

HOW TO COPY A SCHEDULE TO ANOTHER WEEK

My Team > Team Plan > Schedule Planner

- Adjust the **timeframe** and **location** field if needed in the upper right corner

Timeframe Current Schedule Period Prop Courtyard Arbor Lakes Active

- Click the **check box** next to the employee(s) names that you want to copy the schedule for (ex. Sun 12/07 & Mon 12/08) Right click and click on the **go to** drop-down

Search

			Sun 12/07	Mon 12/08
<input checked="" type="checkbox"/>	And...	12387386	LINE CO...	Torgerso...

- Click on **business process** and click on **copy schedule** and a side bar will appear.

Name

Description

- Change the **target schedule** to **next schedule period + 1**, adjust the dates accordingly and click **copy schedule**. Go back to **schedule planner**, and in the **timeframe** category change it to **next schedule period**. You will notice the schedule shows the following week with the same shift. (ex. Sun 12/14 & Mon 12/15)

Timeframe Next Schedule Period

× Copy Schedule_v4.3

Selected Schedule

1Employee(s)selected

Next Schedule Period

Current Schedul...

Select a date

End Date

☐ Override Existing Schedule

☐ Include Comments

☐ Include Shift Labels

Search

			Sun 12/14	Mon 12/15
<input checked="" type="checkbox"/>	And...	LINE CO...	Torgerso...	16:00