S17-Limited Availabilty Scheduling Sheet

Select the "Schedule Day" and the cells under that day turn blue and the day becomes the "Active" day for scheduling. You can save, recall and delete the "Active" day schedule. After you create a schedule for the "Active" day, you can save it. If you would like to use that schedule for the next day, you simply change the "Active" day and save the schedule. If, someone is not available on the next day, the schedule will not be saved and the absent employee will be highlighted so you can remove him from the schedule and assign another person in his place.

Click the macro button to save, recall or delete the "Active" day schedule

Start Date
1-Jan-07

Schedule Day: Tue (Wed, Thu, Fri)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		Active					
Save							
Recall							
Delete							

Category	Cat #	Shift/Task/Location	Start	Stop	Tue 7:00 AM	Tue 8:00 AM	Tue 9:00 AM	Tue 10:00 AM	Tue 11:00 AM	Tue 12:00 PM	Tue 1:00 PM	Tue 2:00 PM
Cashier	2	Regster #1	7:00 AM	10:00 PM	Hla Tlou-2	Hla Tlou-2	Tim Myers-2	Ken Brown-2	Ken Brown-2	Tim Myers-2	Tim Myers-2	Tim Myers-2
Cashier	2	Regster #2	9:00 AM	1:00 PM			Ken Brown-2	Lew Claps-2	Tim Myers-2	Hla Tlou-2		
Cashier	2	Regster #3	5:00 PM	7:00 PM								
Textbooks	3	Floor	7:00 AM	10:00 PM	Pat Allen-3,4	Pat Allen-3,4	Joe Knorr-3,4	Doug Bunk-3,4	Lynn Puma-3,4	Joe Knorr-3,4	Bill Dill-3,4	Bill Dill-3,4
Textbooks	3	Floor	9:00 AM	1:00 PM			Lynn Puma-3,4	Lynn Puma-3,4	Doug Bunk-3,4	Pam Wiley-3,4		
Textbooks	3	Floor	5:00 PM	7:00 PM								
Merchandise	4	Floor	7:00 AM	10:00 PM	Mike Gore-4,3	Mike Gore-4,3	Larry Gal-4,3	Kaye High-4,3	Kaye High-4,3	Larry Gal-4,3	Mike Gore-4,3	Mike Gore-4,3
Merchandise	4	Floor	9:00 AM	1:00 PM			Beth Cain-4,3	Mary Mebus-4,3	Tim Meisel-4,3	Judy Dial-4,3		
Merchandise	4	Floor	5:00 PM	7:00 PM								
Manager	1	Floor	7:00 AM	10:00 PM	Jayne Mo-1	Jayne Mo-1	Jayne Mo-1	Jayne Mo-1	Val Ross-1	Val Ross-1	Val Ross-1	Val Ross-1

The category names you specified on the Shifts sheet have been assigned a number for use in identifying the categories for which each employee is qualified.

Assign employees to shifts using the drop-down menus of available people. Once someone is scheduled for the time-slot, his or her name is removed from the menu. After all of the names have been used, an "X" is still available for use in identifying vacant shifts.

The numbers following the name are categories the person is qualified to work. You may assign anyone to any category, so you need to pay attention to the category codes associated with each employee and only assign unqualified employees if that is all that remain. You may be able to reschedule other more qualified people to make people qualified for a shift available.

Only a few of the 48 scheduling columns available each day are shown here.