

# Creating a Daily Schedule

Schedule Planner						
Loaded: 14:18		Show:	All Home	Edit		Tim
		Time Period:	Current Schedule Period	Refresh		
Save	Actions	Shift	Pay Code	Accrual Amount	Pattern	Group Tools   View
11/07/2003 - 11/13/2003	Total	Fri 11/07	Sat 11/08	Sun 11/09	Mon 11/10	Veteran's Day, Tu...
DAVIDSON, HARLEY...	47.5	7 - 1630			7 - 1630	7 - 1630
Documentation, Test...	45	8 - 17			8 - 17	8 - 17
KRONOS, ASHLEY R	42.5	7 - 1530			7 - 1530	7 - 1530
KRONOS, JACQUE	9	6 - 15	6-15			

A Daily Schedule is useful for Flex schedules.

- Click on the Schedule Planner link on the left side of the screen.
- Click in the cell where the daily schedule is to be added.
- Enter start and end times.
- Click Tab to move to another cell or click directly in the next cell to be changed.
- When finished, select **Save**.

**To copy a shift and add it to another day:**

- Select the cell with the shift you want to copy.
- Select **Actions > Copy** from the menu, or right click within the cell and select Copy from the menu.
- Select the cell where you want to put the shift.
- Select **Actions > Paste** from the menu, or right click within the cell and select Paste from the menu.
- When finished select **Save**.