

Staff > Preview Schedule

Last Modified on 04/02/2020 8:25 am EDT

The Staff > Preview Schedule screen will allow admin level users to preview the schedules for staff for specific classrooms/programs. This is part of the overall scheduling process for staff. There are settings for how many weeks can be adjusted on the Setup > [System Config, Extended Config](#) screen.

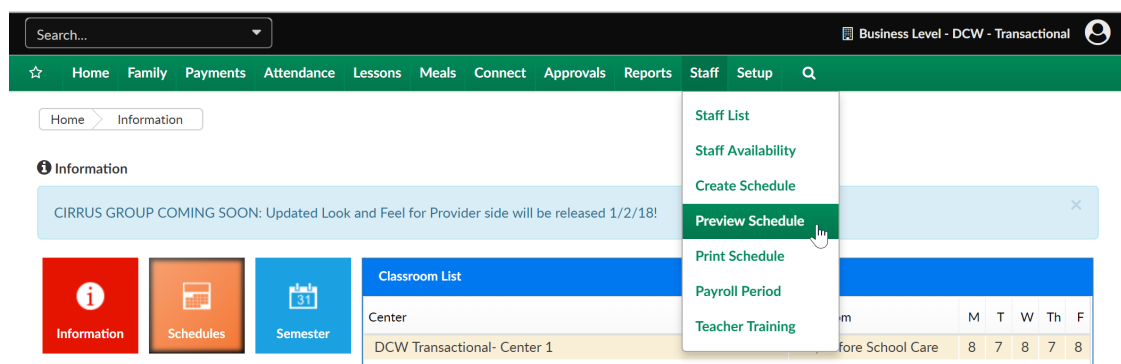
Pre-Work

In order to utilize this process, verify the below items have been setup within the system-

- [Home > Hours- center hours](#) must be current, for each day select the from and to time the center will operate.
- Staff must be setup under [Staff > Staff list](#), be sure each staff member is associated to a specific site.
- For each role that will access labor planning options Activity IDs: 394, 395, 1059 must be set to All Permissions.
- Go to [Staff > Staff Availability](#) to setup times staff can be scheduled.
- Go to [Staff > Create Schedule](#) to setup staff schedules.

Preview the Schedule

Go to Staff > Preview Schedule



When the screen opens, you will be able to select a particular school or site you are working on scheduling, you can select the time period as well

(currently this is only created by the week).

Once a school and time period are selected the scheduled staff hours will display in the lower portion of the screen. There are two view options- by Staff Member and by Classroom.

Staff Preview

Preview Schedule

School: Time Period:

By Staff Member | By Classroom

Schedule By Day - Target Hours:0 - Expected Hours:0 - Scheduled Hours:62.75 Expand

SATURDAY | SUNDAY | **MONDAY** | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY

Default 15mins 30mins 1hr

Ratio Warnings - 0

Overlapping Schedules - 0

	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM
Denise Dunwoody - 10.75 / 53.75 hours	Arc Demo											

Edits can be made from this screen by clicking on the schedule bar for each staff member, then select Edit.

Schedule By Day - Target Hours:0 - Expected Hours:0 - Scheduled Hours:62.75 Expand

SATURDAY | SUNDAY | **MONDAY** | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY

Default 15mins 30mins 1hr

Ratio Warnings - 0

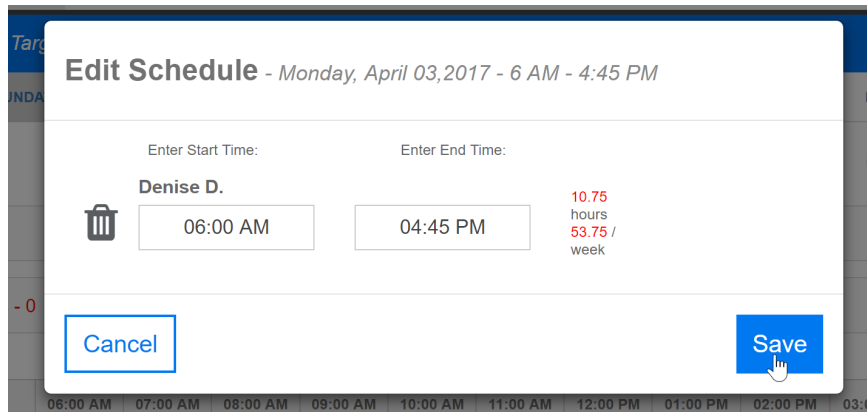
Overlapping Schedules - 0

	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM
Denise Dunwoody - 10.75 / 53.75 hours	Arc Demo											

Arc Demo:

06:00 AM - 04:45 PM

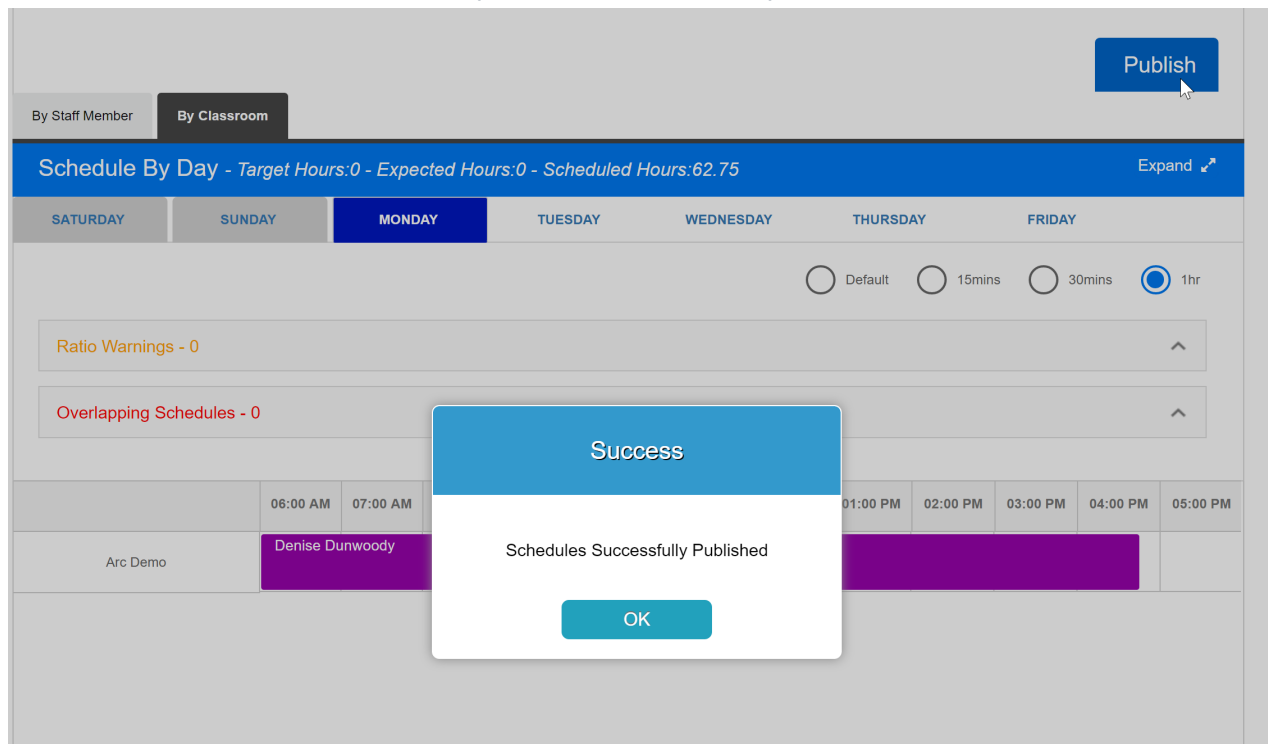
Once the edit box opens, the schedule time can be edited or deleted. Once complete select Save to save changes.



Any Ratio Warnings or Overlapping schedules will display in the warning boxes, if a warning existed the box could be selected to expand the warning. A schedule cannot be published when overlapping schedules are present.



Once the warnings have been resolved and the schedules have been reviewed, select the publish button to publish the schedule.



After selecting Ok, the Print Schedule screen will display.

The detail displayed can be altered by selecting differing schedule criteria- school, classroom, time period or staff.

Staff
Print Schedule

Schedule

School

🏠
DCW Demo
▼

Classroom

📄
All Classrooms
▼

Time Period

📅
April 02 - April 08
▼

Staff

👤
All Staff
▼

Create PDF
Edit Schedule >

Week By Staff Member

Day By Staff Member

Day By Classroom

Schedule By Week Expand ↗

Schedule subject to change based on attendance needs

	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Bree Baker 9.00 hours							06:00 AM Room 304	09:00 AM	06:00 AM Room 304	09:00 AM	06:00 AM Room 304	09:00 AM		
Denise Dunwoody 53.75 hours					06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM

Three different views are available, Week by Staff Member, Day by Staff Member and Day by Classroom.

Week By Staff Member

Day By Staff Member

Day By Classroom

Schedule By Week Expand ↗

Schedule subject to change based on attendance needs

	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Bree Baker 9.00 hours							06:00 AM Room 304	09:00 AM	06:00 AM Room 304	09:00 AM	06:00 AM Room 304	09:00 AM		
Denise Dunwoody 53.75 hours					06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM	06:00 AM Arc Demo	04:45 PM

Schedule By Day Expand ↗

Default
 15mins
 30mins
 1hr

Schedule subject to change based on attendance needs

	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM
Denise Dunwoody	Arc Demo											

Schedule By Day Expand ↗

Default
 15mins
 30mins
 1hr

Schedule subject to change based on attendance needs

	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM
Arc Demo	Denise Dunwoody											

To create a PDF copy of the schedule, select the Create PDF button.

Schedule

School:
 Classroom:

Time Period:
 Staff:

If changes need to be made to the schedule select the Edit Schedule button, this will move the schedule back to edit status. Once changes/updates have been made the schedule will need to be published again.

Staff Print Schedule

Schedule

School

Classroom

Time Period

Staff

Create PDF Edit Schedule >

To edit the schedule press Ok, to go back without making changes select Cancel.

