

## Schedule Views & Layouts -----

### Features & Functions by Schedule View

Schedule View> Feature/Function:	By Employee	Calendar	By Position	Category Chart	IN-OUT Chart	Sortable List	Multi-Shift Edit	Graphical	Availability	Statistics
Daily View		x	x			x	x	x	x	
Weekly View	x	x	x	1-4 wks	1-4 wks	x	x	x		x
Multiple Weekly View				x	x					
Monthly View		x		x	x					
Add Shifts	x	x	x	x		x	x	x	x	x
Edit (& Assign) Shifts	x	x	x	x		x	x	x	x	x
DRAG & DROP Shifts (& UNDO)	x									
QUICK EDIT & Add Shifts	x									
View Time Off on Schedule	x									
Edit Multiple Shifts							x			
Put Multiple Shifts Into Categories							x			
Prevent page refreshing	x	x	x	x	x	x	x	x	x	
Delete Shifts by Clicking Shift	x	x	x	x		x	x	x	x	
Delete Multiple Shifts						x				
Unassign Shifts by Clicking Shift	x	x	x	x		x	x	x	x	
Unassign Multiple Shifts						x				
Shifts display by Category Name	x			x						
Sort Shifts by Column						x	x			
Sort/ Group View by Category		Weekly-Monthly						x		
Search for Shifts	x	x	x			x	x	x	x	x
Filter View by Category	x	x	x	x	x	x	x	x	x	x
Filter View by Position	x	x	x	x	x	x	x	x	x	x
Filter to show Autofilled, Unassigned, & Preplaced Shifts						x	x			
Save Template	x	x	x			x	x	x	x	x
Import (Unpublished views)	x	Daily-Weekly	x			x	x	x	x	x
Export	x	Daily-Weekly	x			x	x	x	x	x
Unpublish / Publish	x	Daily-Weekly	x			x	x	x	x	x
Print	x	x	x	x	x	x	x	x	x	x
Add Weekly Notes	x	Daily-Weekly	x			x	x	x	x	
Employee Phone # on Schedule	x	Daily								
Unassigned shifts on Schedule	x	x	x			x	x	x	x	x
See which employees have viewed/confirmed schedule	x									x
Print Individual Employee's Weekly Schedules (Individual Monthly use Employee Details Schedule tab)	x									
See employee preferences superimposed on shifts									x	
Controls How Employees' Everyone's Schedule displays		x		x	x					
Analyze Shifts - show conflicts						x				x
Show Shift Descriptions	x	x	x			x	x	x	x	

Many features/functions can be controlled using the "Change Layout" link in the upper left of each schedule view.

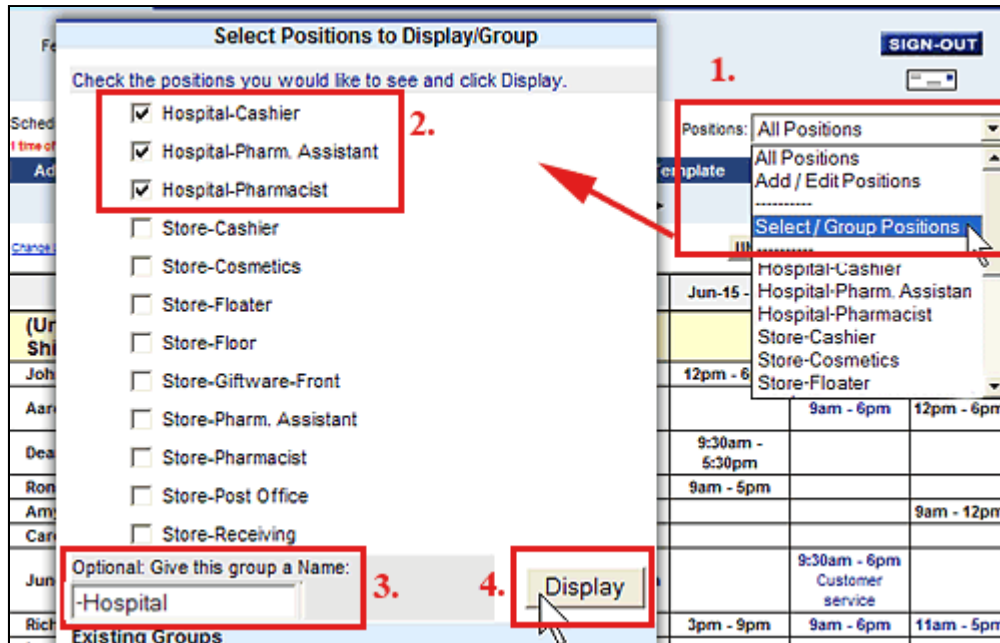
## View One or More Locations

If you have created [Location-Specific Position](#) names you can group each location's positions for quick viewing. This adds Group names to the top of the Positions dropdown menu and allows you to filter your view to display only those positions in each group. Each Position can be included in any number of Position Groups. You can create any number of Position Groups - to show for example all cashiers at all locations or all cashiers at a number of locations etc.

### To create a Location Position Group:

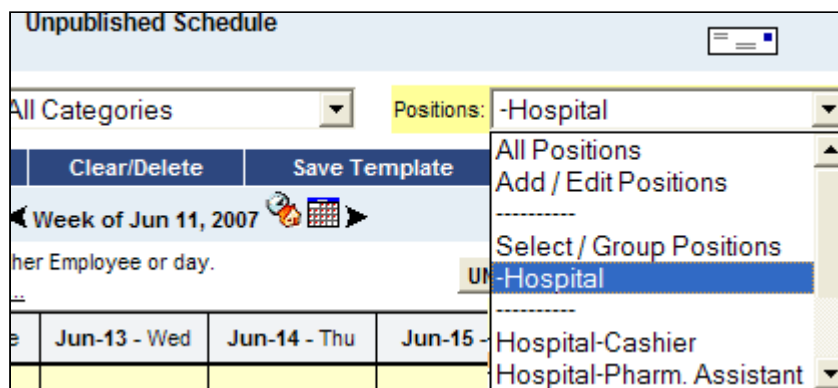
From any Schedule View

- In the Positions Dropdown choose **Select/Group Positions** to open the Select Positions window



- Check off the Positions you want to be included in this group
- Type in the name of the group (Ex. Location name)
- Click the **Display** Button
- the window will close and the schedule display will change to only include shifts for that group of positions

The Positions dropdown will now include your new Position Group at the top which can be quickly accessed on all schedules and the Employee list.



## Change Layout - Fonts, Name Order etc.

Most Schedule section pages have a **Change Layout** link in the upper left. Depending on the view, you can change various layout options for that display page and printout. Some of the options include or omit information, change font sizes, change the way employee names appear (first, last), set operating hours to show etc. Be sure to explore all of the Layout options using the Change Layout links. The selected layout settings will remain active for you in the future for each view until you change them again.

Aug 10, 2006  
01:37pm

Sample Pharmacy  
Unpublished Schedule

Schedule View:  
Add Shifts

[Change Layout](#)

(Unassigned)

John Aaron

Aaron Abson

Dean Almanson

Ron Arno

Amy Cabillo

Caron Chamos

June Clemson

9am - 5pm

9am - 5pm

9:30am - 5p

Jun-14 - T

30am - 5:3

5pm - 9p

9am - 6p

### Configure "By Employee" Schedule View

Screen View

Show:  Description  Position  Category

Hide workers with no shifts

Show **approved time off** on the schedule

Show "OFF" on days with no shifts or time off

Show **unassigned shifts** on the schedule

Show worker's **total hours**

Show worker's **phone number**

Show the **date header once**

Show employee name on the left (enables Drag & Drop)

Use the Quick Shift Edit box

Name Display:

Font Size:

Printout

Show:  Description  Position  Category

The Calendar Monthly view "Change Layout" link also allows you to change the beginning display day for that view

**Configure "Monthly"  
Schedule View**

**Screen View**

Show shift text

Hide Positions with no shifts

Start On Day: Thursday

Name Display: Last, First

Font Size: Small

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**Printout**

Show shift text

Hide Positions with no shifts

Hide unassigned shifts

Name Display: Last, First

Font Size: Small

Update Display

Note: The [SETTINGS page](#) allows you to change the day that displays first on all weekly displays.

## Change the Schedule Start Day

You can change the day that all your weekly schedules begin on (and which daily tab appears on the left of the schedule views) by using the **SETTINGS** page. Please note that if you have already created schedules for a number of weeks and published them then changing the schedule start day can push certain unpublished days to a published week or published days into a unpublished week. E-mail notifications are NOT sent out to employees when you change the schedule start day.

NOTE: Our system assumes you will choose your schedule start day during your trial period. **After your trial period you will not see the "Change Start Day" link on your Settings page.** Please use the contact link at the bottom of your account and let us know the day you want to change to and the reason for changing and we will be happy to change the start day for you.

The Calendar Monthly view start day can be changed independently using the "Change Layout" link to display beginning with a different day (Example, you can change the view to start with Sunday so that looks like a standard calendar).

### To change the start day of all your scheduling weeks:

From any page

- In the top menu click **SETTINGS** to go to the Settings page

The screenshot displays the 'SETTINGS' page for 'Sample Pharmacy'. The top navigation bar includes 'HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW **SETTINGS** HELP'. The main content area is divided into sections: 'COMPANY INFORMATION' (Account #, Company Name, Address, City State Zip, Phone, Time Zone), 'YOUR INFORMATION' (First Name, E-Mail & Text Message, ID & Password), and 'SCHEDULE SETTINGS' (Schedule START DAY: Monday, Click Here to Change, AUTOFILL MINIMUM TIME OFF Between Shifts, SEND NOTIFICATIONS when Publish or Unpublish schedules). A modal window titled 'Change the Day of the Week your Schedules Start On' is open, containing a dropdown menu set to 'Tuesday', a 'Submit Change' button, and a note: '(Note: this process can take a few minutes depending on how many schedules you currently have)'. A red arrow points from the 'Click Here to Change' link in the 'SCHEDULE SETTINGS' section to the modal window. The 'SETTINGS' link in the top navigation bar is highlighted with a red box.

- Scroll down to "Schedules Start On" and click the "**Click Here to Change**" link (Don't see the link? - See highlighted note above.)
- Choose your new start day
- Click the **Submit Change** button **only once**
- Note: the process can take a few minutes depending on how many schedules you have already created.

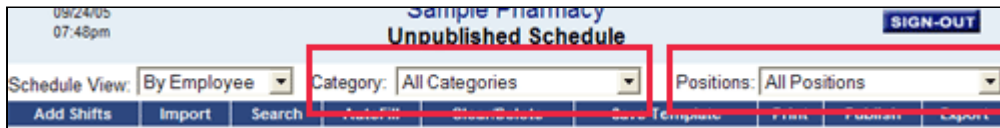
Related Topics:

## Filter the Schedule View/Printout

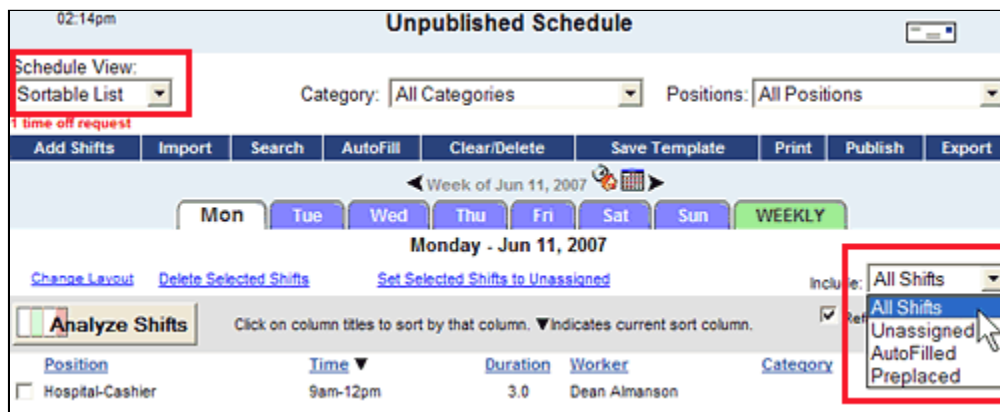
All Schedule Views and the Employee list can be filtered to display only certain Positions, groups of Positions (locations), Categories, groups of Categories etc.

Filtering the Schedule View not only changes the display and printout but also changes what is affected when you perform functions such as Import, AutoFill, Clear/Delete, Save Template etc.

Filtering is done using the dropdown boxes in the upper right of the Schedule view pages.



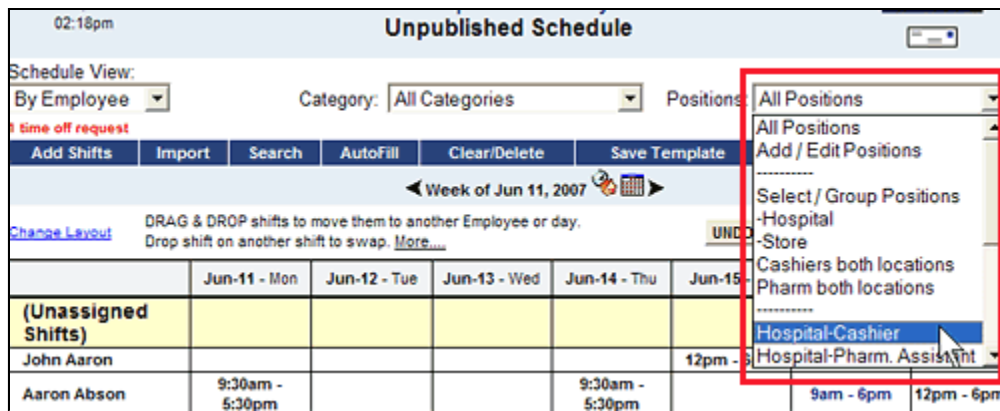
- **Categories** - use of categories is optional - if you have created Categories and set shifts to be in those categories you can choose any one or group of categories to be displayed. If you choose a Category and then a Position the view will be limited to only those shifts in both that category and that position.
- **Positions** - choose which position you want to be displayed on the screen or Select/Group Positions to show groups of positions at once.
- **Include** - this dropdown appears on the [Sortable List](#) and [Multi-Shift Edit](#) Views and allows you to show
  - All Shifts
  - only Unassigned Shifts
  - only Preplaced Shifts
  - only AutoFilled Shifts



### To filter a Schedule View:

From any Schedule View

- In the Positions and/or Category dropdown choose the Position/Category that you want to display



- The view will change to only include those shifts (the dropdown will be highlighted to remind you that you are filtered).



You also can use the **Search** button on any weekly Schedule View - which allows you to set different options and then show a list of shifts that match.

**Related Topics:**

- [Searching for Shifts](#)
- [Filtering to Show Preplaced Employees](#)

## Filter to Show Preplaced Employees

You can quickly find which shifts you preplaced employees manually into by using the "Include" dropdown menu on the **Sortable List** and **Multi-Shift Edit** Views.

### To Filter a Schedule to only show any Preplaced (manually assigned) Employees:

From any Schedule View

- in the Schedule View dropdown choose **Sortable List** or **Multi-Shift Edit**
- On either of those schedule views use the **Include** dropdown to choose **Preplaced** Shifts

The screenshot shows the 'Unpublished Schedule' interface. At the top, there is a 'Schedule View:' dropdown menu set to 'Sortable List', which is highlighted with a red box. Below it, there are buttons for 'Add Shifts', 'Import', 'Search', 'AutoFill', 'Clear/Delete', 'Save Template', 'Print', 'Publish', and 'Export'. The main area shows a weekly calendar for 'Monday - Jun 25, 2007'. On the right side, there is an 'Include:' dropdown menu, also highlighted with a red box, which is open and shows options: 'All Shifts', 'All Shifts', 'Unassigned', 'AutoFilled', and 'Preplaced'. The 'Preplaced' option is selected. Below the calendar, there is a table with columns for 'Position', 'Time', 'Duration', 'Worker', and 'Category'. The table contains two rows: 'Hospital-Cashier' with a duration of 3.0 and 'Store-Cosmetics' with a duration of 6.0.

Note: if you have made any changes to a shift after AutoFilling the employee for that shift will appear as Preplaced (even though they might have been AutoFilled). Any change to the shift after AutoFilling will change it to Preplaced.

#### Related Topics:

- [Filtering the Schedule View/Printout](#)

## Show Holidays - Days Closed

WhenToWork does not currently allow for setting specific dates as holidays but you can create a Position called "Holiday" or "Closed" and then create one shift for that position on your day off. This can act as a reminder that no one should be scheduled that day. Since you will not allow any employees to work this position no one will be assigned to the shift when you use AutoFill.

You also can create a holiday day "template" with one "shift" that can be imported into your holidays.

Note if you Import a template or previous week into a week and want to remove the shifts for one day you can use the [Clear/Delete](#) function.

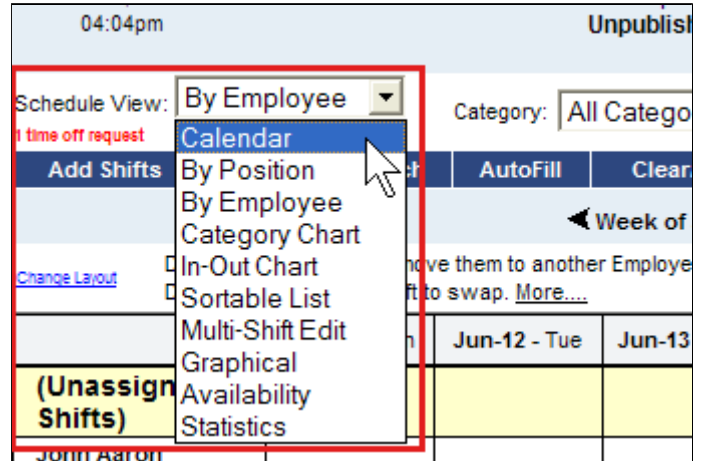
### Related Topics:

- [Importing Shifts for Week or Day](#)
- [Creating Schedule Templates](#)
- [Importing one Position or Category](#)
- [Clearing Workers & Deleting Shifts](#)
- [Saving / Naming Schedules](#)
- [Deleting Saved Schedules](#)
- [Filtering the Schedule View/Printout](#)

## Standard & Special Schedule Views

### Standard Schedule Views

- **Calendar** - Daily, Weekly and Monthly Tabs - similar to a calendar or planner layout
- **By Position** - Daily and Weekly Tabs - Lists shifts by Position. Shows total shifts and hours for each Position
- **Graphical** - Daily and Weekly Tabs - Shows shifts in a graphical format similar to a spreadsheet. Layout can be changed to only show certain time period - show by employee or position.
- **Category Chart** - most useful if you use Categories, providing a compressed chart for time periods between 1 week and a month
- **In-Out** - similar to Category Chart but shows the time first shift starts and time last shift ends for the day



### Special Schedule Views

- **By Employee** - Default "working" view. Lists employees down the left. Shows their schedule for the week and if the week is published shows icons for each employee if they have viewed, received and confirmed receipt of the schedule. Allows for dragging and dropping shifts and quick editing (the Quick Edit window also allows you to change the shift's Position. You can also Ctrl Drag/Drop to quickly make copies of shifts.
- **Availability** - Daily - Graphically displays all employees - the shifts they are working overlaid on their work time preferences and shows time off and the counts for coverage and availability. Layout can be changed to only show a certain time period - specific time periods can be saved for quick viewing later.
- **Sortable List** - Daily and Weekly Tabs - List of Shifts can be sorted by any column. Also allows for deleting and unassigning multiple shifts. Can be filtered to show only Unassigned Shifts, Auto-Filled Shifts or Preplaced Shifts. Also used to Analyze Shifts to check for any conflicts.
- **Multi-Shift Edit** - Daily and Weekly Tabs - (List of Shifts can be sorted by any column). Allows editing of multiple shifts at one time. Can be filtered to show only Unassigned Shifts, Auto-Filled Shifts or Preplaced Shifts
- **Statistics** - shows at a glance statistics about the weekly schedules. On published weeks this view shows whether or not employees have viewed or confirmed receipt of that schedule.

Any Schedule View can be filtered to only show certain Positions, Position Groups, Categories etc.

#### Related Topics:

- [Changing the Schedule View](#)
- [Chart of Functions in each View](#)
- [Multi-Shift Edit Schedule View](#)
- [Sortable List Schedule View](#)
- [Availability - Coverage Schedule View](#)
- [Statistics Schedule View](#)
- [Filtering the Schedule View/Printout](#)

## Multi-Shift Edit Schedule View

Multi-Shift Edit - Daily or Weekly tabs to view one day or entire week of shifts. List of Shifts can be sorted by any column. Allows editing of multiple shifts at one time. Can be filtered to show only Unassigned Shifts, Auto-Filled Shifts or Preplaced Shifts

04:12pm Unpublished Schedule

Schedule View: Multi-Shift Edit 1 time off request Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of Jun 11, 2007

Mon Tue Wed Thu Fri Sat Sun WEEKLY

Save Changes To DELETE multiple shifts use the Sortable List View Include: All Shifts

Click on column titles to sort by that column. ▼ indicates current sort column.

Position	Day	Worker	Time	Duration	Color	Category	Description
Hospital-Cashier	Mon	Dean Almanson	9am	12pm	3.0 ac	Color	none
Hospital-Cashier	Tue	Eileen Posten	9am	12pm	3.0 ac	Color	none
Hospital-Cashier	Wed	Lauren Donson	9am	12pm	3.0 ac	Color	none

This Multi-Shift edit view is sorted by Time (as indicated by the down arrow) to change the list to be sorted by another column click that column name (ex. click Worker)

Make changes to shifts and click the Save Changes button

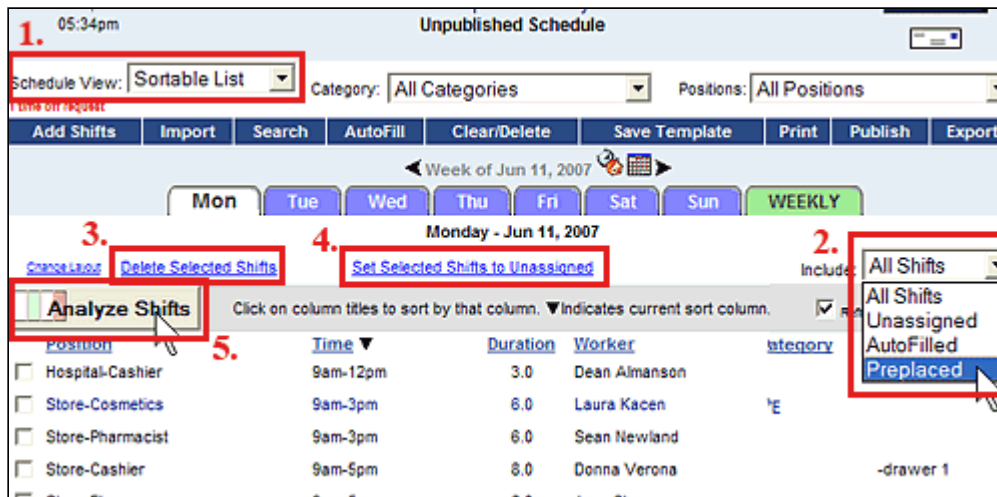
### Related Topics:

- Editing Multiple Shifts at Once

## Sortable List Schedule View - ANALYZE Shifts

The Sortable List Schedule View (1.) is useful when you want to sort the list of shifts for one day or week. The list of Shifts can be sorted by any column. Also allows for deleting (3.) and unassigning (4.) multiple shifts. Can be filtered to show only Unassigned Shifts, Auto-Filled Shifts or Preplaced Shifts (2.)

When viewing shifts in the future the Sortable List view also includes a special **Analyze Shifts** button that allows you to see if any of the shifts conflict with maximums set for that employee, their "like and dislike" work times, "cannot work" times or minimum time off between shifts etc. It is recommended that you Analyze Shifts before publishing to check for any conflicts due to last minute changes to employee preferences or constraints.



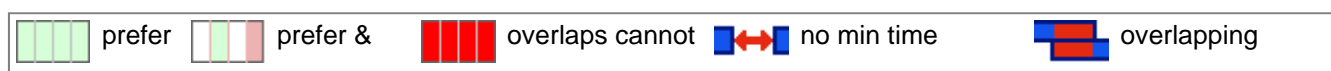
### To Use the Sortable List Schedule View






From any Schedule View

- In the Schedule View dropdown choose **Sortable List**
- You may sort by any column on this page
  - Prefs - (if you have used Analyze Shifts and see the prefs listed)
  - Position
  - Day
  - Time
  - Duration
  - Worker
  - Description
- Changing the **Include** dropdown allows you to filter the view and show:
  - All shifts
  - only Unassigned shifts
  - only Preplaced shifts
  - only AutoFilled shifts
- Checking the box next to shifts will allow you to:
  - Delete multiple shifts
  - Unassign multiple shifts
- Click the **Delete Selected Shifts** or **Unassign Multiple Shifts link**
- The schedule will be updated

If the schedule is published then the affected employees are automatically sent notification messages unless you uncheck that setting before deleting or unassigning the shifts.

**Analyze Shifts (5.)** - (for shifts in the future only) click the button - to see how your assigned shifts match up with the assigned employees' preferences and many other constraints:



	no pref		dislike dislike		work over max shifts for day		between shifts over max hours for day		shifts conflicts with vacation
---	------------	---	--------------------	---	------------------------------------	---	---	---	--------------------------------------

### Using the Clear/Delete button

You also can delete shifts for certain Positions, Categories and Groups or Delete an entire schedule by filtering on a position or category first, then using the [Clear/Delete Function](#) on Unpublished Schedule Views.

#### Related Topics:

- [Clearing Work Assignments - Deleting Shifts](#)

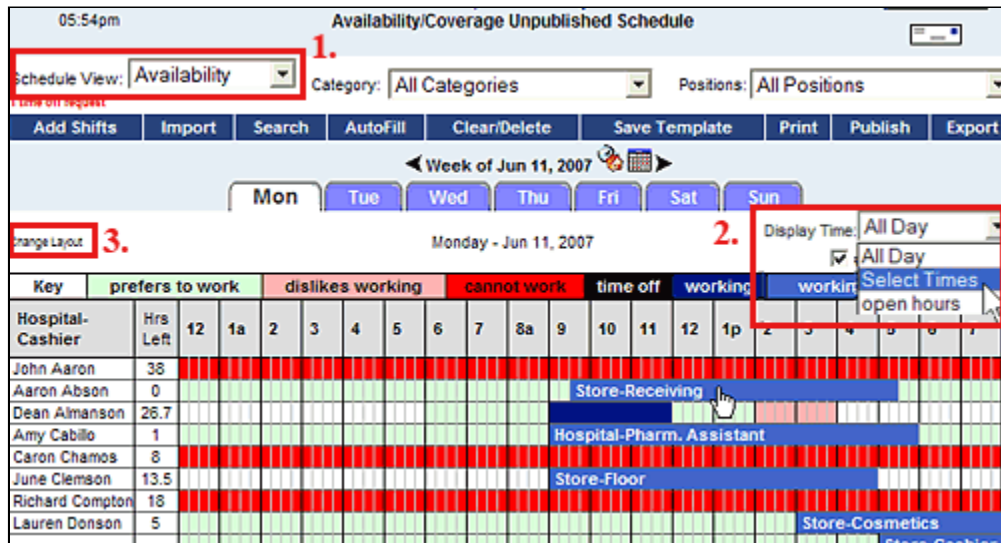
## Availability - Coverage Schedule View

The Availability - Coverage View (1.) allows a quick spreadsheet type overview of all employees, listed by Position - when they are working superimposed on a grid that includes their work time preferences and time off. You can change the range of hours that display (2.) (and even save different ranges) to make it look less busy.

### To View Availability - Coverage

From any weekly Schedule View

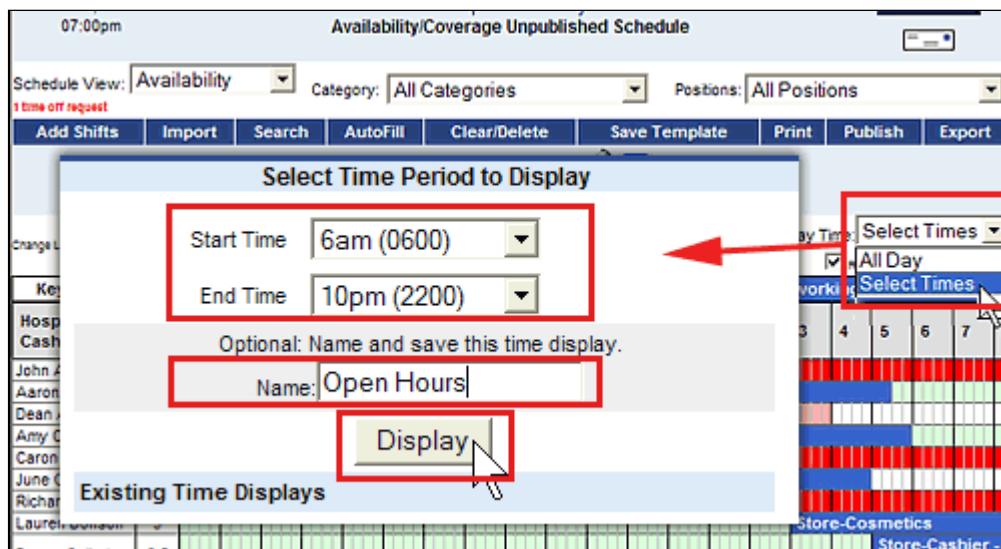
- In the Schedule dropdown choose **Availability (1.)**



### Select a Different Time Period to Display

On the Availability Schedule View

- In the Display Time dropdown in the upper right choose **Select Times (2.)**



- Choose the **Start and End** times for this display
- If you would like to save this time period as a shortcut, type in a name
- Click **Display**

If you saved the display time period it will now show in the Display Time dropdown for quick access.

Availability/Coverage Unpublished Schedule

Category: All Categories Positions: All Positions

AutoFill Clear/Delete Save Template Print Publish Export

Week of Jun 11, 2007

Tue Wed Thu Fri Sat Sun

Monday - Jun 11, 2007

Display Time: Open Hours

All Day

Select Times

Open Hours

likes working	cannot work	time off	working	working															
9	10	11	12	1p	2	3	4	5	6	7	8p	9	10p	11p	12a	1a	2a	3a	4a

Use the "Change Layout" link (3.) to include:

- Totals for each position showing how many employees are working for each 15 minute time increment
- Totals for each position showing how many employees are available
- The number of hours each employee has left before reaching their set maximum hours per week

Configure "Availability" Schedule View

Screen View

Show Shift Descriptions

Show Shift Descriptions For Other Positions

Show Availability Counts

Show Worker Counts

Only Show Those Working The Position

Name Display: First Last

Font Size: Small

Printout

[Click here for help with printing COLORS](#)

Show Shift Descriptions

Show Shift Descriptions For Other Positions

Show Availability Counts

Show Worker Counts

Only Show Those Working The Position

Name Display: First Last

Font Size: Large

Update Display

Related Topics:

- Finding Replacements - Who's Available?

## Statistics Schedule View

The Statistics Schedule View shows at a glance various statistics about the weekly schedule and each employee who is working. This view can be filtered by Positions and Categories to give specific stats for particular Jobs or Locations. On published weeks this view shows whether or not employees have viewed or confirmed receipt of that schedule. To view statistics for a date range see [Custom Reports](#).

When viewing current or future weeks you will see an **Analyze Shifts** button which you can click to go to the Sortable list view to see how each shift lines up with the assigned employee preferences, maximums, time off, minimum time off between shifts etc.

08:06pm Published Schedule Stats

Schedule View: **Statistics** Category: All Categories Positions: All Positions

Add Shifts Search Save Template Print UnPublish Export

Week of Jun 4, 2007

Change Layout

Shifts Summary				
Click on day to edit	Unassigned Shifts	Assigned Shifts	Assigned Hours	Approx Cost
Monday	0	19	128.00	1351
Tuesday	0	21	139.00	1439
Wednesday	0	20	133.30	1547
Thursday	0	20	133.00	1593
Friday	0	20	133.00	1731
Saturday	0	12	90.50	1275
Sunday	1	9	58.50	971
<b>Total</b>	<b>1</b>	<b>121</b>	<b>815.30</b>	<b>9905</b>

**Analyze Shifts** Click to analyze each assigned shift to find any conflicts due to manual scheduling of employees - check each shift against current employee preferences and maximums & settings

Employees Scheduled This Week					
35 Employees	Working Shifts	Total Hours	Viewed Schedule	Pay Rate	Approx Cost*
John Aaron	5	24.00		8.00	192
Aaron Abson	5	30.00		7.75	232
Dean Almanson	5	34.30		11.00	377
Ron Arno	2	16.00		11.75	188
Amy Cabillo	4	35.00		7.75	271
Caron Chamos	3	18.00		40.00	720
June Clemson	3	19.50		8.50	166
Richard Compton	5	33.00		11.00	363
Lauren Donson	2	12.00		6.95	83
Penny Folsom	1	9.00		35.00	315
Donna Gallerton	4	28.00		7.55	211
Frank Garcia	4	22.00		7.50	165

This view shows:

- Shift Summary with
  - Total shifts (assigned and unassigned) for each day and the total for the week
  - Total hours assigned for each day and the total for the week
  - Optional - total approximate cost for each day and for the week (add this using the Change Layout link)
- Employees Summary with
  - each working employee's total number of shifts and hours for that week
  - Optional - pay rate and total cost for each employee (payrate times hours worked)

### To access the Statistics View for a Week:

From any Schedule View:

- In the Schedule View dropdown choose **Statistics**
- The Statistics view can be filtered to only show statistics for certain Positions, Position Groups, Categories, Category Groups etc.

### Setting whether the Pay Rate & Cost information displays on the Statistics View:

On the Statistics Schedule View page

- Click the **Change Layout** link in the upper left of the page

10:42am Unpublished Schedule Stats

Schedule View: **Statistics** 3 time off requests Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

**Change Layout** → **Configure "Stats" Schedule View**

**Screen View**

Show Pay Rate and Cost

**Printout**

Show Pay Rate and Cost

**Update Display**

Click on day to edit	Unassign Shifts				
Monday	2				
Tuesday	2				
Wednesday	3				
Thursday	2				
Friday	2				
Saturday	2	10	81.50	1159	
Sunday	2	8	55.50	896	
<b>Total</b>	<b>15</b>	<b>109</b>	<b>764.30</b>	<b>9327</b>	

Employees Summary			
Working Shifts	Total Hours	Pay Rate	Approx Cost*
2	12.00	7.75	93
5	38.00	11.00	418
3	20.00	11.75	235
4	36.00	7.75	279
3	18.00	40.00	720
3	21.50	8.50	183
6	36.00	11.00	396
2	13.00	6.95	90
1	0.00	25.00	25

- Check (uncheck) the box next to Show Pay Rate and Cost for the display and/or the Printout
- Click the **Update Display** button

Statistics can also be printed and exported for a specific date range ([Custom Reports](#)) using the **Reports** section.

**Related Topics:**

- [Standard Printouts](#)
- [Custom Reports - Specific Date Ranges](#)
- [Exporting Data](#)

## Compressed Schedule Chart (Category Chart)

Some companies like to create a compressed chart of their schedule.

If the shifts are not marked as being in any category they show as "ON" if the employee is working that day. If the shift the employee is working is defined as being in a category it will appear with that category abbreviation. This can be useful if you have fixed time shifts and you want to categorize them as morning, evening, night - or you can make them be location related etc.

	10 Th	11 Fr	12 Sa	13 Su	14 Mo	15 Tu	16 We	17 Th	18 Fr	19 Sa	20 Su	21 Mo	22 Tu	23 We
Abson, Aaron			WE			NIGHT				WE			NIGHT	
Almanson, Dean	ON				ON	ON	ON	ON				ON	ON	ON
Arno, Ron	ON	ON			ON		ON	ON	ON			ON		ON
Cabillo, Amy	ON					ON		ON					ON	
Chamos, Caron	ON						ON	ON						ON
Compton, Richard	ON	ON		WE	ON	ON	ON	ON	ON		WE	ON	ON	ON
Donson, Lauren					ON							ON		
Gallerton, Donna		ON	WE	WE		NIGHT			ON	WE	WE		NIGHT	

The Category Chart can be set to display 1, 2, 3, 4 weeks or one month.

Two week Category Chart with some shifts in categories (WE and NIGHT)

### Related Topics:

- [Why Use Shift Categories?](#)
- [Adding New Category Definitions](#)
- [Existing Shifts - Assigning Categories](#)
- [Adding New Shifts is Easy Using Shift Categories](#)
- [Using Categories to Selectively AutoFill\\*](#)
- [Coloring Individual or Groups of Shifts](#)
- [Setting a Category Default Shift Color](#)

## View / Print Individual Monthly Schedules

Employees can log in and view their own schedules online - this ensures the employee is always viewing their most current schedule. In some cases you may want to print a monthly schedule for one employee. This can be done from that employee's Employee Details window.

Also note that you can print individual WEEKLY schedules for all employees an one time from the By Employee Schedule View using the Change Layout Link to choose that print option.

### To print an Individual Employee's Monthly Schedule:

From any page:

- Click **EMPLOYEES** in the top menu to go to the Employee List (1.)
- Click the **Employee name** to open the Employee Details window. (2.)
- Click the **Schedules-Preferences** tab (3.)
- Click the **View MONTHLY Schedule** link in the upper left (4.)

The screenshot shows the WhenToWork.com interface. At the top, there is a navigation menu with 'EMPLOYEES' highlighted and labeled '1.'. Below the menu, the date 'Dec 19, 2006' and time '06:13pm' are displayed. The main heading is 'Sample Pharmacy Employees'. A red box labeled '2.' highlights the 'John Aaron' name in the employee list on the left. A red box labeled '3.' highlights the 'Schedules - Preferences' tab in the employee details window. A red box labeled '4.' highlights the 'View MONTHLY Schedule' link in the employee details window. The main content area shows a weekly schedule for 'John Aaron' for the week of Jun 4, 2007. The schedule is as follows:

Mon - Jun-4	Tue - Jun-5	Wed - Jun-6	Thu - Jun-7	Fri - Jun-8	Sat - Jun-9	Sun
	5pm - 9pm Store-Post Office	9am - 12pm Hospital- Cashier	9:30am - 5:30pm Store- Receiving	12pm - 6pm Hospital- Cashier		

At the bottom of the window, it says 'Working 21.0 hours' and there is a 'Click to print s' link.

- You can use the "Click to Print Schedule" link at the bottom of that window for a printer friendly version of that display.

[Information](#) | 
 [Schedules - Preferences](#) | 
 [Time Off](#)

View WEEKLY Schedule & Preferences  [EDIT This Employee](#)

◀ June 2007 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Hospital-Cashier 12pm - 6pm	
3	4	5	6	7	8	9
Hospital-Cashier 12pm - 6pm - LP		Store-Post Office 5pm - 9pm - NIGHT	Hospital-Cashier 9am - 12pm	Store-Receiving 9:30am - 5:30pm	Hospital-Cashier 12pm - 6pm	
10	11	12	13	14	15	16
					Hospital-Cashier 12pm - 6pm	
17	18	19	20	21	22	23
Store-Cosmetics 11am - 5pm - LP	Store-Cashier 9:35am - 5:30pm	Store-Post Office 5pm - 9pm - NIGHT				
24	25	26	27	28	29	30
Hospital-Cashier 12pm - 6pm - LP						

[Click to print schedule](#)

**Related Topics:**

- [Why Use Shift Categories?](#)
- [Adding New Category Definitions](#)
- [Existing Shifts - Assigning Categories](#)
- [Adding New Shifts is Easy Using Shift Categories](#)
- [Using Categories to Selectively AutoFill\\*](#)
- [Coloring Individual or Groups of Shifts](#)
- [Setting a Category Default Shift Color](#)