

HOW TO VIEW SCHEDULE LAYOUTS

- Managers can toggle back and forth between schedule views.

Ghant View

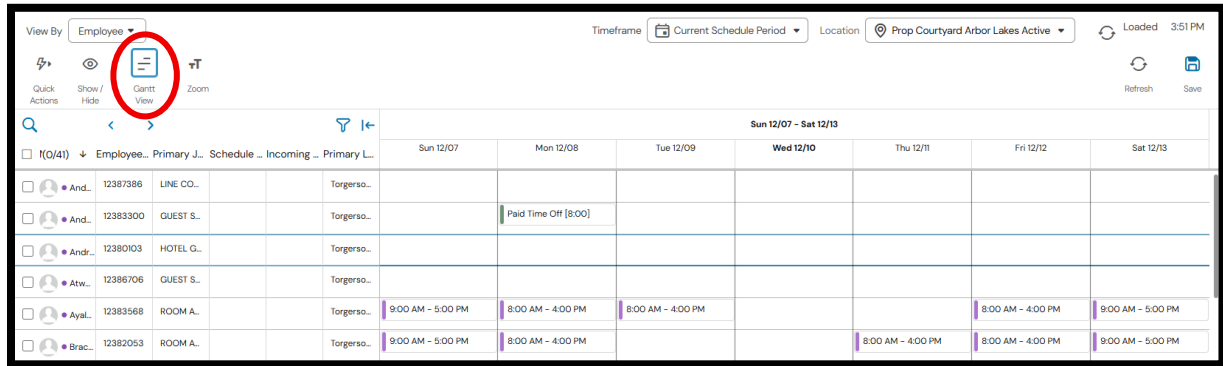
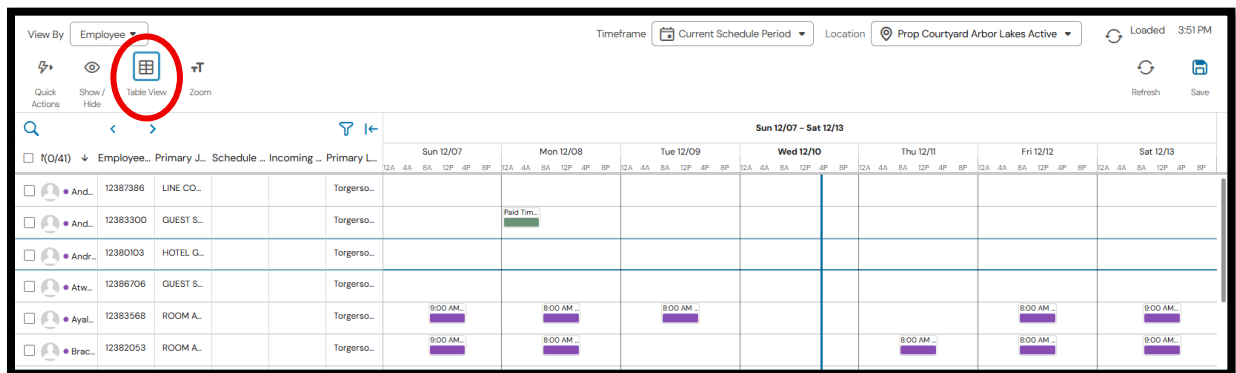
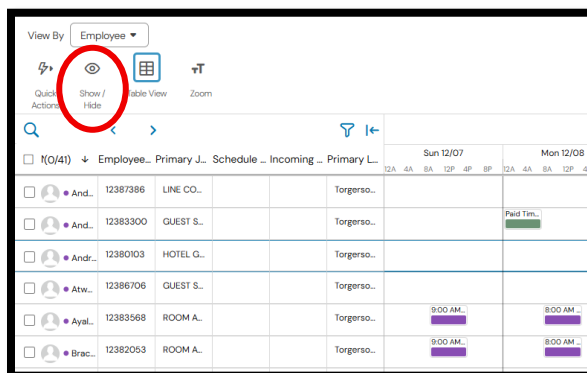


Table View



Show/Hide View



×

Show / Hide

Availability

☒ All
 ☒ Unavailable
 ☒ Available
 ☒ Preferred Available
 ☒ Preferred Unavailable
 ☐ Availability Override Indicator

Schedule Tags

☒ All
 ☒ Shift Swap

Intervals

☒ Daily

- A side bar will appear where you can select different options you want to view on the schedule. Click **apply** and **save**.