the **Time** check box.

🕒 **Scheduling**
View: Manage ⚙️ Setup 🏢 Department

Schedules

Central Lab ▼

Modify Schedule 172

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

Edit

Move

Copy

Unassign

Explain

Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 3

Approve Shift Requests 0

View ⊖

Time ←

Hours

Location

Overtime

Availability

Notes

Errors

🕒 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
Unassigned Shifts Show More	MICRO 8:00-14:30	AUTO 8:00-14:30	HEP 8:00-14:30	HEP 8:00-14:30	FLOAT1 7:00-15:30	MICRO 8:00-14:30	TITER 8:00-14:30
	TITER 8:00-14:30	MICRO 8:00-14:30	TITER 8:00-14:30	MICRO 8:00-14:30	HEME1 7:00-15:30	TITER 8:00-14:30	FLOAT1 7:00-15:30
	FLOAT1 7:00-15:30	TITER 8:00-14:30	FLOAT1 7:00-15:30	FLOAT1 7:00-15:30	VIRO 8:00-16:30	FLOAT1 7:00-15:30	PA2 12:00-16:00
	PA 8:00-12:00	BB1 7:00-15:30	BBam 8:00-16:30	HEME1 7:00-15:30	BB2 14:00-22:30	BBam 16:30	BB2 14:00-22:30
	PA2 12:00-16:00	CHEM1 7:00-15:30	MAN1 8:00-16:30	TC 7:00-15:30	CHEM2 14:00-22:30	VIRO 8:00-16:30	PA3 16:00-20:00
OPEN SHIFT							
Donovan Dorsey		CHEM1 7:00-15:30	CHEM1 7:00-15:30	CHEM1 7:00-15:30	CHEM1 7:00-15:30	CHEM1 7:00-15:30	
Angela Reed		BB2 14:00-22:30	HEME1 7:00-15:30	MAN1 8:00-16:30	MAN1 8:00-16:30	BB2 14:00-22:30	
Elizabeth Bruch		TC 7:00-15:30	SER 9:00-17:30	CHEM2 14:00-22:30	BBam 8:00-16:30	SER 9:00-17:30	
Jim Rodgers					TITER 8:00-14:30	BB1 7:00-15:30	
Jaime Glover	AUTO 8:00-14:30	BBam 8:00-16:30			TC 7:00-15:30	MAN1 8:00-16:30	
Dennis Alvarez		SURG 7:00-17:30				BB1 7:00-15:30	PA 8:00-12:00

Hours

Overview of the Hours View

- To display the duration of hours for each scheduled shift assignment, as well as total number of hours an employee is schedule per week under **View**, select the **Hours** check box.

Scheduling
View: Manage Setup Department

Schedules

Central Lab ▼

Modify Schedule 172

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

Edit

Move

Copy

Unassign

Explain

Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 3

Approve Shift Requests 0

View ⊖

Time

Hours

Location

Overtime

Availability

Notes

Errors

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
Unassigned Shifts Show More	MICRO	AUTO	HEP	HEP	FLOAT1	MICRO	TITER
	TITER	MICRO	TITER	MICRO	HEME1	TITER	FLOAT1
	FLOAT1	TITER	FLOAT1	FLOAT1	VIRO	FLOAT1	PA2
	PA	BB1	BBam	HEME1	BB2	BBam	BB2
	PA2	CHEM1	MAN1	TC	CHEM2	VIRO	PA3
OPEN SHIFT	Hours: 0.00	Hours: 0.00	Hours: 0.00	Hours: 0.00	Hours: 0.00	Hours: 0.00	Hours: 0.00
Donovan Dorsey	Hours: 0.00	Hours: 8.00 CHEM1	Hours: 16.00 CHEM1	Hours: 24.00 CHEM1	Hours: 32.00 CHEM1	Hours: 40.00 CHEM1	Hours: 40.00
Angela Reed	Hours: 0.00	Hours: 8.00 BB2	Hours: 16.00 HEME1	Hours: 24.00 MAN1	Hours: 32.00 MAN1	Hours: 40.00 BB2	Hours: 40.00
Elizabeth Bruch	Hours: 0.00	Hours: 8.00 TC	Hours: 16.00 SER	Hours: 24.00 CHEM2	Hours: 32.00 BBam	Hours: 40.00 SER	Hours: 40.00
Jim Rodgers	Hours: 0.00	Hours: 0.00	Hours: 0.00	Hours: 0.00	Hours: 8.00 TITER	Hours: 16.00 BB1	Hours: 16.00
Jaime Glover	Hours: 8.00 AUTO	Hours: 16.00 BBam	Hours: 16.00	Hours: 16.00	Hours: 24.00 TC	Hours: 32.00 MAN1	Hours: 32.00
Dennis Alvarez	Hours: 0.00	Hours: 10.00 SURG	Hours: 10.00	Hours: 10.00	Hours: 10.00	Hours: 18.00 BB1	Hours: 22.00 PA
Joe Fox	Hours: 0.00	Hours: 0.00	Hours: 8.00 BB1	Hours: 16.00 BB1	Hours: 24.00 BB1	Hours: 32.00 HEME1	Hours: 32.00
Allison McAlister	Hours: 8.00 SER	Hours: 8.00	Hours: 16.00 CHEM2	Hours: 24.00 SER	Hours: 34.00 SURG	Hours: 34.00	Hours: 34.00

Location View

Overview of the Location View

- To display location for each scheduled shift assignment, under **View**, select the **Location** check box.

Schedules

Central Lab

Modify Schedule 172

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

Edit Move

Copy Unassign

Explain Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 3

Approve Shift Requests 0

View

Time Hours

Location Overtime

Availability Notes

Errors

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
Unassigned Shifts Show More	MICRO East Campus	AUTO South Campus	HEP West Campus	HEP West Campus	FLOAT1 5th Floor-North	MICRO East Campus	TITER North Campus
	TITER North Campus	MICRO East Campus	TITER North Campus	MICRO East Campus	HEME1 4th Floor-Main	TITER North Campus	FLOAT1 5th Floor-North
	FLOAT1 5th Floor-North	TITER North Campus	FLOAT1 5th Floor-North	FLOAT1 5th Floor-North	VIRO North Campus	FLOAT1 5th Floor-North	PA2 3rd Floor-Main
	PA 3rd Floor-Main	BB1 Blood Bank	BBam 5th Floor-East	HEME1 4th Floor-Main	BB2 5th Floor-East	BBam 5th Floor-East	BB2 5th Floor-West
	PA2 3rd Floor-Main	CHEM1 6th Floor-Surgery	MAN1 South Campus	TC Transplant Clinic	CHEM2 5th Floor-South	VIRO North Campus	PA3 3rd Floor-Main
	OPEN SHIFT						
Donovan Dorsey		CHEM1 6th Floor-Surgery	CHEM1 6th Floor-Surgery	CHEM1 6th Floor-Surgery	CHEM1 6th Floor-Surgery	CHEM1 6th Floor-Surgery	
Angela Reed		BB2 5th Floor-West	HEME1 4th Floor-Main	MAN1 South Campus	MAN1 South Campus	BB2 5th Floor-West	
Elizabeth Bruch		TC Transplant Clinic	SER TLC-North	CHEM2 5th Floor-South	BBam 5th Floor-East	SER TLC-North	
Jim Rodgers					TITER North Campus	BB1 Blood Bank	
Jaime Glover	AUTO South Campus	BBam 5th Floor-East			TC Transplant Clinic	MAN1 South Campus	
Dennis Alvarez		SURG 6th Floor-Surgery				BB1 Blood Bank	PA 3rd Floor-Main

Overtime View

Overview of the Overtime View

- To display the which employees will accrue overtime for each scheduled shift assignment, under **View**, select the **Overtime** check box.

Scheduling View: Manage Setup Department

Schedules
Central Lab

Modify Schedule 172

Feedback | Help | Audit

Edit Move

Copy Unassign

Explain Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 3

Approve Shift Requests 0

View

Time Hours

Location Overtime

Availability Notes

Errors

Undo

Central Lab

<< Schedule < Week

12/07/2014 - 01/03/2015
This schedule is locked for editing

Publish Schedule

Employee Name	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Unassigned Shifts	MICRO	AUTO	HEP	HEP	FLOAT1	MICRO	TITER	MICRO	HEP	HEP	HEP	FLOAT1	HEP	AUTO	MICRO	HEP	HEP	HEP	HEP	HEP	FLOAT1
	TITER	MICRO	TITER	MICRO	HEME1	TITER	FLOAT1	FLOAT1	FLOAT1	FLOAT1	BBam	MICRO	TITER	FLOAT1	TITER	TITER	FLOAT1	FLOAT1	TITER	PA	
	FLOAT1	TITER	FLOAT1	FLOAT1	VIRO	FLOAT1	PA2	PA2	MAN1	VIRO	VIRO	MAN1	FLOAT1	FLOAT1	TC	FLOAT1	FLOAT1	VIRO	HEME1	BB1	PA2
	PA	BB1	BBam	HEME1	BB2	BBam	BB2	BB2	VIRO		CHEM2	VIRO	SURG	PA	PA	VIRO	BBam	BB2	VIRO	CHEM1	BB2
	PA2	CHEM1	MAN1	TC	CHEM2	VIRO	PA3	PA3	CHEM2				VIRO	SER	SER	CHEM2	VIRO		CHEM2	FLOAT1	PA3
OPEN SHIFT																					
Donovan Dorsey		CHEM1	CHEM1	CHEM1	CHEM1	CHEM1				TC	TC		TC			CHEM1	TC		CHEM1		TC
Angela Reed		BB2	HEME1	MAN1	MAN1	BB2			BB2	CHEM1	BB2	BB2	BB2	BB2	BB2	HEME1			BB2	CHEM2	
Elizabeth Bruch		TC	SER	CHEM2	BBam	SER			SER	SER	SER	SER	SER			BB1	SER	SER	SER	SER	
Jim Rodgers					TITER	BB1			AUTO	AUTO	HEME1		TITER	TC	TITER			TITER	AUTO	AUTO	
Jaime Glover		AUTO	BBam		TC	MAN1			HEME1	HEME1	BB2	HEME1	HEME1					BB2	HEME1		AUTO
Dennis Alvarez		SURG			BB1	BB1	PA	PA	TITER	MAN1	MAN1	CHEM2	MAN1			BBam	CHEM2	TC			
Joe Fox			BB1	BB1	BB1	FLOAT1			SURG	BBam	SURG				MICRO	AUTO		BBam	CHEM2	TC	
Allison McAlister		SER		CHEM2	SER	SURG			BB1	BB1	BB1	BB1	BB1			BB2			BB1	BB1	SER
Jack Wegner		BB2	HEME1			HEP	CHEM2			BBam	BB2	BBam	HEP	BB2				SURG	SURG		SURG
Maggie Bouchard				AUTO	AUTO	HEP	TC	AUTO			TITER	MICRO	AUTO			MICRO	AUTO	AUTO	MICRO	TC	
Vicki Donovan				N4	N4	N4	N4	N4	N4	N4	N4							N4	N4	N4	N4
Tammy Ellis														BB1							
Joseph Gonzalez		MAN1			SER	AUTO	AUTO	SER		CHEM2	CHEM1	AUTO				SER	HEME1	CHEM2	BBam	HEME1	

Availability View

Overview of the Availability View

- To display the availability range for each employee on the days shown on the calendar, under **View**, select the **Availability** check box.

Scheduling
View: Manage Setup Department

Schedules

Central Lab

Modify Schedule 172

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

Edit

Move

Copy

Unassign

Explain

Delete

Bid

Add to Schedule

Adjust Template

Manage Leave 3

Approve Shift Requests 0

View

Time

Hours

Location

Overtime

Availability

Notes

Errors

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
Unassigned Shifts Show More	MICRO	AUTO	HEP	HEP	FLOAT1	MICRO	TITER
	TITER	MICRO	TITER	MICRO	HEME1	TITER	FLOAT1
	FLOAT1	TITER	FLOAT1	FLOAT1	VIRO	FLOAT1	PA2
	PA	BB1	BBam	HEME1	BB2	BBam	BB2
	PA2	CHEM1	MAN1	TC	CHEM2	VIRO	PA3
OPEN SHIFT	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Donovan Dorsey	OFF	7:00-15:30 Any Location CHEM1	7:00-15:30 Any Location CHEM1	7:00-15:30 Any Location CHEM1	7:00-15:30 Any Location CHEM1	7:00-15:30 Any Location CHEM1	OFF
Angela Reed	OFF	6:00-0:00 Any Location BB2	6:00-0:00 Any Location HEME1	6:00-0:00 Any Location MAN1	6:00-0:00 Any Location MAN1	6:00-0:00 Any Location BB2	OFF
Elizabeth Bruch	OFF	7:00-22:30 Any Location TC	9:00-22:30 Any Location SER	9:00-22:30 Any Location CHEM2	8:00-22:30 Any Location BBam	9:00-22:30 Any Location SER	OFF
Jim Rodgers	OFF	6:00-0:00 Any Location	OFF	6:00-0:00 Any Location	6:00-14:30 Any Location TITER	6:00-0:00 Any Location BB1	OFF
Jaime Glover	6:00-0:00 Any Location AUTO	OFF BBam	OFF	6:00-0:00 Any Location	6:00-0:00 Any Location TC	6:00-0:00 Any Location MAN1	OFF
Dennis Alvarez	OFF	6:00-0:00 Any Location SURG	6:00-0:00 Any Location	6:00-22:30 Any Location	6:00-0:00 Any Location	6:00-0:00 Any Location BB1	6:00-0:00 Any Location PA

Notes View

Overview of the Notes View

- To display the notes that were made for each scheduled shift assignment, under **View**, select the **Notes** check box.

Scheduling View: Manage Setup Department

Schedules
 Central Lab
 Modify Schedule 172
 Add to Schedule
 Feedback | Help | Audit
 Add Repeat Add
 Note Remove Add
 Adjust Template
 Manage Leave 3
 Approve Shift Requests 0

View

- Time
- Hours
- Location
- Overtime
- Availability
- Notes
- Errors




Central Lab
 << Schedule < Week

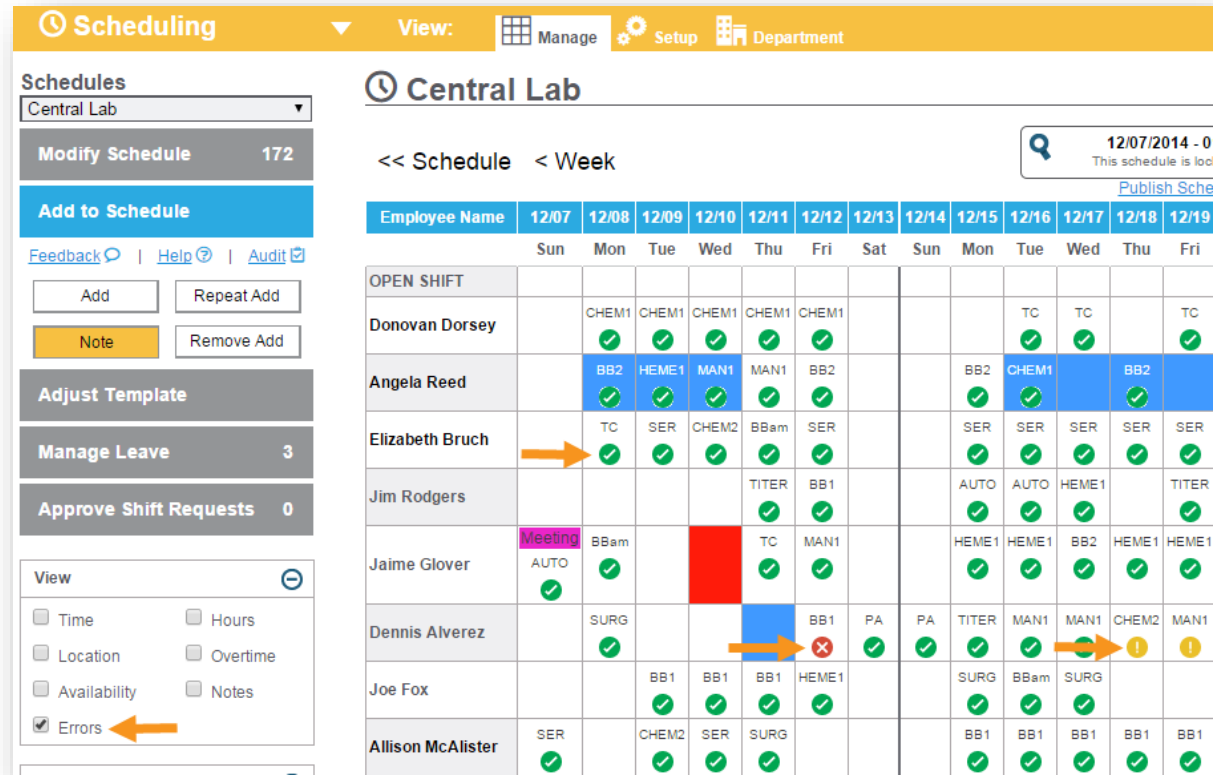
Employee Name	12/07	12/08	12/09	12/10	12/11	12/12
	Sun	Mon	Tue	Wed	Thu	Fri
OPEN SHIFT						
Donovan Dorsey		CHEM1	CHEM1	CHEM1	CHEM1	CHEM1
Angela Reed		BB2	HEME1	MAN1	MAN1	BB2
Elizabeth Bruch		TC	SER	CHEM2	BBam	SER
Jim Rodgers					TITER	BB1
Jaime Glover	Meeting AUTO	BBam			TC	MAN1
Dennis Alvarez		SURG				BB1
Joe Fox			BB1	BB1	BB1	HEME1
Allison McAlister	SER		CHEM2	SER	SURG	
Jack Wegner	BB2	HEME1			Lead HEP	CHEM2
Maggie Bouchard				AUTO	AUTO	HEP
Vicki Donovan				N4	N4	N4
Tammy Ellis						

Errors View

Overview of the Errors View

- To display the error status of each scheduled shift assignment, under **View**, select the **Errors** check box.
- To display information about an error, move the pointer over the error of interest.

-  = No Error
-  = Minor error occurred
-  = Significant error occurred



Scheduling View: Manage Setup Department

Schedules
Central Lab
Modify Schedule 172
Add to Schedule
Feedback | Help | Audit

Adjust Template
Manage Leave 3
Approve Shift Requests 0

View

- Time
- Hours
- Location
- Overtime
- Availability
- Notes
- Errors

Central Lab
Schedule < Week
12/07/2014 - 0
This schedule is locked
Publish Schedule

Employee Name	12/07	12/08	12/09	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
OPEN SHIFT													
Donovan Dorsey		CHEM1 ✓	CHEM1 ✓	CHEM1 ✓	CHEM1 ✓	CHEM1 ✓				TC ✓	TC ✓		TC ✓
Angela Reed		BB2 ✓	HEME1 ✓	MAN1 ✓	MAN1 ✓	BB2 ✓			BB2 ✓	CHEM1 ✓		BB2 ✓	
Elizabeth Bruch		TC ✓	SER ✓	CHEM2 ✓	BBam ✓	SER ✓			SER ✓	SER ✓	SER ✓	SER ✓	SER ✓
Jim Rodgers					TITER ✓	BB1 ✓			AUTO ✓	AUTO ✓	HEME1 ✓		TITER ✓
Jaime Glover	Meeting AUTO ✓	BBam ✓			TC ✓	MAN1 ✓			HEME1 ✓	HEME1 ✓	BB2 ✓	HEME1 ✓	HEME1 ✓
Dennis Alvarez		SURG ✓				BB1 ✗	PA ✓	PA ✓	TITER ✓	MAN1 ✓	MAN1 ✓	CHEM2 !	MAN1 !
Joe Fox			BB1 ✓	BB1 ✓	BB1 ✓	HEME1 ✓			SURG ✓	BBam ✓	SURG ✓		
Allison McAlister	SER ✓		CHEM2 ✓	SER ✓	SURG ✓				BB1 ✓	BB1 ✓	BB1 ✓	BB1 ✓	BB1 ✓