

An orange icon of a clock face with a starburst in the center, partially overlapping the letter 'S' in 'SchedulePro'.

SchedulePro

Web Edition

User Manual

For
Employees

By

EDP Software

Table of Contents

Terms of Service.....	3
1.0 Introduction	7
2.0 How to Log into Schedule Pro web edition	8
3.0 Changing Password	10
4.0 Messages	11
5.0 View My Schedules	13
6.0 View Group’s Schedules.....	14
7.0 Request Shift Trade/Swap with another Employee	16
8.0 Request Time Off (Leave Request)	18
9.0 Specify Unavailability	19
10.0 Bid on Open Shifts.....	21

Terms of Service

for employee scheduling software service offered through Web Edition of Schedule Pro

These Terms of Service govern the employee scheduling software service offered through web edition of Schedule Pro. PLEASE READ THEM CAREFULLY.

- 1.0 “Terms of Service” is an agreement between EDP Software, the owner and operator of the employee scheduling software service through web edition of Schedule Pro, and your company. The rules herein apply to all usage of the employee scheduling software service through web edition of Schedule Pro hosted on the domain “ScheduleProWeb.com” or any other domain. By using the Service or any portion of the Service, you are automatically agreeing to these Terms of Service, which can be changed by EDP Software at any time. If the Terms of Service change at any time to your disliking, you may cancel your service by emailing spro@edpssoftware.com , in accordance with the CANCELLATION section of these Terms of Service. However if you continue to use the Service, you are automatically agreeing to any and all changes in these Terms of Service.
- 2.0 Service - EDP Software provides businesses with employee scheduling software service through web edition of Schedule Pro that allows users to create, and maintain their employee shift schedules online, and provides employees and all other users with access to that information both through the web, through email as well as provides a way to communicate with other users / employees.
- 3.0 Contract Terms - EDP Software currently offers one standard contract terms for 12 month. You must pay in advance for the full amount of the entire term. The contract will automatically renew at the end of current contract, and you will be invoiced via email up to 90 days before the termination date for another subscription for 12 months. However you can cancel the service by writing to us on spro@edpssoftware.com.
- 4.0 EDP Software reserves the right to change fees for subscriptions without notice. However the change in fees will not affect the fees for the current Contract Terms and would apply on the next billing cycle.
- 5.0 NSF Cheque - The fee for a bounced cheque is US\$50, plus any charges or fees incurred to us by our bank or in any way connected with your bad cheque. EDP Software reserves the right to immediately terminate an account with no refund in the event of receiving a bad cheque.
- 6.0 Free 30 day trial - EDP Software offers a limited thirty-day free trial. The thirty-day free trial is covered by these Terms of Service. As a potential customer your business may use a limited version of the Service for thirty days, free of charge. If you do not sign up for the Service within thirty days after accepting the free thirty-day trial, your access will be immediately terminated and you will not be billed. EDP Software is not responsible for contacting you to let you know your thirty-day free trial is over. If your company has already had a free trial in the past with the EDP Software’s employee scheduling software service, you are not eligible for another free trial.
- 7.0 You as a manager/user will receive a company ID, a user ID, and a password to manage the schedules and other users, with special administrative rights. As administrator, you can assign someone else to act as user/manager etc. You can also grant permission to Employees to use the information / functionality that an employee can normally use. YOU ARE FULLY RESPONSIBLE FOR ANY AND ALL ACTIONS OF ANY MANAGERS, USERS AND/OR EMPLOYEES USING THEIR PASSWORDS AS WELL AS ANY ACTIVITY THAT OCCURS UNDER THOSE ACCOUNTS REGARDLESS OF WHO THE ACTUAL INDIVIDUAL IS WHO IS ACTING UNDER THOSE ACCOUNTS. YOU ARE RESPONSIBLE FOR MAKING SURE THAT MANAGERS, USERS AND EMPLOYEES KEEP THEIR PASSWORDS ABSOLUTELY CONFIDENTIAL. Your Employees must keep their passwords confidential. We recommend that all users, managers, employees and

administrator change their password periodically. You agree to notify EDP Software immediately of any unauthorized use of any password. EDP Software will not be liable for any loss or damage arising from your failure to comply with this section or the failure of any of your Employees to comply with this section.

- 8.0 It is not allowed to copy or use any source code (HTML and scripts) or part of the source code generated by the Service.
- 9.0 Technical Support by Email - EDP Software provides limited technical support via email. EDP Software will attempt to respond to any request for support by email within three business days, not including holidays, but makes no guarantee of any response time.
- 10.0 Technical Support via Telephone - EDP Software offers telephone support billable at US\$150 per hour or part thereof and paid in advance. However EDP Software may, at its sole discretion, offer a limited amount of free phone support, in order to answer a quick question or handle a quick problem. This in no way obligates EDP Software to continue to offer such free support. You will be notified beforehand when billable time is starting.
- 11.0 Training and Consulting - EDP Software provides consulting services and training services on an hourly basis in addition to the online service. If you would like for a scheduling specialist to assist you in developing a custom solution for your scheduling situation, the cost is US\$150 per hour or part thereof and must be paid in advance.
- 12.0 On-site Training - EDP Software provides on-site consulting services and on-site training services on per diem basis plus expenses. The fee and expenses for this service must be paid advance.
- 13.0 EDP would fix any problems with our software at no cost to the customer.
- 14.0 Cancellation of Service – You can cancel the Service anytime by emailing spro@edpsoftware.com with your company ID, Company name, Contact name stating your request. We do not give refunds for any portion of an unused subscription. By canceling before your subscription is over, you are authorizing us to close your account, therefore blocking all access to it, and you are accepting that you will not receive a refund for the remainder of the subscription term not used.
- 15.0 By not actually using the Service, you are not releasing yourself from your liability to EDP Software for the Service. The fact that you have signed up for the Service regardless of whether or not you choose to actually use it, is enough to constitute your liability to EDP Software for the Service.
- 16.0 In the event that you do not pay for charges incurred by using the Service within 30 days of the due date, you will be responsible for all costs incurred by EDP Software to collect the money from you, including but not limited to attorney's fees, court costs, other legal costs, and postage.
- 17.0 You agree to provide true, accurate, current and complete information about your business and maintain and promptly update the company information to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, not current or incomplete, or EDP Software has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, EDP Software has the right to suspend or terminate your account and refuse any and all current or future use of the Service (or any portion thereof).
- 18.0 As a condition of your use of the Service, you warrant to EDP Software that you will not use the Service for any purpose that is unlawful or prohibited by these Terms of Service and notices. Any resale of the Service is expressly prohibited. Any type of abuse, including but not limited to attempts to spy or get the passwords or private information of others, spamming, harassment, hacking, reverse engineering of any kind, excessive use with the intention of overworking or overloading the system in any way, or any other behavior which is considered an abuse by modern internet standards will be cause for and serve as reasonable grounds for immediate termination.
- 19.0 The subscriber of the service will take full responsibility for its contents.

20.0 EDP Software reserves the right to remove data without notice in the following cases:

- a. We consider a usage to be fraudulent or illegal;
- b. The trial period for the trial subscription has expired;
- c. The email address as registered for the service does not exist or does not belong to the subscriber.

21.0 Disclaimer and Limitations of Liability - The information and services included in or available through the Service may include inaccuracies or typographical errors. Changes are periodically added to the information herein. EDP Software may make improvements and/or changes in the Service at any time. EDP Software does not represent or warrant that the Service will be uninterrupted or error-free, that defects will be corrected, or that the Service or the server that makes it available, are free of viruses or other harmful components. EDP Software does not warrant or represent that the use or the results of the use of the Service or the materials made available as part of the Service will be correct, accurate, timely, or otherwise reliable. You specifically agree that EDP Software shall not be responsible for unauthorized access to or alteration of your data.

EDP SOFTWARE MAKES NO REPRESENTATIONS ABOUT THE RELIABILITY, SUITABILITY, TIMELINESS, AVAILABILITY, AND ACCURACY OF THE SERVICE FOR ANY PURPOSE. THE SERVICE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. EDP SOFTWARE HEREBY DISCLAIMS ALL WARRANTIES AND CONDITIONS WITH REGARD TO THE SERVICE, INCLUDING ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. IN NO EVENT SHALL EDP SOFTWARE BE LIABLE FOR ANY INDIRECT, DIRECT, PUNITIVE, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OR PERFORMANCE OF THE SERVICE, WITH THE DELAY OR INABILITY TO USE THE SERVICE, THE PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR FOR ANY INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS OBTAINED THROUGH THE SERVICE, OR OTHERWISE ARISING OUT OF THE USE OF THE SERVICE, WHETHER BASED ON CONTRACT, NEGLIGENCE, TORT, STRICT LIABILITY OR OTHERWISE, EVEN IF EDP SOFTWARE HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES. IF YOU ARE DISSATISFIED WITH ANY PORTION OF THE SERVICE, OR WITH ANY PART OF THESE TERMS OF SERVICE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO CANCEL (SEE "TERMINATION / CANCELLATION") AND DISCONTINUE USING THE SERVICE.

22.0 The invalidity or unenforceability of any provision of these Terms of Service shall not affect the validity or enforceability of any other provisions of this agreement, which shall remain in full force and effect. If any of the covenants or provisions of these Terms of Service are determined to be unenforceable by reason of their extent, duration, scope, or otherwise, then the parties contemplate that the court making such determination shall reduce such extent, duration, scope or other provision and enforce such term(s) in their reduced form for all purposes contemplated by these Terms of Service.

23.0 These Terms of Service contain the entire agreement between EDP Software and your company with respect to usage of the Service, and supercedes, merges, and replaces all prior written or oral agreements, negotiations, offers, representations, and warranties with respect to the usage of the Service. No course of dealing between the parties, no usage of trade, and no parol or outside evidence of any nature shall be used to modify, interpret or supplement any provision of these Terms of Service.

24.0 You agree to indemnify and hold EDP Software, its affiliates, officers and employees, harmless from any claim, demand, or damage, including reasonable attorneys' fees, asserted by any third party due to or arising out of your use of the Service.

25.0 Changes in Agreement - The terms of this agreement may change at any time without any advance notice. A current version of the Terms of Service will remain at <http://www.scheduleProWeb.com>. By continuing to use the service, you automatically agree to any and all of these changes.

- 26.0 Termination and Cancellation - EITHER PARTY CAN CANCEL THIS AGREEMENT AT ANY TIME FOR ANY REASON WITH WRITTEN NOTICE. IF AT ANY TIME YOU ARE DISSATISFIED WITH THE SERVICE FOR ANY REASON, YOU CAN CANCEL BY EMAILING SPRO@EDPSOFTWARE.COM WITH YOUR COMPANY ID, COMPANY NAME, CONTACT NAME SIMPLY STATING THAT YOU WOULD LIKE TO CANCEL THE SERVICE.
- 27.0 **MISCELLANEOUS PROVISIONS** - These Terms of Service will be governed by and construed in accordance with the substantive laws of the Province of New Brunswick, Canada. This is the entire agreement between EDP Software and the subscriber of the Service, and supersedes any prior communications or representations concerning this service.

1.0 Introduction

Employees can do the following using this service.

- View their own schedule
- View schedule of other employees with the same positions if allowed by system administrator
- Request time off such as vacation if allowed by system administrator
- Request a shift trade/swap with another employee if allowed by system administrator
- Accept or Reject trade/swap shift request from another employee
- Specify unavailability if allowed by the system administrator
- Bid on open shifts that have been posted
- View their messages
- Change their password

2.0 How to Log into Schedule Pro web edition

Open Internet Explorer on your computer and type the following address

<http://scheduleproweb.com>

The following screen would be displayed

The screenshot shows the SchedulePro website's sign-in page. At the top, there is a blue navigation bar with the "SchedulePro" logo on the left and "Contact" and "Sign In" links on the right. Below the navigation bar, the main content area is split into two columns. The left column features a headline: "SchedulePro is a comprehensive, intuitive, efficient, and useful online employee scheduling software". Below this headline are three feature icons with text: a globe icon for "Manage Schedules from anywhere", a group of people icon for "24/7 Secure Access for each employee", and a clock icon for "Reduce time, cost and frustration". At the bottom of this column is a link: "Don't have a SchedulePro account? [Click here to request a free trial!](#)". The right column is titled "Sign In" and contains a "Username" input field, a "Password" input field, a "Remember my username." checkbox, a green "sign in" button, and a "Forgot your password?" link. At the bottom of the page, there is a dark blue footer with "Contact Info" and "Support" sections. "Contact Info" includes "About EDP Software" and "Tel: (506) 454-7776 (SPRO)". "Support" includes "Admin/Manager Manual (PDF)" and "Employee Manual (PDF)". The footer also contains "© 2011 EDP Software | Terms of Service".

Please enter your *username and password* and click on “Sign In”. If do not remember your password, click on “Forgot Password?” and enter the username to get your password in your email.

Clicking “Sign in” will display the Dashboard as follows:

Dashboard

**View Messages**

You have 10 Unread Messages.

**View My Schedules**

View your own schedule in Calendar format.

**View Group's Schedules**

View schedule of other employees of the same position in the Group.

**Trade Requests**

Request a shift trade with another employee.

**Leave Requests**

Request time off.

**Unavailability Management**

Specify when you are unavailable to work.

**View Open Shifts**

Bid on the open shifts that have been posted by the Manager.

3.0 Changing Password

Employees can change their password any time they wish to change. Click on “Change Password” at the bottom of the screen to display the following screen.

Current Password

New Password

Confirm New Password

Current Password – Enter your current password.

New Password – Enter the new password you wish to have.

Confirm New Password – Enter the new password again.

Click on “Save” to save the information.

4.0 Messages

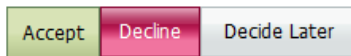
Employees can check their messages and take appropriate action if one is required. To manage messages, click on “View Messages” and following screen would be displayed.

Unread Messages/Pending Actions		Messages Archived	
From	Subject	Sent Date	View
Anand Kishore	Trade Request Confirmation	6/25/2010 11:14:53 AM	
E White	Trade Shift Request	6/25/2010 11:10:19 AM	
Anand Kishore	Trade Request Confirmation	6/24/2010 10:42:28 AM	
Anand Kishore	Trade Request Confirmation	6/24/2010 9:34:11 AM	
Anand Kishore	Trade Request Confirmation	6/9/2010 11:20:14 AM	
Anand Kishore	Trade Request Confirmation	5/6/2010 5:24:34 PM	

By default the screen shows all the unread messages and pending action messages. To view archived messages, click on “Messages Archived” tab to display a screen similar to the following.

Unread Messages/Pending Actions		Messages Archived		
From	Subject	Sent Date	View	Delete
E White	Trade Shift Request	6/25/2010 11:12:44 AM		
E White	Trade Shift Request	6/24/2010 10:40:54 AM		
E White	Trade Shift Request	6/24/2010 10:37:41 AM		
E White	Trade Shift Request	6/24/2010 9:30:53 AM		
E White	Trade Shift Request	6/23/2010 4:01:42 PM		
Anand Kishore	Leave Request Confirmation	6/9/2010 5:59:31 PM		
Anand Kishore	Trade Request Confirmation	6/9/2010 5:57:03 PM		
Anand Kishore	Trade Request Confirmation	6/8/2010 11:28:54 AM		
Anand Kishore	Leave Request Confirmation	5/6/2010 5:17:42 PM		
E White	Trade Shift Request	4/13/2010 5:11:32 PM		
Anand Kishore	Trade Request Confirmation	4/13/2010 2:42:40 PM		
E White	Trade Shift Request	4/13/2010 2:36:11 PM		

Please click on “View” to view the message. Following screen would be displayed.



From:
E White

Sent Date
6/25/2010 11:10:19 AM

Subject
Trade Shift Request

Message

FROM

Employee: E White
Date: 6/29/2010
Shift: E

TO

Employee: H Cormier
Date: 6/29/2010
Shift: D

Click on “Accept” to accept the request.

Click on “Reject” to reject the request.

Click on “Decide Later” to take action later.

As you can see we have integrated the messaging with action for acceptance/rejection.

5.0 View My Schedules

Employees can view their own schedules in calendar format. To view your schedule, click on “View My Schedules” and the following screen will be displayed.



The screenshot displays the SchedulePro interface. At the top, there is a blue navigation bar with the following elements: 'SchedulePro' logo, 'Dashboard', 'Schedule', 'Messages' (with a red notification bubble containing '10'), and 'Sign Out'. On the right side of the navigation bar, it says 'ABC Corp' and 'H Cormier'. Below the navigation bar, there are two tabs: 'My Schedule' (selected) and 'Group's Schedules'. Under the 'My Schedule' tab, there is a 'Start Date' field set to '4/12/2011' and a 'View Type' dropdown menu set to '14 Days'. Below these fields, there are navigation arrows and a text box that reads '< APRIL 12, 2011 TO APRIL 25, 2011 >'. The main content area is a calendar grid with two rows of dates. The first row shows dates from Tuesday, April 12 to Monday, April 18. The second row shows dates from Tuesday, April 19 to Monday, April 25. The schedule entries are as follows:

Tuesday April 12	Wednesday April 13	Thursday April 14	Friday April 15	Saturday April 16	Sunday April 17	Monday April 18
(ALL DAY) Paid Vacation/Annual Leave Location A	(ALL DAY) Paid Vacation/Annual Leave Location A		3:00 PM - 11:00 PM Location A	3:00 PM - 11:00 PM Location A	3:00 PM - 11:00 PM Location A	3:00 PM - 11:00 PM Location A
Tuesday April 19	Wednesday April 20	Thursday April 21	Friday April 22	Saturday April 23	Sunday April 24	Monday April 25
	3:00 PM - 11:00 PM Location A	3:00 PM - 11:00 PM Location A	3:00 PM - 11:00 PM Location A			7:00 AM - 3:00 PM Location A

Employees can only view published schedules. Employees can view their schedule in 7, 14 or 28 day formats.

Start Date – The schedule would be displayed starting from this date.

View Type – You can choose among 7 day, 14 day and 28 day view

Click on  to display next 7 day, 14 day and 28 day schedule depending on the view type you selected. Click on  to display schedule to prior period.

SchedulePro also keeps track of any **Breaks and Tasks** assigned for the shift. This view displays Breaks and/or Tasks for all shifts for the period you are viewing.

6.0 View Group's Schedules

Employees can view Group's schedules. To view Group's schedules, click on "View Group's Schedules" and the following screen will be displayed.

Employee (Edit)		Tue 4-12	Wed 4-13	Thu 4-14	Fri 4-15	Sat 4-16	Sun 4-17	Mon 4-18	Tue 4-19	Wed 4-20	Thu 4-21	Fri 4-22	Sat 4-23	Sun 4-24	Mon 4-25
L Brewer (RNO) (A) (PT)	Shift Loc	-	-	-	-	-	-	-	-	-	-	-	E A	N A	-
H Cormier (RNO) (A) (FT)	Shift Loc	V	V	-	E A	E A	E A	E A	-	E A	E A	E A	-	-	D A
L Grant (RNO) (A) (PT)	Shift Loc	-	-	E A	-	E A	-	-	E A	-	-	-	D A	D A	D A
F King (RNO) (A) (FT)	Shift Loc	E A	E A	-	-	D A	D A	D A	D A	D A	D A	-	-	D A	D A
A LeBlanc (RNO) (A) (FT)	Shift Loc	N A	N A	N A	N A	-	N A	N A	N A	-	N A	N A	N A	-	N A
M Palmer (RNO) (A) (PT)	Shift Loc	-	-	-	-	-	-	-	-	-	-	-	-	-	-
G Robichaud (RNO) (A) (PT)	Shift Loc	D A	D A	D A	D A	-	-	D A	-	D A	E A	E A	E A	E A	-
B Smith (RNO) (A) (FT)	Shift Loc	E A	E A	E A	E A	-	-	E A	E A	E A	-	D A	D A	D A	-
K Sullivan (RNO) (A) (FT)	Shift Loc	D A	-	D A	D A	D A	D A	-	D A	D A	D A	D A	-	-	E A
G Taylor (RNO) (A) (PT)	Shift Loc	-	D A	-	D A	N A	E A	-	-	N A	-	-	D A	E A	-
E White (RNO) (A) (FT)	Shift Loc	D A	D A	D A	-	D A	D A	D A	D A	-	D A	D A	-	-	E A

Employees can only view published schedules. The above screen shows the schedules of other employees of the same position from the Group you are allowed to see. You can view the schedules starting any date. Just select the appropriate date in the "Start Date" box. You can click on to view the previous period schedules. Click on to view the next period schedules. You cannot make any changes to the schedule as they are displayed in "view only" mode.

Start Date – The schedule would be displayed starting from this date.

View Type – You can choose one of the following views

- 7 day
- 14 day
- 28 day
- Daily (12Hour – Shifts)
- Daily (24Hour – Shifts)
- Daily (12Hour – Events)
- Daily (24Hour – Events)

Sort By – You can select one of the following sort options

- Position/Name
- Position/Seniority
- Name
- Seniority
- Location/Position
- Location/Name
- Team/Position

Page Size – You can display 10, 25, 50 or 100 employees per page

Summary – You can display schedule summary on top, bottom or hidden

7.0 Request Shift Trade/Swap with another Employee

Employees can request a shift trade/swap with another employee. If the other employee accepts the shift trade/swap, then the request is sent to the manager for final approval. An email is also sent to the requesting employee as well as to the manager along with internal messages.

If the other employee rejects the shift trade/swap request, then an email is sent to the requesting employee along with internal message.

Click on “Trade Shifts” to request a shift trade/swap. The following screen will be displayed.

Trade Requests

[View All Requests](#)

[New Request](#)

My Trade Requests

From Date	From Shift	To Employee	To Date	To Shift	Status	Cancel
8/8/2010	V	B Smith	8/5/2010	E	Pending	
8/7/2010	V	B Smith	8/5/2010	-	Approved	
6/11/2010	E	E White	6/24/2010	E	Approved	

Trade Shift

You can send a request to trade a shift with another employee. The trade could be for the same day or could be on different days. If on different days, the second employee should not be working on the day of your shift being traded and you should not be working on the day of the shift for other employee being traded. The request would be sent to other employee for action. If the second employee accepts the trade request, then the request is sent to the approval manager/scheduler for final approval.

This would show all your shift trade requests and their status. To make a new request, click on “New Request” and following screen would be displayed.

Trade Requests

[View All Requests](#)

[New Request](#)

FROM

H Cormier

7/11/2010

Date	Start	End	Shift	Unit
7/11/2010	3:00p	11:00p	E	A
7/12/2010	3:00p	11:00p	E	A
7/13/2010			-	A
7/14/2010	3:00p	11:00p	E	A
7/15/2010	3:00p	11:00p	E	A
7/16/2010	3:00p	11:00p	E	A
7/17/2010			-	A
7/18/2010			-	A
7/19/2010	7:00a	3:00p	D	A
7/20/2010	7:00a	3:00p	D	A
7/21/2010	7:00a	3:00p	D	A
7/22/2010			-	A
7/23/2010	7:00a	3:00p	D	A
7/24/2010	7:00a	3:00p	D	A

TO

Employees

E White

7/11/2010

Date	Start	End	Shift	Unit
7/11/2010	7:00a	3:00p	D	A
7/12/2010	7:00a	3:00p	D	A
7/13/2010	7:00a	3:00p	D	A
7/14/2010			-	A
7/15/2010	7:00a	3:00p	D	A
7/16/2010	7:00a	3:00p	D	A
7/17/2010			-	A
7/18/2010			-	A
7/19/2010	3:00p	11:00p	E	A
7/20/2010	3:00p	11:00p	E	A
7/21/2010	3:00p	11:00p	E	A
7/22/2010	3:00p	11:00p	E	A
7/23/2010			-	A
7/24/2010	3:00p	11:00p	E	A

Final Approval Goes to:
Anand Kishore

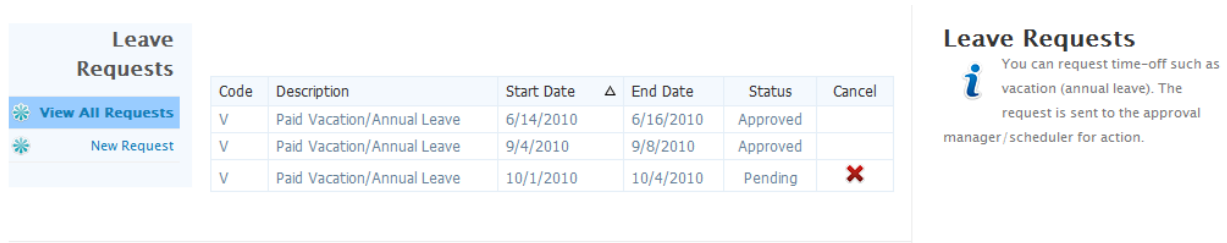
Trade Shift

You can send a request to trade a shift with another employee. The trade could be for the same day or could be on different days. If on different days, the second employee should not be working on the day of your shift being traded and you should not be working on the day of the shift for other employee being traded. The request would be sent to other employee for action. If the second employee accepts the trade request, then the request is sent to the approval manager/scheduler for final approval.

You can select any date in the date box. Then you will see your shifts for 14 days. Next select the name of the employee you wish to trade with. Again select the date in the date box for the employee you are requesting a trade with. This would display other employee's shifts for 14 days. Highlight your shift that you wish to trade. Then highlight the shift of the other employee you wish to trade with. Then click on "Submit Request" to send the request to the other employee.

8.0 Request Time Off (Leave Request)

Employees can request time off that is to apply for a leave. Click on “Leave Requests” and the following screen would display.



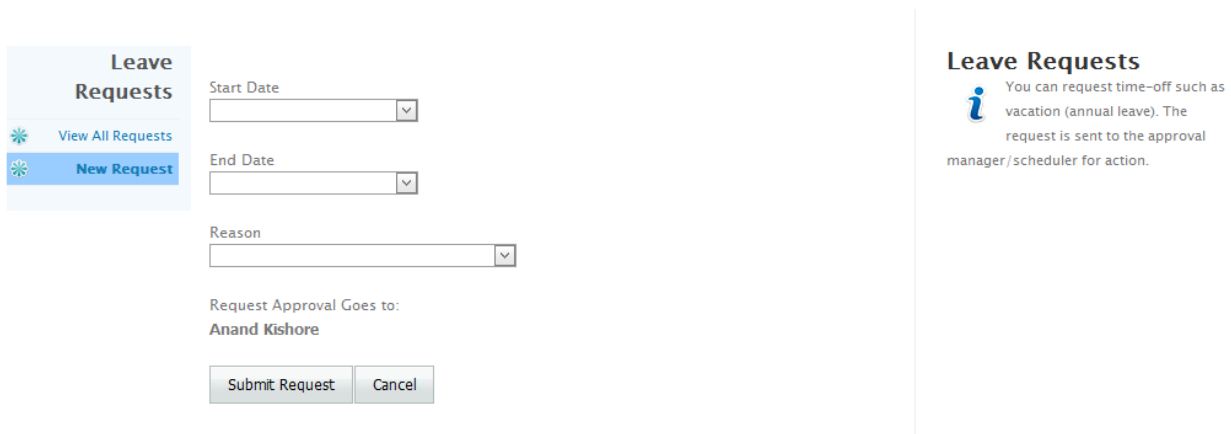
The screenshot shows a web interface for 'Leave Requests'. On the left, there is a sidebar with a 'Leave Requests' header and two buttons: 'View All Requests' and 'New Request'. The main area contains a table with the following data:

Code	Description	Start Date	End Date	Status	Cancel
V	Paid Vacation/Annual Leave	6/14/2010	6/16/2010	Approved	
V	Paid Vacation/Annual Leave	9/4/2010	9/8/2010	Approved	
V	Paid Vacation/Annual Leave	10/1/2010	10/4/2010	Pending	X

On the right, there is a sidebar with a 'Leave Requests' header and an information icon. Below the icon, there is a message: "You can request time-off such as vacation (annual leave). The request is sent to the approval manager/scheduler for action."

This would display all the leave requests you have made so far as well their status whether approved, rejected or pending.

To make a new request, click on “New Request” and following screen would be displayed.





The screenshot shows the 'New Request' form. On the left, there is a sidebar with a 'Leave Requests' header and two buttons: 'View All Requests' and 'New Request'. The main area contains a form with the following fields:


- Start Date: A text box with a dropdown arrow.
- End Date: A text box with a dropdown arrow.
- Reason: A text box with a dropdown arrow.
- Request Approval Goes to: Anand Kishore
- Submit Request: A button.
- Cancel: A button.

On the right, there is a sidebar with a 'Leave Requests' header and an information icon. Below the icon, there is a message: "You can request time-off such as vacation (annual leave). The request is sent to the approval manager/scheduler for action."

Please enter the information in all three boxes as follows:

Start Date – Enter a date you wish your leave (time off) to start. You may select the date from a calendar that would be displayed by clicking on the  in the Start Date box.

End Date – Enter the last date for your leave (time off). You may select the date from a calendar that would be displayed by clicking on the  in the End Date box.

Reason – Click on the  in the Reason box to open the list of leave codes you are allowed to request the time off for. Select an appropriate leave code.

Click on “Submit Request” to send the request to your approval manager whose name is displayed above “Submit Request” command button.

9.0 Specify Unavailability

Schedule Pro allows you to specify when you are not available to work. This unavailability can be for a single day or can be recurring on a weekly, monthly or yearly basis. To specify unavailability, click on “Unavailability Management” to display the following screen.

The screenshot shows a web interface for specifying unavailability. At the top, there are two buttons: "New" and "New Recurrence". Below them is a header for "Wednesday, September 15, 2010". The main area is a vertical timeline with time slots from 8 am to 3 pm. Each slot is currently empty. At the bottom of the timeline, there is a link "Show 24 hours...". Below the timeline is a legend with a gear icon and the text "Edit Recurrence".

Unavailability



Schedule Pro allows you to specify when an employee is not available to work. This unavailability can be for a single day or can be recurring on a weekly, monthly or yearly basis. This has no effect if the employee is supposed to work according to the rotating schedule or the employee have been scheduled to work even in the schedules that are not yet published. This unavailability is only used by "auto-scheduler" to fill open shifts and by "Find Employee" module to fill open shifts.

September 2010							
	S	M	T	W	T	F	S
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
40	26	27	28	29	30		
41							

LEGEND: PARTIAL DAY ALL DAY

Now select a date and click on “New” to specify unavailability for a single day. The following screen will be displayed.

The screenshot shows a form titled "Not Available" for "Wednesday, September 15, 2010". It has a "Subject" text input field. Below it are "Start Time" and "End Time" fields, each with a clock icon. At the bottom, there are "Save" and "Cancel" buttons.

Unavailability



Schedule Pro allows you to specify when an employee is not available to work. This unavailability can be for a single day or can be recurring on a weekly, monthly or yearly basis. This has no effect if the employee is supposed to work according to the rotating schedule or the employee have been scheduled to work even in the schedules that are not yet published. This unavailability is only used by "auto-scheduler" to fill open shifts and by "Find Employee" module to fill open shifts.

Subject – Specify the reason for being unavailable. If none has been given, then you may say “Unavailable”.

Start Time – Specify start time for the unavailability

End Time – Specify end time for the unavailability.


Click on “Save” to save this single day unavailability.

To specify the recurring unavailability, click on the “New Recurrence” and following screen will be displayed.

The screenshot shows a web form for setting unavailability. At the top are three buttons: 'Save', 'Cancel', and 'Delete'. Below them are three sections:

- Not Available:** A text input field for 'Subject'. Below it are two radio buttons: 'Part of the Day' (selected) and 'All Day'. To the right of 'Part of the Day' are two time input fields labeled 'Start Time' and 'End Time', each with a clock icon.
- Recurrence Pattern:** Four radio buttons for 'Daily', 'Weekly' (selected), 'Monthly', and 'Yearly'. Below them is a text input 'Recur every 1 week(s) on:' followed by seven checkboxes for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.
- Range of Recurrence:** Two date input fields labeled 'Start Date' and 'End Date', each with a dropdown arrow.

Unavailability

 Schedule Pro allows you to specify when an employee is not available to work. This unavailability can be for a single day or can be recurring on a weekly, monthly or yearly basis. This has no effect if the employee is supposed to work according to the rotating schedule or the employee have been scheduled to work even in the schedules that are not yet published. This unavailability is only used by “auto-scheduler” to fill open shifts and by “Find Employee” module to fill open shifts.

Subject – Specify the reason for being unavailable. If none has been given, then you may say “Unavailable”.

“Part of the Day” or “All Day” – Select one of these options to specify whether the unavailability is for the whole day or for the part of the day.

Start Time – Specify start time for the unavailability if for the part of the day.

End Time – Specify end time for the unavailability if for the part of the day.

Recurrence Pattern - “Daily”, “Weekly”, “Monthly” or “Yearly” – Select of these options to specify if the recurrence is daily, weekly, monthly or yearly. If weekly, select the days you are unavailable.

Start Date – Specify the start date for this recurrence


End Date – Specify the end date for this recurrence.

Click on “Save” to save the recurrence.

10.0 Bid on Open Shifts


Employees can view open shifts that have been posted by the manager for your position/rank. To view all open shifts, click on “View Open Shifts” and the following screen would be displayed.

Bid on Open Shifts

Display open shifts starting from 

Loc	Pos	Shift	Time	Hours	# Bidders	Posted Date	Action
A	RN	E	Saturday 5/7/2011 (3:00p - 11:00p)	8.00	1	4/10/2011	<input type="button" value="Bid"/>
A	RN	N	Sunday 5/8/2011 (11:00p - 7:00a)	8.00	1	4/10/2011	<input type="button" value="Bid"/>

Open Shifts

 You can view all the open shifts that have been posted. You can place your name for any number of shifts by clicking on “Bid” beside the shift you wish to bid on.

By default it displays all the open shifts that have been posted by the manager starting from the current date. You can change the date if you wish and the system would display all open shifts that have posted starting from the date you choose.

To bid on a shift, simply click on the “bid” beside the shift you wish to bid on. Your name will be added to list of employees bidding for this shift. Then manager can choose any name from the list of employees who have bid for this shift.