

# Staff > Print Schedule

Last Modified on 12/21/2017 3:28 pm EST

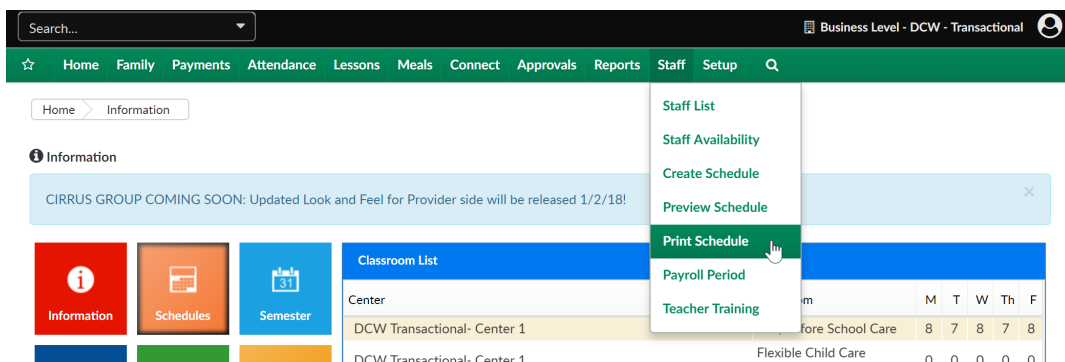
The Staff > Print Schedule screen will allow admin level users to print the schedules for staff for specific classrooms/programs. This is part of the overall scheduling process for staff. There are settings for how many weeks can be adjusted on the [setup > system config, Extended Config](#) screen.

## 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.
- Go to [Staff > Preview Schedule](#) to see a collective preview of how staff have been scheduled.

From the Staff menu, select Print Schedule option.



On the Print Schedule screen, select the School. Classroom. Time Period and

Staff detail for the schedule that will be printed.

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

Staff
Print Schedule

Schedule

School

Time Period

Classroom

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 admin level 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

[Week By Staff Member](#) | **Day By Staff Member** | [Day By Classroom](#)

### Schedule By Day Expand ↗

[SATURDAY](#) | [SUNDAY](#) | **MONDAY** | [TUESDAY](#) | [WEDNESDAY](#) | [THURSDAY](#) | [FRIDAY](#)

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											

[Week By Staff Member](#) | [Day By Staff Member](#) | **Day By Classroom**

### Schedule By Day Expand ↗

[SATURDAY](#) | [SUNDAY](#) | **MONDAY** | [TUESDAY](#) | [WEDNESDAY](#) | [THURSDAY](#) | [FRIDAY](#)

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Arc Demo	Denise Dunwoody											

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

[Staff](#) | [Print Schedule](#)

### Schedule

School:  | Classroom:

Time Period:  | Staff:

[Create PDF](#) | [Edit Schedule >](#)

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.

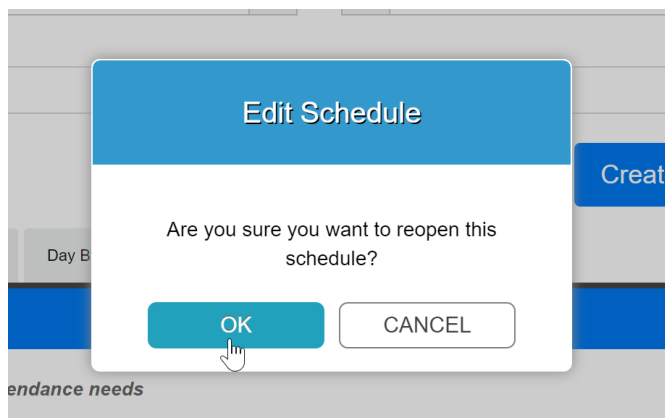
Staff Print Schedule

### Schedule

School: DCW Demo  
Classroom: All Classrooms  
Time Period: April 02 - April 08  
Staff: All Staff

Create PDF Edit Schedule >

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



If the schedule is going to be edited again, the system will take you back to the [Staff > Schedule](#) screen. Once schedules have been updated go to the [Staff > Preview Schedule](#) to complete and [Staff > Print Schedule](#) to create a PDF.