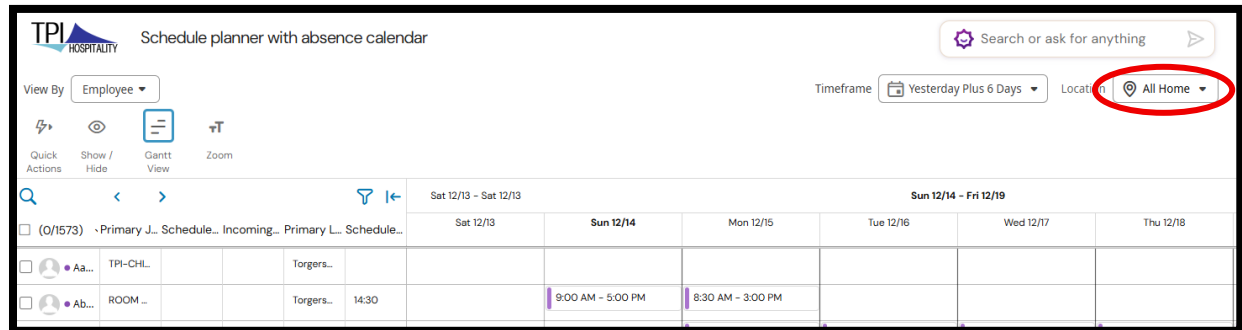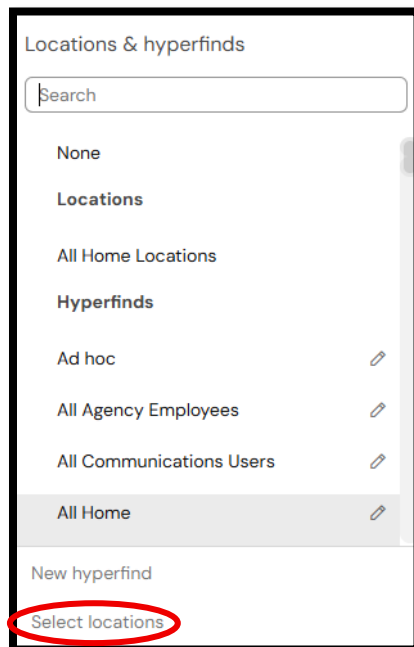# HOW TO PUBLISH A SCHEDULE

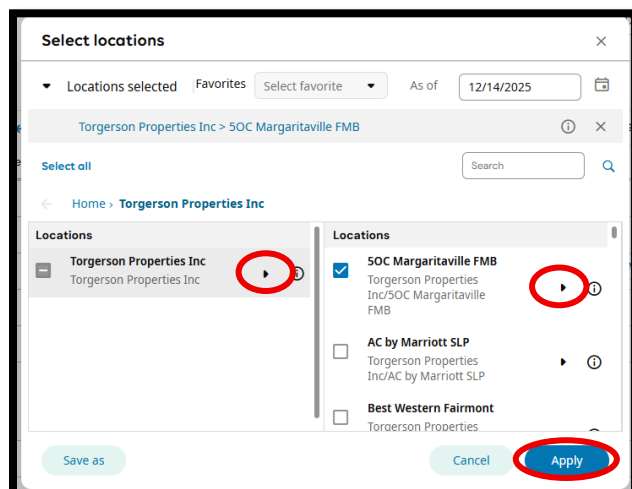**My Team > Team Plan > Schedule Planner**

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

- Click **select locations**

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

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