

# S15-Tasks-Scheduling Sheet

Schedule for 2 Weeks Beginning:

12-Aug-07

## Task assignments Table

Avail / Pref	Group	Employee	Tasks To Go		Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug
	Mgr	Becky Huls	-1	3		AM Staff Mtg	PM Report	PM Report	Day Off	Day Off	PM Report
	Mgr	Carol Sabo	-1	3		Day Off	Day Off	AM Staff Mtg	AM Staff Mtg	PM Report	AM Staff Mtg
	Mgr	Cindy Dill		3	PM Report	PM Report	Day Off	Day Off	PM Report		
	Mgr	David Lang		3	AM Staff Mtg		AM Staff Mtg	Day Off	Day Off	AM Staff Mtg	
	Staff 1	Brad Braun		5	Phones 8-10	Day Off	Day Off	Phones 10-12	Phones 12-2	Phones 8-10	Phones 10-12
	Staff 1	David Head		5	Phones 12-2	Phones 8-10	Phones 10-12	Phones 8-10	Phones 10-12	Phones 8-10	Phones 10-12
	Staff 1	Gerri Kuna	1	5	Phones 10-12	Phones 12-2	Phones 8-10	Day Off	Day Off	Phones 8-10	Phones 10-12
	Staff 1	Jose Nunez	1	5	Phones 12-2	Phones 2-4	Phones 12-2	Day Off	Day Off	Phones 12-2	Phones 12-2
	Staff 1	Ken Fisher	1	5	Phones 2-4	Phones 12-2	Phones 2-4	Off	Off	Phones 12-2	Phones 2-4
	Staff 1	Kim Poston	1	5		Phones 12-2	Phones 2-4	Off	Off	Phones 12-2	Phones 2-4
	Staff 1	Linda Fish	1	5	Phones 2-4	Phones 12-2	Phones 2-4	Off	Off	Phones 12-2	Phones 2-4
	Staff 1	Nick McKay	1	5		Phones 12-2	Phones 2-4	Off	Off	Phones 12-2	Phones 2-4
	Staff 1	Renee Lutz	1	5		Phones 12-2	Phones 2-4	Off	Off	Phones 12-2	Phones 2-4
	Staff 2	Dawn Dyess	1	5	Front Desk-AM	Front Desk-AM	Front Desk-AM	Off	Off	AM Staff Mtg	Front Desk-PM
	Staff 2	Debra	1	5	Front Desk-PM	Front Desk-AM	Front Desk-AM	Off	Off		Front Desk-AM
	Staff 2	Eric	1	5	Back Room-AM	Back Room-AM	Back Room-AM	Off	Off		
	Staff 2	Joanna	1	5	Back Room-AM	Back Room-AM	Back Room-AM	Off	Off		
	Staff 2	Joanna	1	5	Back Room-PM	Back Room-AM	Back Room-AM	Off	Off		
	Staff 2	Maureen	1	5		Back Room-AM	Back Room-AM	Day Off	Day Off	Back Room-PM	
	Staff 2	Patricia	1	5		Back Room-PM	Back Room-AM	Back Room-AM	Day Off	Day Off	Back Room-AM
	Staff 2	Sandra	1	5	Back Room-AM	Day Off	Back Room-PM	Back Room-PM	Back Room-PM	Back Room-PM	Back Room-AM
	Staff 2	Tina Boyer	1	5		Front Desk-AM	Day Off	Day Off	Back Room-PM	Front Desk-PM	Back Room-AM

Tasks are assigned using drop-down menus of unassigned tasks.

The menu will be empty when all tasks have been assigned for the day.

Only tasks associated with the employee's group will be shown on the menu preventing improper assignments.

A tan colored bar here alerts you that shifts still need to be assigned today

You may want to assign days off before you assign tasks to your people.

These columns let you know how many tasks remain to be assigned

Rows for 50 employees

Columns for 2 weeks