

S21-25-1000 Tasks Out Sheet

This sheet shows all of the task assignments in ascending day and time-order for each employee starting with the first one on the Employees sheet. You can filter the task assignments to display only the desired Date, Day of the Week, Task Start Time, Employee Name or Task Name by clicking on the little down arrow in the table header row and selecting the item you would like to be displayed. You can filter the data on more than one column by selecting a filter in multiple columns.

The little down arrow will be black if no filter has been selected and it will be blue if a one has been selected. You can remove the filter by selecting "All" from the drop-down menu. If you want to hide blank rows you can select "NonBlanks" from the bottom of the drop-down menu.

This sheet needs to remain unprotected for the data filters to work.

The print range has been set to use as many sheets of paper as necessary to print all of the displayed rows.

Employee Task Schedules

Date	Day	Time	Employee	Task
1-Jan-06	Sunday		Employee #1	
2-Jan-06	Monday	8:00 AM	Employee #1	Client #5
2-Jan-06	Monday	8:30 AM	Employee #1	Client #14
2-Jan-06	Monday	9:00 AM	Employee #1	Client #37
2-Jan-06	Monday	9:30 AM	Employee #1	Client #78
2-Jan-06	Monday	10:00 AM	Employee #1	Client #134
2-Jan-06	Monday	10:30 AM	Employee #1	Client #1
2-Jan-06	Monday	11:00 AM	Employee #1	Client #493
2-Jan-06	Monday	11:30 AM	Employee #1	Client #165
2-Jan-06	Monday	12:00 PM	Employee #1	Client #706
2-Jan-06	Monday	12:30 PM	Employee #1	Client #676
2-Jan-06	Monday	1:00 PM	Employee #1	Client #921
2-Jan-06	Monday	1:30 PM	Employee #1	Client #953
2-Jan-06	Monday	2:00 PM	Employee #1	Client #62
2-Jan-06	Monday	2:30 PM	Employee #1	Client #707
2-Jan-06	Monday	3:00 PM	Employee #1	Client #100
2-Jan-06	Monday	3:30 PM	Employee #1	Client #682
2-Jan-06	Monday	4:00 PM	Employee #1	Client #710
2-Jan-06	Monday	4:30 PM	Employee #1	Client #69
3-Jan-06	Tuesday	8:00 AM	Employee #1	Client #77
3-Jan-06	Tuesday	8:30 AM	Employee #1	
3-Jan-06	Tuesday	9:00 AM	Employee #1	Client #85

**This sheet has 25,000 rows for 25 Employees and 1,000 time periods.
Data filters can be used to limit the output to a single employee, date or task.**