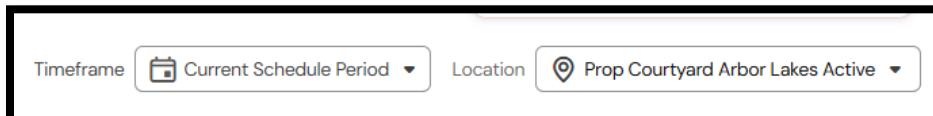


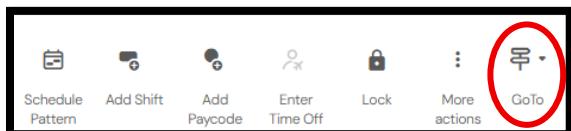
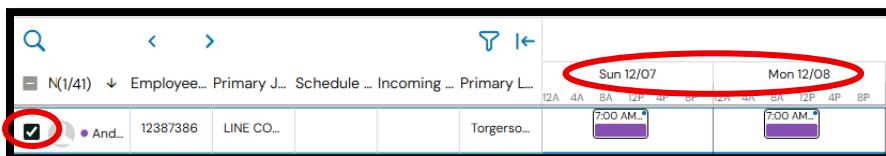
HOW TO COPY A SCHEDULE TO ANOTHER WEEK

My Team > Team Plan > Schedule Planner

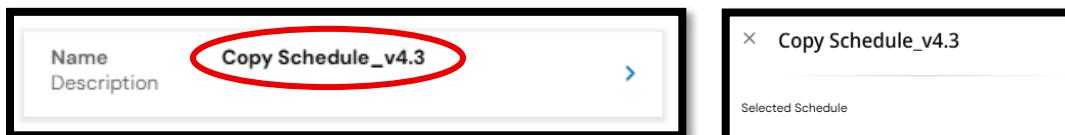
- Adjust the **timeframe** and **location** field if needed in the upper right corner



- 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



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



- 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)

