

Tour details can be edited, with the exception of Tour times.

Editing Tour Details (Not Active in the Schedule)

Information in most fields for an existing tour that has not yet been activated can be changed, EXCEPT for the tour times. If a different tour time is required, a new tour must be created.

To Edit Tour Details:

1. Open desired schedule.
2. Right-click on Location, Post, or gray area to display menu.
3. Select **New Opening**.
4. The **Tour Week Master** will display.
5. Select **Location** and **Post** associated with the applicable Tour.
6. Click **Notepad** icon next to **Tour** field.
7. The **Tour Master** will display.
8. Use the **Lookup** icon or scroll through the **Records** to locate the applicable Tour.
9. Click **Edit**.
10. Change the information in any of the fields for the tour EXCEPT the *Time In* and *Time Out* field. These cannot be changed.
11. Click **Save**

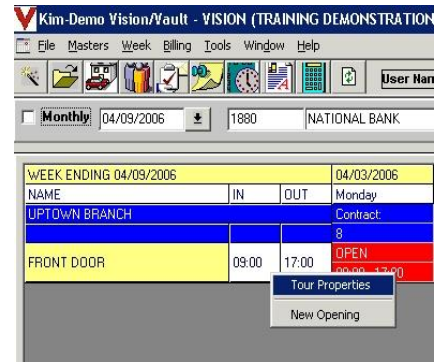
If this Tour had previously been activated, the changes made here will not be reflected on the existing schedule.

Editing Tour Details (Already Active on a Schedule)

For a tour/shift that already exists on a schedule, the days of the week and number of employees that are needed can be changed permanently or temporarily. If a different tour time is required, a new tour must be created.

To Edit Tour Days and Number of Employees:

1. Open desired schedule.
2. Right-click on the **Tour** IN or OUT time.
3. Select **Tour Properties**.
4. The **Tour Week Master** will display for that record.
5. Click **Edit**.
6. Change the number of employees needed for the applicable days. **Permanent** will display for each consecutive week created. **Temporary** will display only for the week listed in the *Weekending* field
7. Click **Save**.
8. A message displays to indicate that the weekly tour and schedule will be modified.
9. Click **Yes** to confirm change.
10. Close **Tour Week Master**.
11. The modified schedule will be displayed.



Tour Week Master

Weekending: 04/09/2006

Location: 1 - UPTOWN BRANCH

Post: 1 - FRONT DOOR

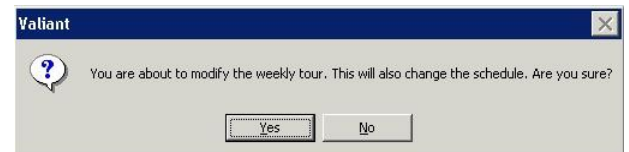
Tour: 09:00 - 17:00

Permanent

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	1	1	1	1	2	2

Temporary

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	0	0	0	0	2	2



Tour Week Master

Weekending: 04/09/2006

Location: 1 - UPTOWN BRANCH

Post: 1 - FRONT DOOR

Tour: 09:00 - 17:00

Permanent

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	1	1	1	1	2	2

Temporary

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0	0	0	0	0	2	2