

Visual Scheduling: Dashboard Toolbar

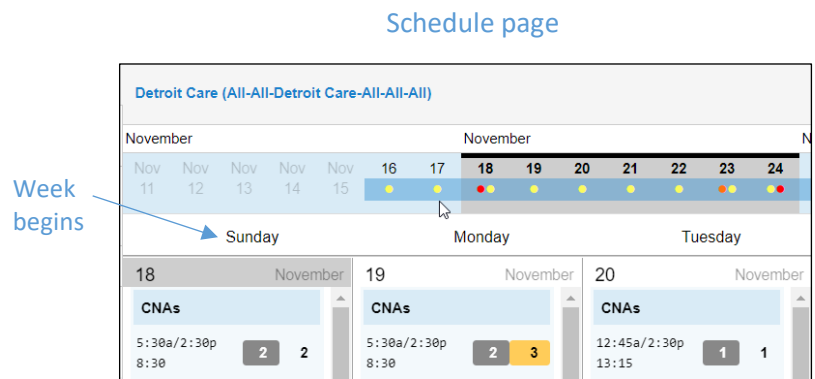
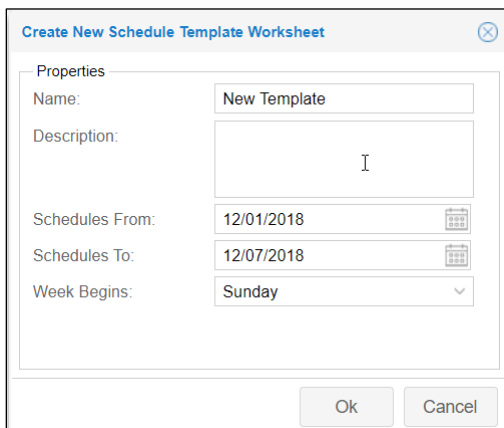
Job Aid

The Visual Scheduling dashboard is your access point for schedule templates and provides an overview of schedule activity. The dashboard toolbar has options for adjusting the view of the template list in the dashboard and adding new templates.



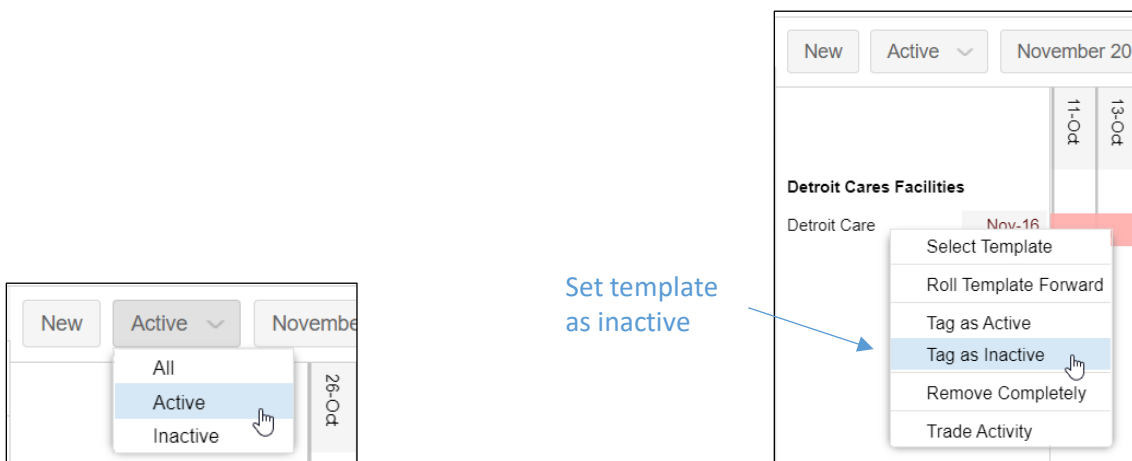
New Template

Click the **New** button to add a new template frame for creating a new schedule. Type the name for the new template and select the dates for the timeframe of the schedule in the *Create New Schedule Template Worksheet* window. Select the day of week you want your schedule to begin with.



Active and Inactive Templates

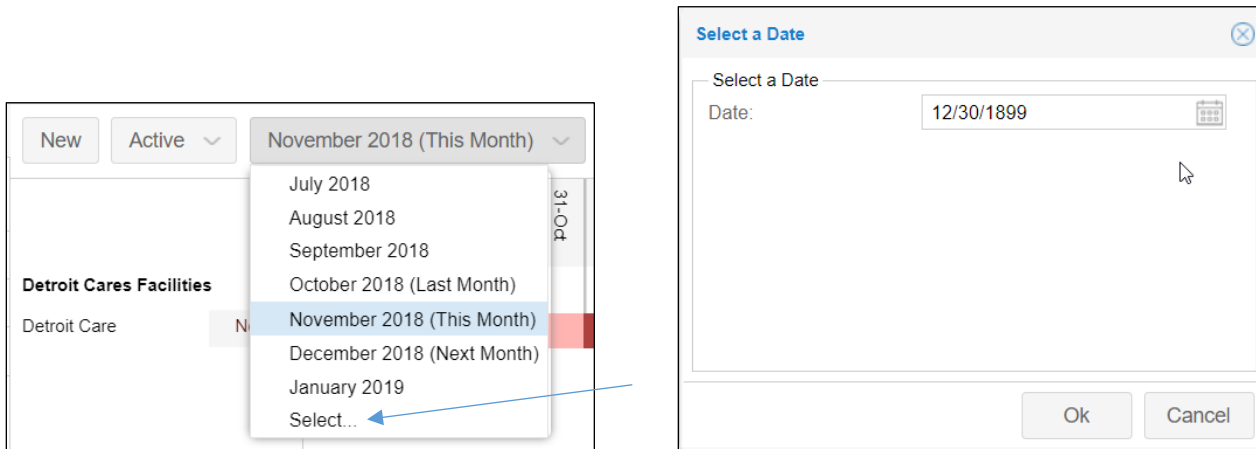
Use the *Active* drop-down list to change the dashboard view to display only active templates, only inactive templates or all templates. A template can be set as inactive by clicking the template name and selecting **Tag as Inactive**.



To reactivate an inactive template, select **Tag as Active**. Select **Remove Completely** to remove the template from the dashboard.

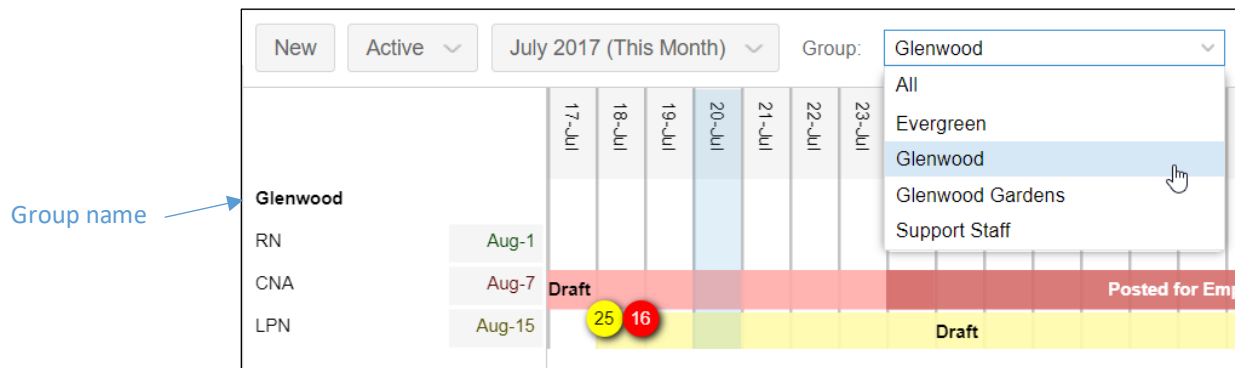
Select Time Period

Select the month you want to view templates for from the month drop-down list. Click **Select** to choose a specific day to view.

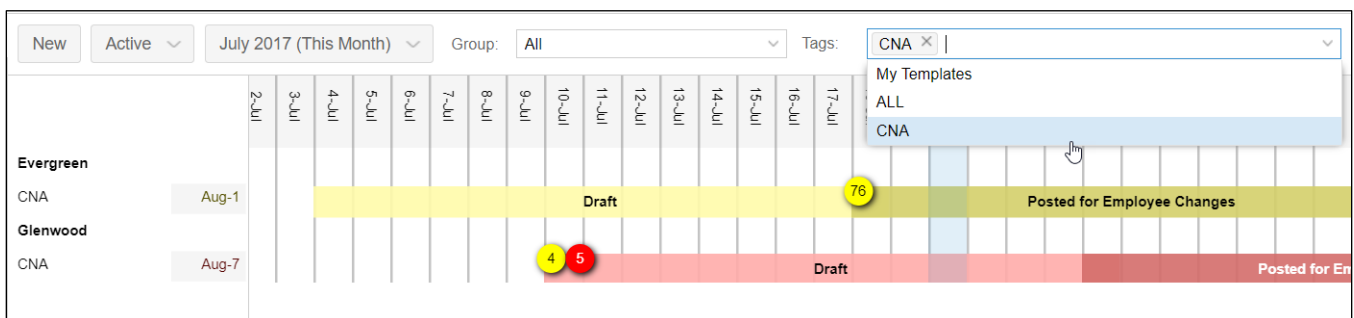


Groups and Tags

If you have multiple groups of templates, you can select which group to view in the Group Drop-down list. You can view all groups in the dashboard if you select **All**.

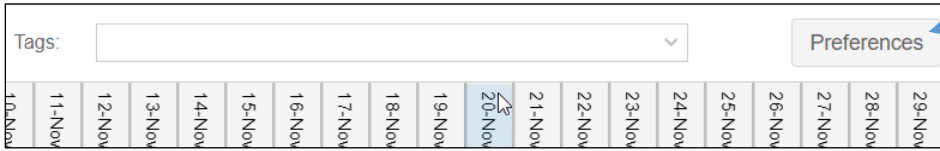


Tags can be created for each template and then can be used to display only those templates that have the tag you select in the *Tags* drop-down list.

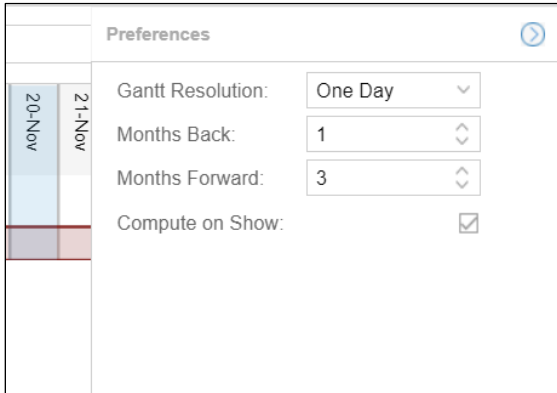


Dashboard Viewing Preferences

Dashboard viewing preferences can be selected by clicking the **Preferences** button.



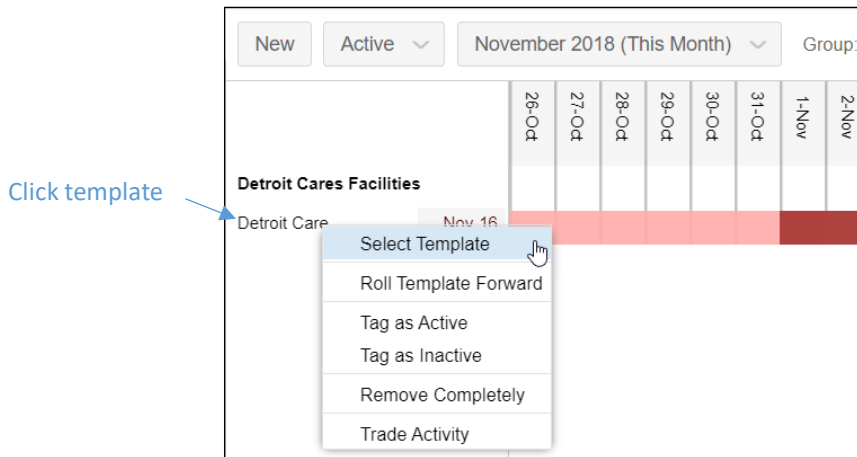
You can select how many days are displayed in the dashboard timeline: every day, every other day, every third day or every fourth day.



You can select the number of months to view in the dashboard prior to and after the scheduling period of the templates. If you want the badges that represent schedule issues in the template to be automatically updated, enable the Compute on Show checkbox.

Access Schedule Template

To open the schedule template page, click the template bar or click the template name in the dashboard and click **Select Template**.



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