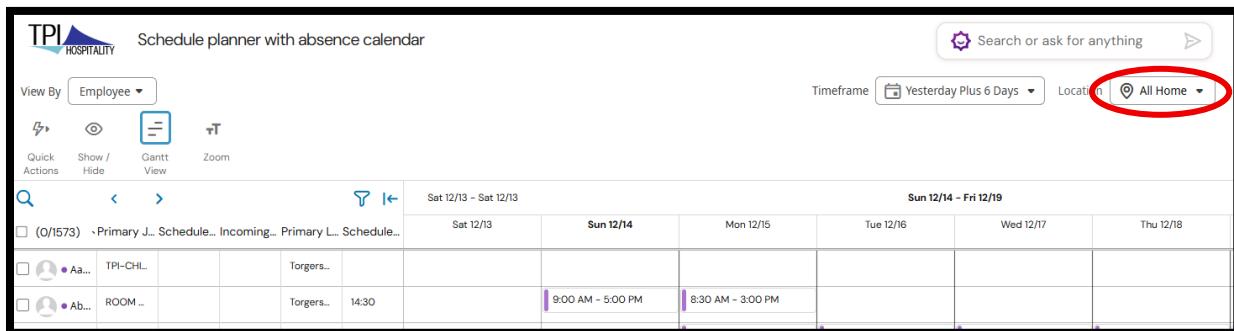


# HOW TO PUBLISH A SCHEDULE

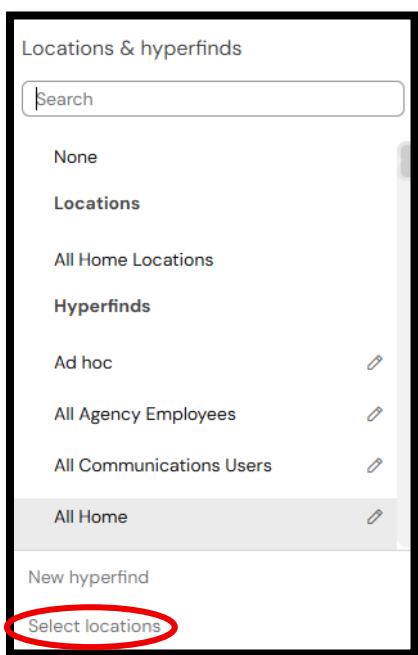
## My Team > Team Plan > Schedule Planner

- Click the **all home** drop-down in the top-right corner



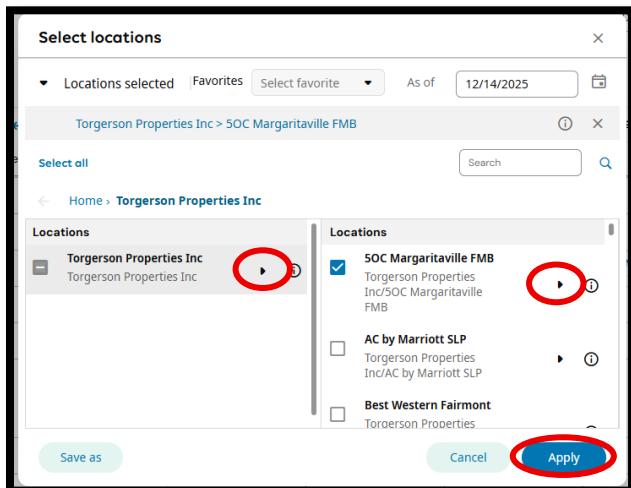
The screenshot shows the 'Schedule planner with absence calendar' interface. At the top right, there is a search bar and a dropdown menu labeled 'All Home' which is circled in red. Below the search bar, there are buttons for 'View By' (Employee), 'Actions' (Quick, Show / Hide, Gantt View, Zoom), and a date range selector ('Timeframe' set to 'Yesterday Plus 6 Days'). The main area is a Gantt chart with columns for dates from Saturday 12/13 to Friday 12/19. Rows represent employees and their work hours, with some specific times like '9:00 AM - 5:00 PM' and '8:30 AM - 3:00 PM' highlighted.

- Click **select locations**



The screenshot shows the 'Locations & hyperfnds' dialog box. It has a search bar at the top. Below it, there are sections for 'None', 'Locations', and 'Hyperfnds'. Under 'Locations', there is a list with 'All Home Locations' and 'All Home' highlighted. Under 'Hyperfnds', there are options for 'Ad hoc', 'All Agency Employees', 'All Communications Users', and 'All Home'. At the bottom, there is a 'New hyperfind' section and a 'Select locations' button which is circled in red.

- Click the arrow next to **Torgerson Properties Inc** and select the arrow next to the **property** and **department/location** you oversee. Click **apply**.



The screenshot shows the 'Select locations' dialog box. It has a header with 'Locations selected', 'Favorites', 'Select favorite', 'As of' (set to '12/14/2025'), and a search bar. Below this, there is a tree view of locations: 'Torgerson Properties Inc > SOC Margaritaville FMB'. Under 'Torgerson Properties Inc', there is a 'Select all' button. The 'SOC Margaritaville FMB' node has a checkbox and an arrow pointing to the right. The 'Torgerson Properties Inc' node also has an arrow pointing to the right. At the bottom, there are buttons for 'Save as', 'Cancel', and 'Apply', with 'Apply' being circled in red.

- Click **tools** and **manage schedule posting**. Select all the areas you want to publish and click **post**.

