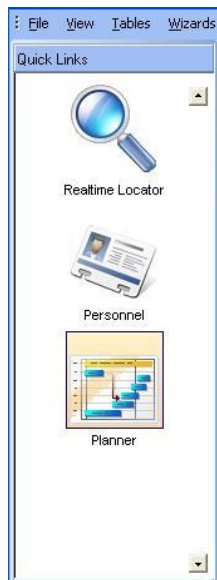




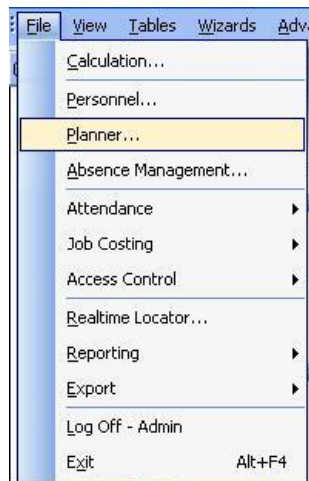
Module: m/04/110

'timeware® planner...'

1. Click on the Planner Quick Link,

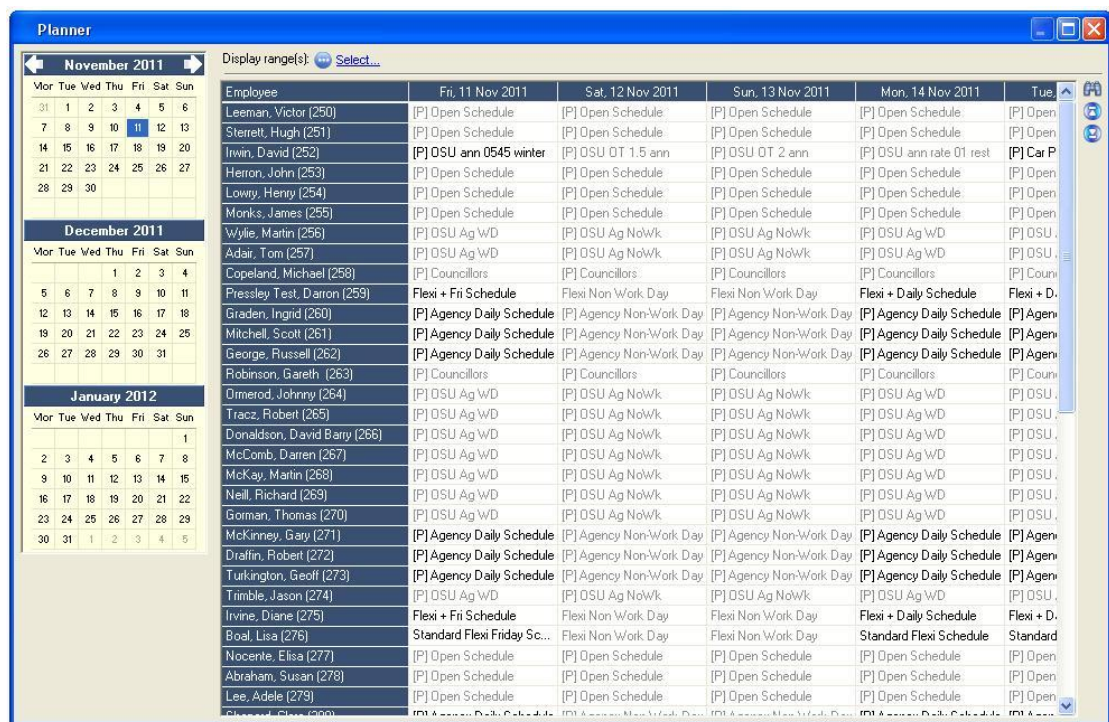


or select File, then Planner... from the menu.





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



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





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

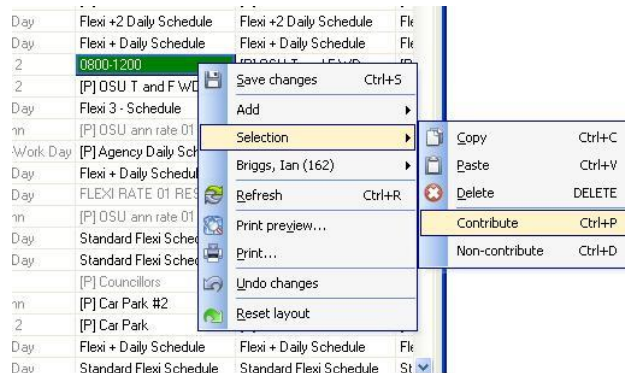
Code	Description	Type
8-12	0800-1200	Wc
8-1600	0800-1600	Wc
8-1630	0800-1630	Wc
72	1200-1500 & 1630-1930	Wc
12-155-8	1200-1500 & 1700-2000	Wc
14-20	1400-2000	Wc
17-20	1700-2000	Wc
630DS	6.30 Daily Schedule	Wc
AGSCH	Agency Daily Schedule	Wc
AGNWd	Agency Non-Work Day	Re
OSU003	Car Park	Wc

The new schedule will appear in green...

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
AGNWd	Agency Non-Work Day	Re
OSU003	Car Park	Wc



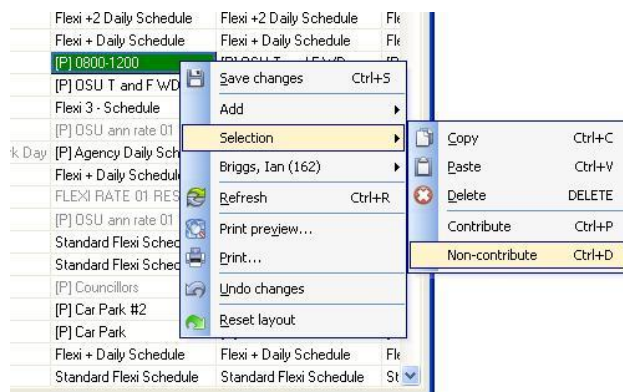
- If you wish the schedule to contribute to the period overtime, (see schedule configuration notes), <Right-click> on the schedule, then click Selection, then Contribute.



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

Flexi + Daily Schedule	Flexi
[P] 0800-1200	[P] O
[P] OSU T and F wD	[P] O
Flexi 3 - Schedule	Flexi

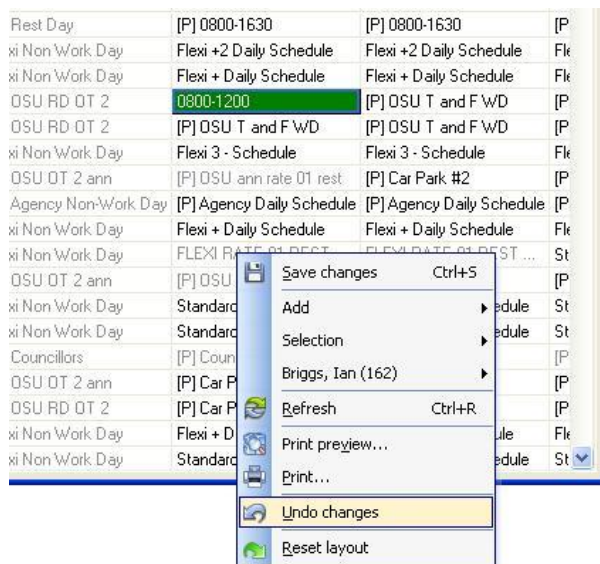
- To remove the '*contributes to period*' marker, repeat the process, but this time selecting Non-contribute.



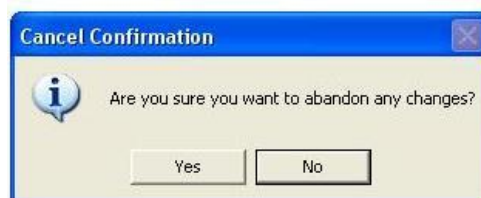
The (P) marker will disappear.

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

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