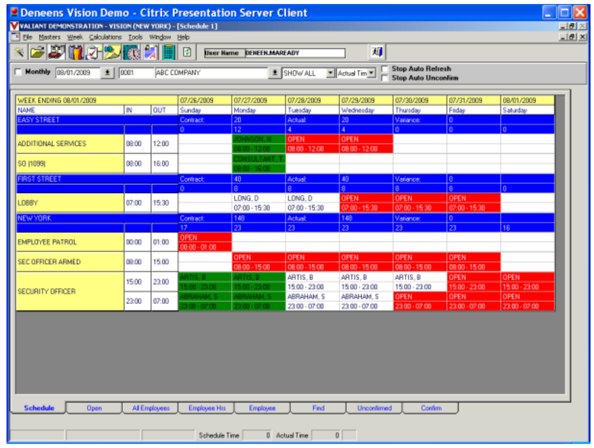
Schedule Tab (Main Screen)



Vision opens to the Main Screen - the **Schedule** tab

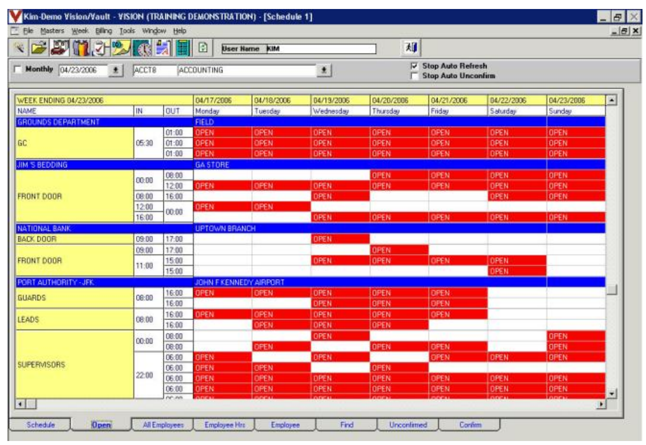
The default schedule for the selected Customer is a 7-day week for the week ending date selected in the Customer Information Bar.

If Monthly is selected, the schedule may be scrolled out for a full month.

To View Schedule by Customer:

1. Click **Schedule** tab.
2. Select customer
3. Select Week

Open Tab



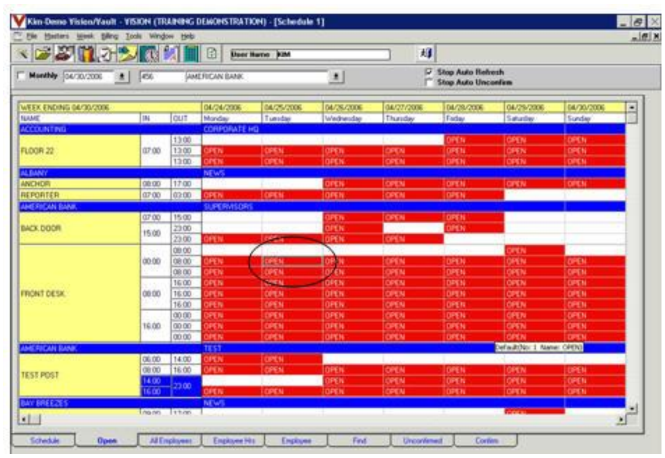
Openings for all schedules can be viewed on a single screen. Employees may be assigned to a scheduled time slot directly from this screen as well.

Open time slots for all Customer schedules will display.

The layout on this tab differs slightly from the standard schedule layout: Customers are shown in the Blue Bar on the left side of the screen and Locations are in the Blue Bar on the right side of the screen.

To View All Schedule Openings:

1. Click **OPEN** tab
2. Select Week



To Schedule an Employee from the Open tab:

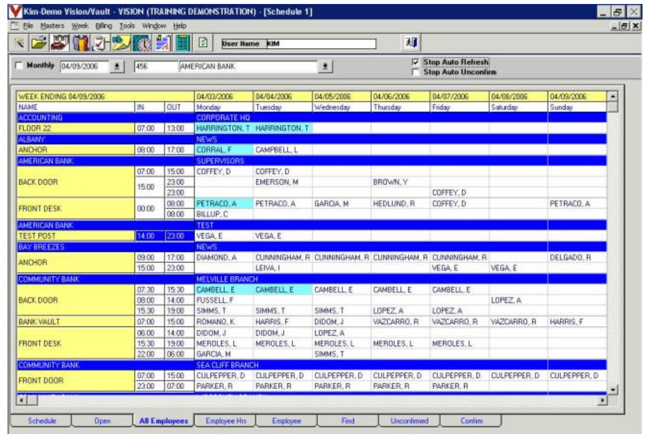
1. Left-click on desired Open Time Slot
2. Right-click and select Assign Employee to schedule applicable employee as desired

Important: *Unlike the Schedule tab, the desired time slot MUST be selected first before right-clicking to display the Assign Employee menu option when using the Open tab to schedule employees.*

All Employees Tab

Scheduled employees for all Customers can be viewed on the **All Employees** tab. This is a condensed version of all Customer schedules within the Division on a single screen.

All Customers in the Division will display with the employees who are currently scheduled. The layout is similar to the Open tab with the Customers shown in the Blue Bar on the left side of the screen and the Locations displayed in the Blue Bar on the right side of the screen.



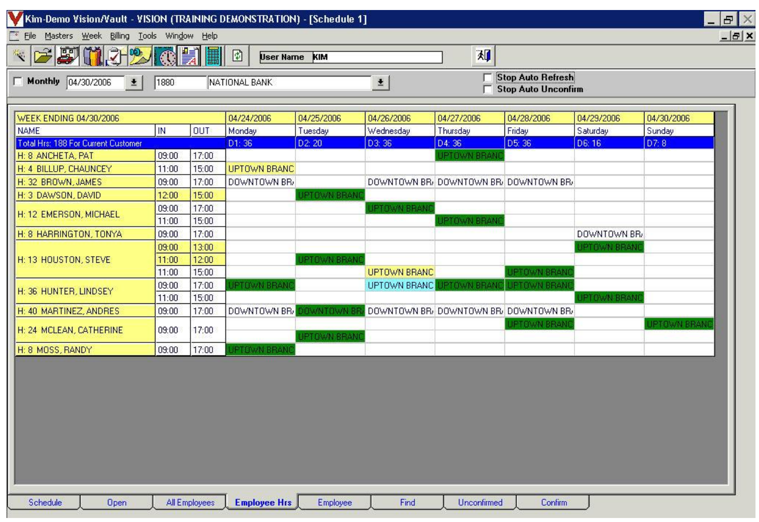
To View All Scheduled Employees

1. Click **All Employees tab.**
2. Select the week from the drop-down menu at the top of the screen.

Employee Hours Tab

The total scheduled hours for each employee at a specific Customer can be viewed on the **Employee Hours** tab.

All employees scheduled at the selected Customer will be displayed in the left hand column with the total hours that they are scheduled to work for the week. The schedule time slots will show the location where they are working.

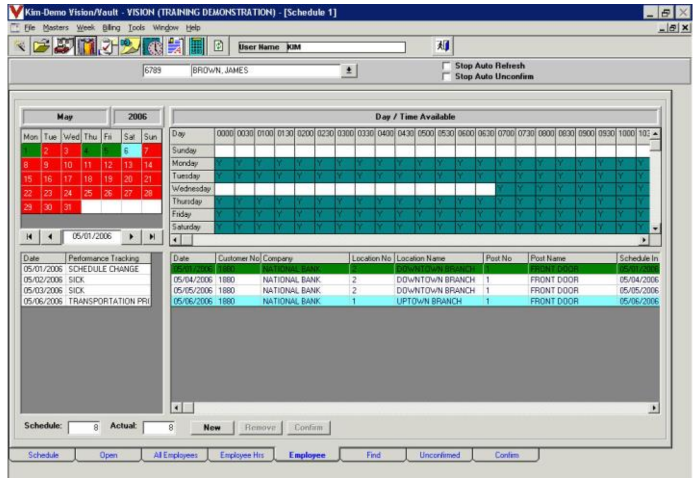


To View mployee Scheduled Hours

1. Click **Employee Hrs** tab.
2. Select Week

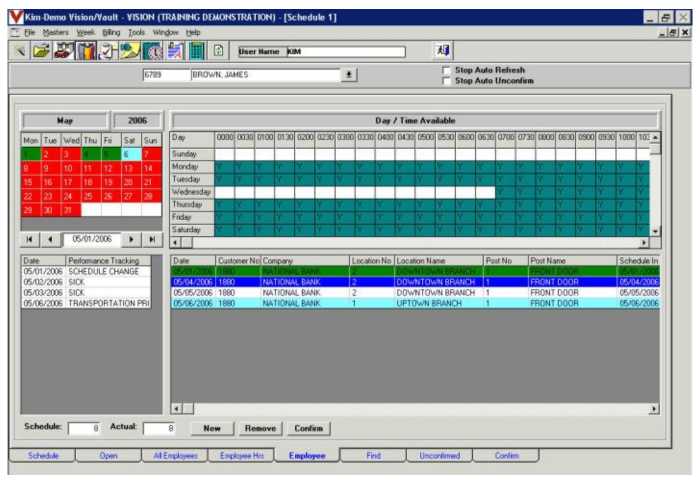
Employee Tab

The **Employee** tab shows the schedule activity for an individual employee, along with their available work times and any performance tracking.



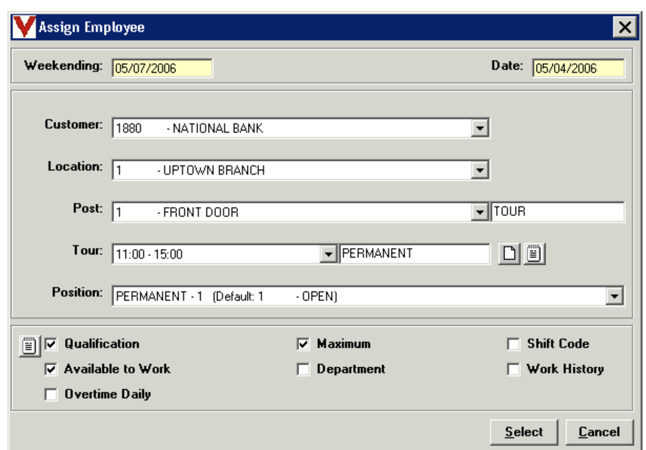
To View Employee Schedule Information:

1. Click **Employee** tab.
2. Select Employee
3. The **Calendar** section at the top left shows the dates that the employee has been scheduled to work in a color other than Red.
4. Click any day on the Calendar within the week that you would like to view.
5. The Schedule detail for the week will display in the bottom right of the screen.



To Remove or Confirm an employee:

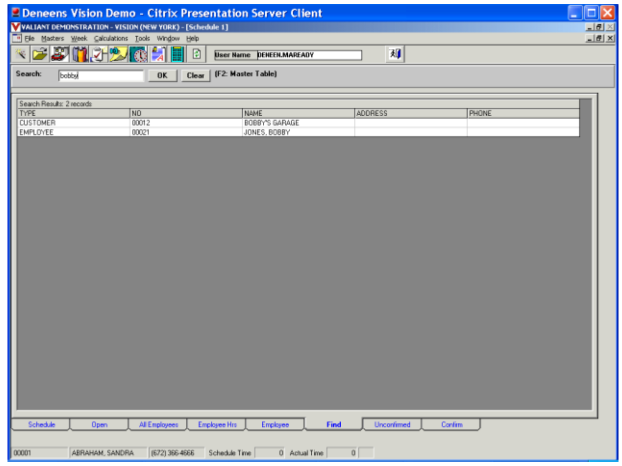
1. Click a Schedule detail row and the options to **Remove** or **Confirm** an employee will become available if needed.
2. Click **Remove** if you would like to remove the employee from the scheduled time slot.
3. Click **Confirm** if you would like to confirm the detail for the scheduled time slot.



To Assign an Employee directly to another time slot:

1. Select the desired schedule date on the calendar.
2. Click the **New** button.
3. Select the Customer, Location, Post and Tour from the drop-down menus.
4. Click the **Select** button and answer the prompts for the options: *Future Weeks / This Day Only* and *Permanent / Temporary*.

Find Tab



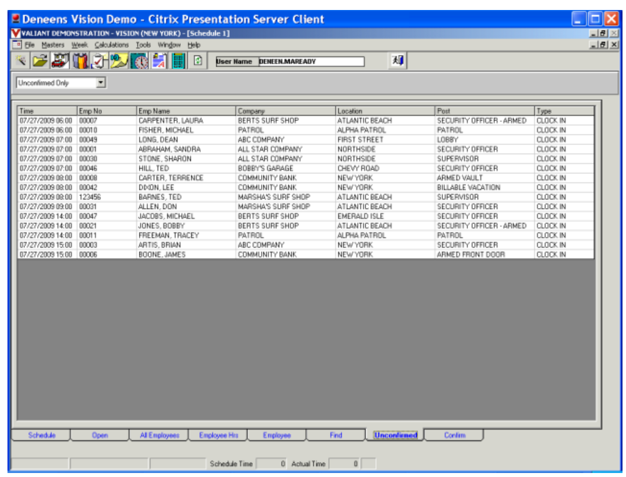
The Find tab locates the Master Table records where a certain words are displayed. For example, the word "BOBBY" can by entered and the system will search for any record with the word BOBBY in it, such as the Customer record for BOBBY's Garage or the Employee record BOBBY Jones.

To Locate Information on the Master Tables:

Click **Find** tab.

1. Enter the name in the search field.
2. For Customer, Location, Post, Employee, etc. where the search returned data, high-light the item and press the F2 key.
3. The Master information will be returned.

Unconfirmed Tab

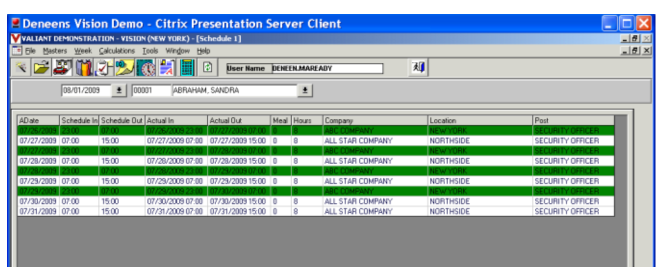


Unconfirmed employee schedule times displayed in this tab reflect those employees who have not been confirmed for <u>TODAY</u> only. It does not display by a calendar date.

To Confirm, Remove, Replace employees from the Unconfirmed tab:

1. Click **Unconfirmed** tab.
2. Right click on the employee's name.
3. Select appropriate action.

Confirm Tab



The Confirm Tab displays by individual employee. Confirmed times will be highlighted accordingly.

To Confirm, Remove, Replace employees:

1. Click **Confirm** tab.
2. Right click on the employee's name. Select appropriate action.