mySchedule

# Review Coverage for Auto-Scheduled Departments (Task 25)

Overview

After running the auto-schedule for select departments, Store Directors and Schedule Writers will be able to assess the coverage for each day of the week.

Process

This job aid will walk through reviewing coverage for auto-scheduled departments. In this scenario, the Store Director/Schedule Writer will review the coverage for Coffee Bar.

From the main menu:
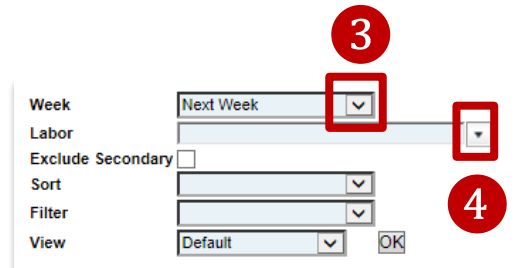
1. Go to the **Scheduler** tab.
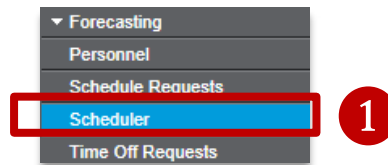
2. Select the **Filter** icon from the toolbar.

   A selection window will appear.

3. Change the Week settings to **Next Week** using the drop down option.

4. Select the desired department to review by using the drop down arrow beside Labor (Coffee Bar). A selection window will appear.

5. Click the department name.

6. Select the Checkmark icon. The screen will return to the Scheduler tab.

Review Coverage for Auto-Scheduled Departments (continued)

7. Click **OK**. The screen will return to the Scheduler page.

8. Click the **View Graph** icon to change the view to the Visualizer from the secondary toolbar.
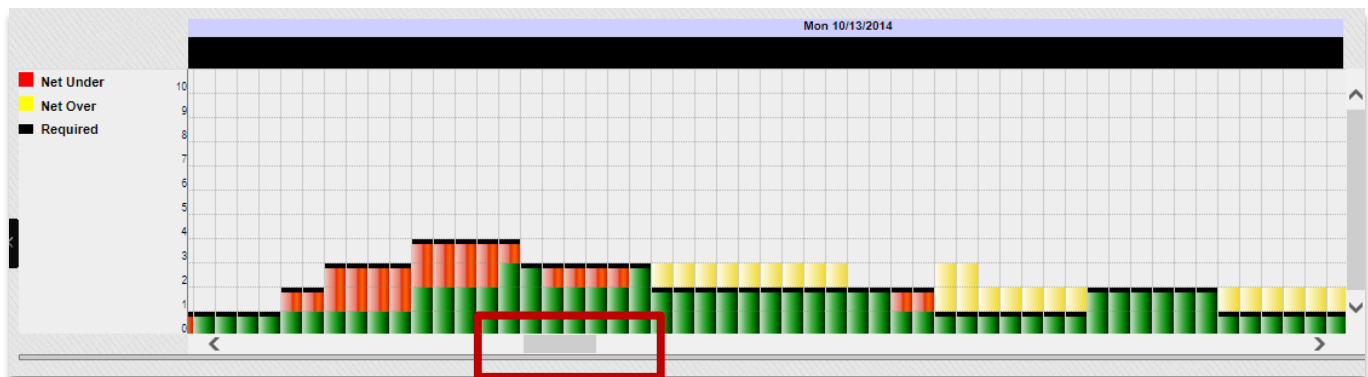

The default view is the Grid View. You will be able to toggle between these views by selecting the icons.

 View Visualizer icon.

9. View the Visualizer to assess workload allocation.

Use the scrollbar to move the visualizer to different days.

Legend:

- **Green**: covered workload
- **Yellow**: over-scheduled workload
- **Red**: under-scheduled workload