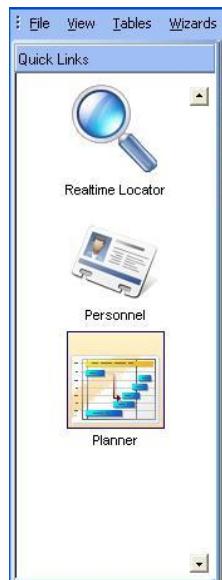




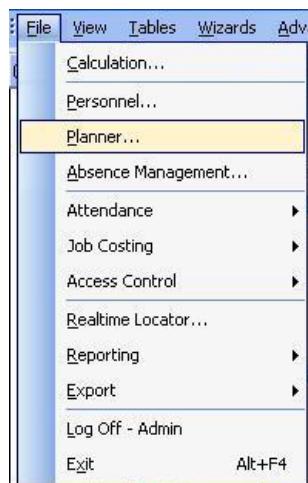
Module: m/04/110

'timeware® planner...''

1. Click on the Planner Quick Link,



or select File, then Planner... from the menu.





2. The planner screen will then appear at the same date from the previous session.

Employee	Fri, 11 Nov 2011	Sat, 12 Nov 2011	Sun, 13 Nov 2011	Mon, 14 Nov 2011	Tue, 15 Nov 2011
Leeman, Victor (250)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Sterrett, Hugh (251)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Irvine, David (252)	[P] OSU ann 0545 winter	[P] OSU OT 1.5 ann	[P] OSU OT 2 ann	[P] OSU ann rate 01 rest	[P] Car P
Heron, John (253)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Lowry, Henry (254)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Monks, James (255)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Wylie, Martin (256)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,
Adair, Tom (267)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,
Copeland, Michael (258)	[P] Councillors	[P] Councillors	[P] Councillors	[P] Councillors	[P] Councillors
Pressley Test, Darren (259)	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day	Flexi + Daily Schedule	Flexi + D.
Graden, Ingrid (260)	[P] Agency Daily Schedule	[P] Agency Non-Work Day	[P] Agency Non-Work Day	[P] Agency Daily Schedule	[P] Agenc
Mitchell, Scott (261)	[P] Agency Daily Schedule	[P] Agency Non-Work Day	[P] Agency Non-Work Day	[P] Agency Daily Schedule	[P] Agenc
George, Russell (262)	[P] Agency Daily Schedule	[P] Agency Non-Work Day	[P] Agency Non-Work Day	[P] Agency Daily Schedule	[P] Agenc
Robinson, Gareth (263)	[P] Councillors	[P] Councillors	[P] Councillors	[P] Councillors	[P] Coun
Olmerod, Johnny (264)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
Tracy, Robert (265)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
Donaldson, David Barry (266)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
McComb, Darren (267)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
McKay, Martin (268)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
Neil, Richard (269)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
Gorman, Thomas (270)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
McKinney, Gary (271)	[P] Agency Daily Schedule	[P] Agency Non-Work Day	[P] Agency Non-Work Day	[P] Agency Daily Schedule	[P] Agenc
Draffin, Robert (272)	[P] Agency Daily Schedule	[P] Agency Non-Work Day	[P] Agency Non-Work Day	[P] Agency Daily Schedule	[P] Agenc
Turkington, Geoff (273)	[P] Agency Daily Schedule	[P] Agency Non-Work Day	[P] Agency Non-Work Day	[P] Agency Daily Schedule	[P] Agenc
Trimble, Jason (274)	[P] OSU Ag WD	[P] OSU Ag NoWk	[P] OSU Ag WD	[P] OSU ,	[P] OSU ,
Irvine, Diane (275)	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day	Flexi + Daily Schedule	Flexi + D.
Boal, Lisa (276)	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day	Standard Flexi Schedule	Standard
Nocente, Elisa (277)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Abraham, Susan (278)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open
Lee, Adele (279)	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open Schedule	[P] Open

3. To add a daily schedule for a person, <Right-click> on the planner and select Add, then Schedule...

hu, 31 Mar 2011 | Fri, 01 Apr 2011 | Sat, 02 Apr 2011 | Sun, 03 Apr 2011

Save changes Ctrl+S

Add

Selection

Refresh Ctrl+R

Print preview...

Print...

Undo changes

Reset layout

Add

Schedule...



4. Next, drag the schedule, (or schedules), and drop onto the day.

Fri, 01 Apr 2011			Sat, 02 Apr 2011			Sun, 03 Apr 2011		
[P] Open Schedule	[P] Open Schedule	[P] Open Sch	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2
[P] DSU 0730-1600 ann	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Wo	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2
Flexi 3 Fri - Schedule	Flexi Non Work Day	Flexi Non Work Day	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day
[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day
[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	Flexi + 2 Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
[P] DSU T and F WD Fri	[P] DSU RD OT 1.5	[P] DSU T and F WD Fri	[P] DSU T and F WD Fri	[P] DSU RD OT 1.5	[P] DSU RD OT 1.5	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day
[P] 0800-1600	[P] Rest Day	[P] 0800-1600	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi + 2 Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
Flexi + 2 Fri Schedule	Flexi Non Work Day	Flexi Non Work Day	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi 3 Fri - Schedule	Flexi Non Work Day	Flexi Non Work Day
Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
[P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	[P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
e [P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	e [P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day

Add Planner Schedule

Drag a column header here to group by that column

Code	Description	Type
8-12	0800-1200	Wc
8-1600	0800-1600	Wc
8-1630	0800-1630	Wc
72	1200-1500 & 1630-1930	Wc
12-155-8	1200-1500 & 1700-2000	Wc
14-20	1400-2000	Wc
17-20	1700-2000	Wc
630DS	6.30 Daily Schedule	Wc
AGSCH	Agency Daily Schedule	Wc
AGNW	Agency Non-Work Day	Re
OSU003	Car Park	Wc

The new schedule will appear in green...

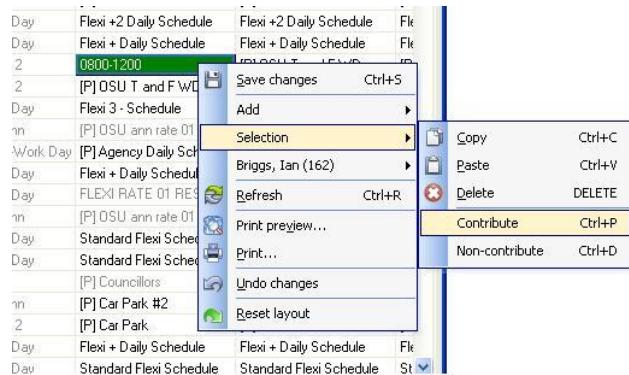
Fri, 01 Apr 2011			Sat, 02 Apr 2011			Sun, 03 Apr 2011		
[P] Open Schedule	[P] Open Schedule	[P] Open Sch	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2
[P] DSU 0730-1600 ann	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Wo	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2
Flexi 3 Fri - Schedule	Flexi Non Work Day	Flexi Non Work Day	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day
[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day
[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	[P] DSU Ag WD	[P] DSU Ag NoWk	[P] DSU Ag N	Flexi + 2 Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
[P] DSU T and F WD Fri	[P] DSU RD OT 1.5	[P] DSU T and F WD Fri	[P] DSU T and F WD Fri	[P] DSU RD OT 1.5	[P] DSU RD OT 1.5	Standard Flexi Friday Sc...	Flexi Non Work Day	Flexi Non Work Day
[P] 0800-1600	[P] Rest Day	[P] 0800-1600	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi + 2 Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
Flexi + 2 Fri Schedule	Flexi Non Work Day	Flexi Non Work Day	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi 3 Fri - Schedule	Flexi Non Work Day	Flexi Non Work Day
Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day	[P] DSU ann 0545 winter	[P] DSU OT 1.5 ann	[P] DSU OT 2	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
[P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	[P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day
e [P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	e [P] Agency Daily Schedule	[P] Agency Non-Wo	[P] Agency Non-Wo	Flexi + Fri Schedule	Flexi Non Work Day	Flexi Non Work Day

Add Planner Schedule

Drag a column header here to group by that column

Code	Description	Type
8-12	0800-1200	Wc
8-1600	0800-1600	Wc
8-1630	0800-1630	Wc
72	1200-1500 & 1630-1930	Wc
12-155-8	1200-1500 & 1700-2000	Wc
14-20	1400-2000	Wc
17-20	1700-2000	Wc
630DS	6.30 Daily Schedule	Wc
AGSCH	Agency Daily Schedule	Wc
AGNW	Agency Non-Work Day	Re
OSU003	Car Park	Wc

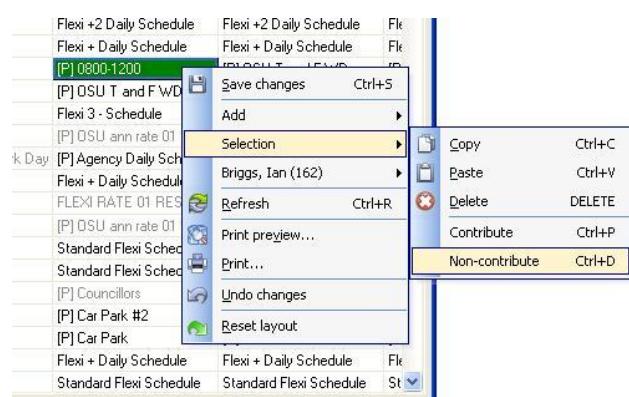
5. If you wish the schedule to contribute to the period overtime, (see schedule configuration notes), <Right-click> on the schedule, then click Selection, then Contribute.



The schedule will then be marked with a (P) to denote '*contributes to period*'.

Flexi + Daily Schedule	Flexi
[P] 0800-1200	[P] 0
[P] OSU T and F WD	[P] 0
Flexi 3 - Schedule	Flexi

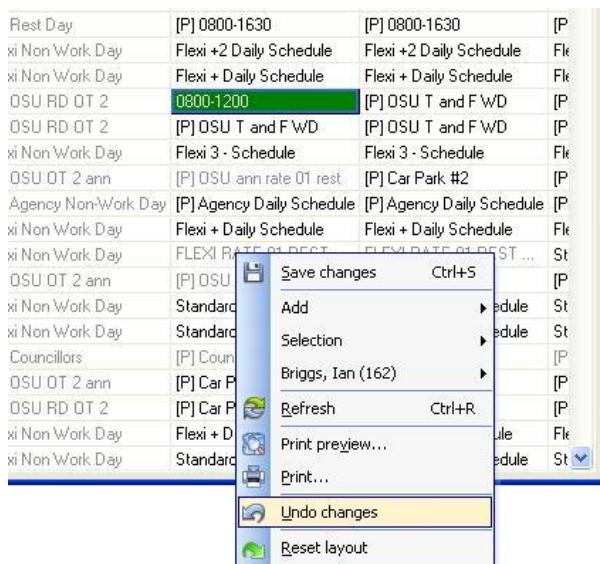
6. To remove the '*contributes to period*' marker, repeat the process, but this time selecting Non-contribute.



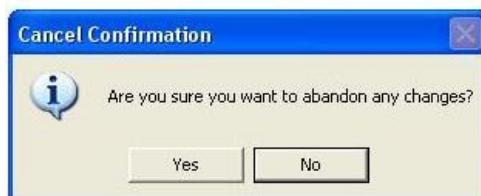
The (P) marker will disappear.

Flexi + Daily Schedule	Flexi + D
0800-1200	[P] OSU
[P] OSU T and F WD	[P] OSU
Flexi 3 - Schedule	Flexi 3 .

7. To undo the changes made during this session, <Right-click> on the planner and select Undo changes...



Confirm your intention to undo and all the schedule changes made during this session will return to the previous state.



8. Finally, select the close button to leave the planner.





Notes

Training module: m-04-110 *timeware® planner...*

timeware® Certified
OPERATOR