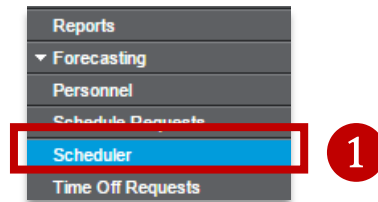# Run Auto Schedule (Job Aid 14)

Overview

Auto Schedule takes everyone who is currently available to work, looks at their available schedules/restrictions and schedules shifts based on workload throughout all departments in the store.

Process

This job aid will show the process of running the Auto Schedule.

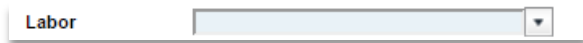**From the main screen:**

1. Click **Scheduler** tab.

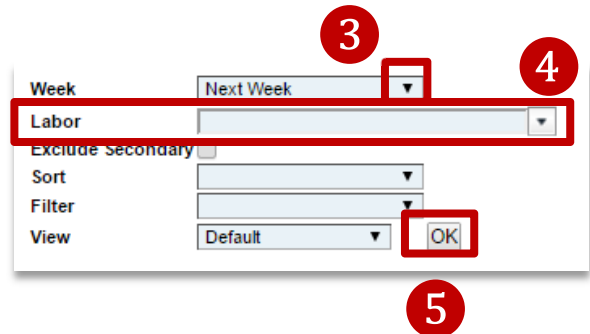2. Choose the **Filter** icon. A selection window will appear.

3. Select the correct Week (Next Week) from the drop down menu.

4. Leave the Labor field blank. By leaving this field blank, the default labor is set to *Store*.

Note: If there is a department on this field, click on the drop down menu and use the eraser icon to delete the field.
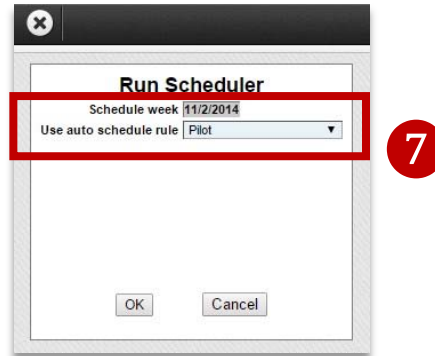
5. Click **OK**.

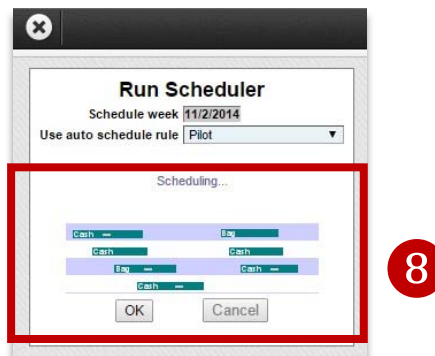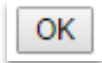6. Click the **Run Schedule** icon. A selection window will appear.

mySchedule

Run Auto Schedule (continued)

7. Confirm the Schedule week (Next week) then select **Pilot** on the *Use auto schedule rule* field by using the

drop down menu.

8. Click **OK**. The Scheduler will begin to process. When it is complete, the screen will return to the Scheduler tab.

The scheduler grid will show auto-scheduled shifts. You will now be able to assess the metrics and optimization data for your schedule.