S14-Task Scheduler Scheduling Sheet

Select tasks to be counted using drop-down menu of all tasks.

Task Name	Total Count
Off	2
Vacation	4
Counter	6
Phones	3
Back Room	6
Help Desk	3

Count	Rank
1	2
1	1
1	1

Count	Rank
2	1
4	1
1	2
1	1

Columns ae provided for scheduling all of your employees to 3 daily tasks

Task names will appear in these cells until all tasks have been assigned each day.

Extra Assignme			Tasks to be Assigned			Date	Day	Marge Stacey			Tim Phillips		
								Task1	Task2	Task3	Task1	Task2	Task3
						8/12	Sun	Counter			Counter		
						8/13	Mon	Back Room			Back Room		
						8/14	Tue	Phones			Vacation		
			Counter	Phones	Back Room	8/15	Wed				Vacation		
			Counter	Phones	Back Room	8/16	Thu				Vacation		
			Counter	Phones	Back Room	8/17	Fri				Vacation		
			Counter	Phones	Back Room	8/18	Sat				Off		
			Counter	Phones	Back Room	8/19	Sun				Off		
			Counter	Phones	Back Room	8/20	Mon						
			Counter	Phones	Back Room	8/21	Tue						
			Counter	Phones	Back Room	8/22	Wed						
			Counter	Phones	Back Room	8/23	Thu						
			Counter	Phones	Back Room	8/24	Fri						
			Counter	Phones	Back Room	8/25	Sat						
			Counter	Phones	Back Room	8/26	Sun						
			Counter	Phones	Back Room	8/27	Mon						
			Counter	Phones	Back Room	8/28	Tue						
			Counter	Phones	Back Room	8/29	Wed						
			Counter	Phones	Back Room	8/30	Thu						
			Counter	Phones	Back Room	8/31	Fri						
			Counter	Phones	Back Room	9/1	Sat						
			Counter	Phones	Back Room	9/2	Sun						
			Counter	Phones	Back Room	9/3	Mon						

If you make any extra task assignments they will appear in the various outputs and will be noted in these columns.

Only tasks you specified each person available for or qualified to perform on the Availability Sheet will appear in the drop-down task assignment menu. In addition to the tasks you specified, the menu has an "Off" category and a "Vacation" category.

Rows are provided for scheduling 52 weeks.