

S16-Shifts & Tasks - Scheduling Sheet

Schedules are created by selecting a Task/Shift and a Group and a Person from the drop-down menus.

Nick McKay was selected to be highlighted.

Scheduling Calendar for August 2007

Employee to Highlight
Nick McKay-S/C

Task/Shift	Gr	Person	Task/Shift	Gr	Person	Task/Shift	Gr	Person	Task/Shift	Gr	Person
Wednesday			Thursday			Friday			Saturday		
1			2			3			4		
Days 7:00A-3:00P	Manag	Paul Lynch-M	Days 7:00A-3:00P	Manag	Paul Lynch-M	Days 7:00A-3:00P	Manag	Paul Lynch-M	Days 7:00A-3:00P	Manag	Sue DeCaro-M
Days 7:00A-3:00P	Staff	Carol Sabo-S/C	Days 7:00A-3:00P	Staff	Carol Sabo-S/C	Days 7:00A-3:00P	Staff	Carol Sabo-S/C	Days 7:00A-3:00P	Staff	John Femia-S/C
Days 7:00A-3:00P	Staff	Greg Lloyd-S/C	Days 7:00A-3:00P	Staff	Greg Lloyd-S/C	Days 7:00A-3:00P	Staff	Greg Lloyd-S/C	Days 7:00A-3:00P	Staff	Ed Showers-S/C
Days 7:00A-3:00P	Staff	Nick McKay-S/C	Days 7:00A-3:00P	Staff	Nick McKay-S/C	Days 7:00A-3:00P	Staff	Nick McKay-S/C	Days 7:00A-3:00P	Staff	Jose Nunez-S/C
Days 7:00A-3:00P	Clerk	Ken Fisher-C/S	Days 7:00A-3:00P	Clerk	Ken Fisher-C/S	Days 7:00A-3:00P	Clerk	Ken Fisher-C/S	Days 7:00A-3:00P	Clerk	Angel Rios-C/S
Days 7:00A-3:00P	Clerk	Jack Smith-C/S	Days 7:00A-3:00P	Clerk	Jack Smith-C/S	Days 7:00A-3:00P	Clerk	Jack Smith-C/S	Days 7:00A-3:00P	Clerk	David Lang-C/S
Days 7:00A-3:00P	Staff	Cindy Dill-S/C	Days 7:00A-3:00P	Staff	Cindy Dill-S/C	Days 7:00A-3:00P	Staff	Cindy Dill-S/C	Days 7:00A-3:00P	Staff	Gerri Kuna-S/C
Days 7:00A-3:00P	Staff	Linda Fish-S/C	Days 7:00A-3:00P	Staff	Linda Fish-S/C	Days 7:00A-3:00P	Staff	Linda Fish-S/C	Days 7:00A-3:00P	Staff	John Creed-S/C
Front Desk 7A-11A	Staff	Carol Sabo-S/C	Front Desk 7A-11A	Staff	Greg Lloyd-S/C	Front Desk 7A-11A	Staff	Linda Fish-S/C	Front Desk 7A-11A	Staff	John Femia-S/C
Front Desk 11A-3P	Staff	Greg Lloyd-S/C	Front Desk 11A-3P	Staff	Carol Sabo-S/C	Front Desk 11A-3P	Staff	Nick McKay-S/C	Front Desk 11A-3P	Staff	Ed Showers-S/C
Back Room 7A-11/	Staff	Cindy Dill-S/C	Back Room 7A-11/	Staff	Linda Fish-S/C	Back Room 7A-11/	Staff	Greg Lloyd-S/C	Back Room 7A-11/	Staff	Gerri Kuna-S/C
Back Room 11A-3f	Staff	Linda Fish-S/C	Back Room 11A-3f	Staff	Nick McKay-S/C	Back Room 11A-3f	Staff	Carol Sabo-S/C	Back Room 11A-3f	Staff	John Creed-S/C
Phones 7A-11A	Clerk	Jack Smith-C/S	Phones 7A-11A	Clerk	Ken Fisher-C/S	Phones 7A-11A	Clerk	Nick McKay-S/C	Phones 7A-11A	Clerk	Angel Rios-C/S
Phones 11A-3P	Clerk	Ken Fisher-C/S	Phones 11A-3P	Clerk	Jack Smith-C/S	Phones 11A-3P	Clerk	Cindy Dill-S/C	Phones 11A-3P	Clerk	David Lang-C/S

If a name appears more than once in this column it is highlighted in a bright green cell. Each person can be assigned to up to 10 daily tasks.

A person's group(s) is shown after the name and if someone is in more than 1 group they are separated by a "/".

You can see that this person has been assigned to only one task because the cell is not bright green.

Nick McKay was selected to be highlighted.

The sheet includes scheduling cells for the entire month but only a few are shown here