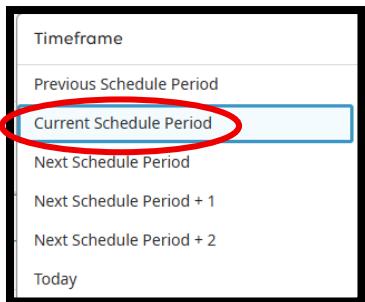


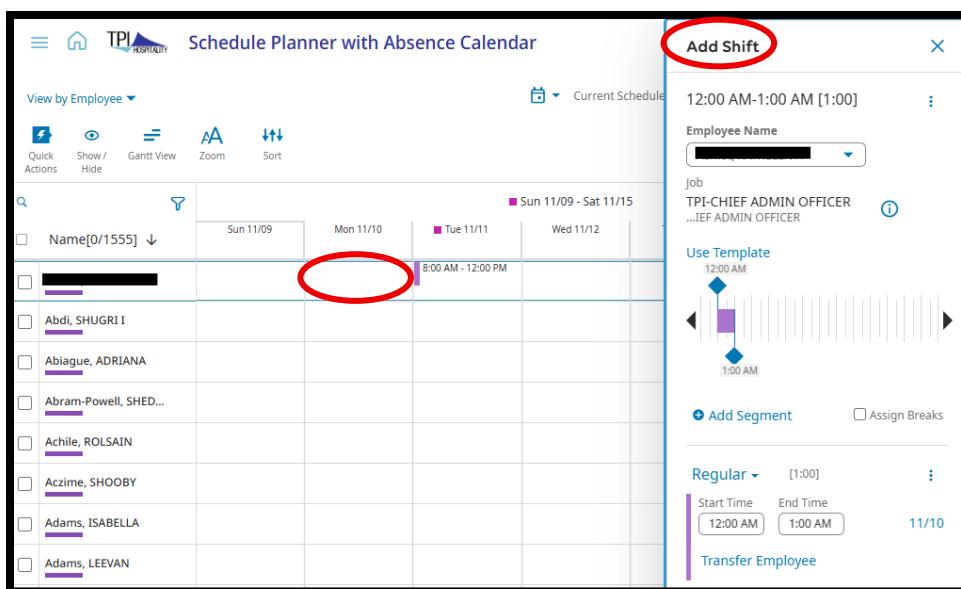
HOW TO CREATE A SCHEDULE

My Team > My Plan > Schedule Planner

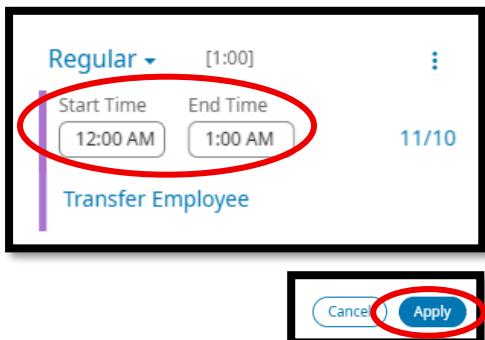
- Using the **Timeframe** button in the top right corner, select the timeframe you want to use (ex. current schedule period)



- Double-click on the cell you want to add a timeframe to for the desired employee (ex. Monday 11/10) and an **Add Shift** tab will appear on the right



- Enter the **Start Time** and **End Time**, click **Apply**, and **Save** in the top right corner. Or you can select the **Use Template** button and select from some previously created shift/time templates.



OR

