

# S23-Quick & Easy Scheduler - 25 Scheduling Sheet

Show All Shift Rows & Columns

Hide Unused Shift Rows & Columns

10 rows and columns are available for shift names. These macros hide or unhide the unused ones.

List your shift names and daily staffing needs in this table.

Shift Names	Daily Shift Needs					
D-12	1	1	1	1	1	1
N-12	1	1	1	1	1	1
D-8	1	1	1	1	1	1
E-8	1	1	1	1	1	1
N-8	1	1	1	1	1	1

Shifts	Shift Count - Aqua = Too Many Assignments & Yellow = Too Few Assign					
D-12	2	1	1	1	1	1
N-12	1	1	1	1	1	1
D-8	1	1	1	1	1	1
E-8	1	1	1	1	1	1
N-8	1	1	1	1	1	1

Schedule Start Date: 1-Sep-09 Employee names are OK.

Some cells are aqua because too many shifts have been assigned and some are yellow because there are too few assignments.

Daily Availability							Shift Availability					Employee Name	Employee names are OK.				
Sun	Mon	Tue	Wed	Thu	Fri	Sat	D-12	N-12	D-8	E-8	N-8		1-Sep-09	2-Sep-09	3-Sep-09	4-Sep-09	
X	X	X	X	X	X		X		X			Tom	D-12	D-12	D-8		
	X	X	X	X	X	X		X		X	X	Marie	N-12	N-12			
X	X	X	X	X	X	X	X	X	X	X	X	Stan	D-8		D-12	D-12	
X						X			X	X	X	Jim				D-8	
	X		X		X		X	X	X	X	X	Alice		D-8		D-8	D-12
X	X	X	X	X	X	X	X	X	X	X	X	Peter	E-8	E-8	E-8	E-8	
X	X	X	X	X	X	X	X	X	X	X	X	Lee	N-8	N-8	N-12	N-8	
X	X	X	X	X	X	X	X	X	X	X	X	Allie	D-12				

You will be warned if you list an employee more than once.

Put an "X" in the cell if employee is available for the listed shift and day of the week.

Assign daily shifts using drop-down menus of shift names.

This cell is rose-colored because Alice is not available for this shift.

Sheet continues for 28 days.