# Visual Scheduling: Adding a Coverage Schedule

If an additional coverage schedule needs to be added to a work position in your Visual Scheduling template, it can be added from within the template.

To add a coverage schedule:

1. Click the work position banner for the position you want to add a coverage schedule for in the template and select **Add Coverage Schedule**. For example, a schedule for Kitchen Staff needs 2 additional employees for the last four hours of the shift. To do this, you would add a new coverage schedule for that time period.

Work position banner

Click to add coverage schedule
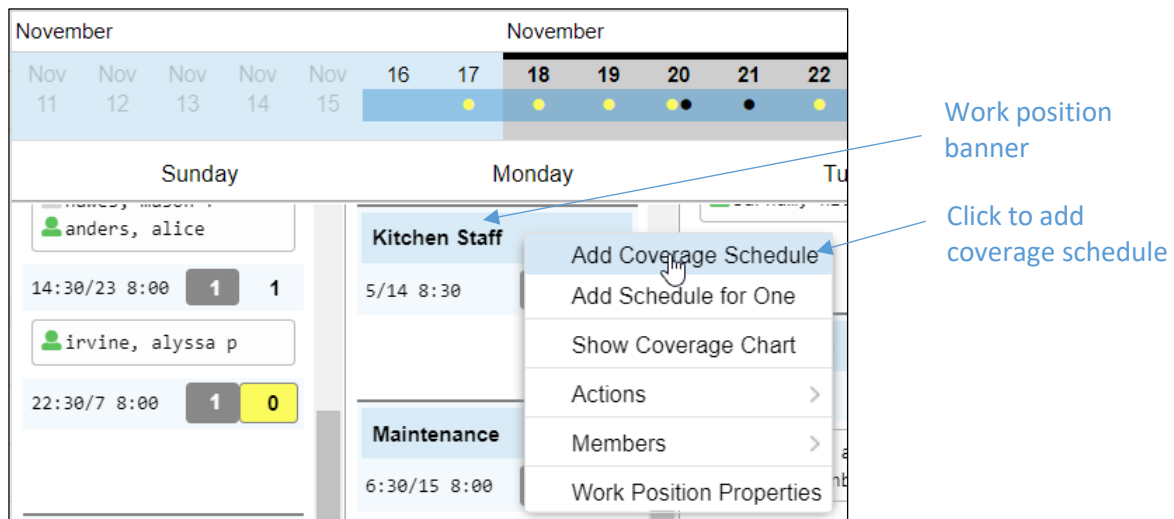
2. Enter the number of employees needed to work the coverage schedule in the New Kitchen Staff Coverage Schedule window, in this example enter 2.

Number of employees needed for schedule

Schedule begins

Schedule ends

Schedule length in hours
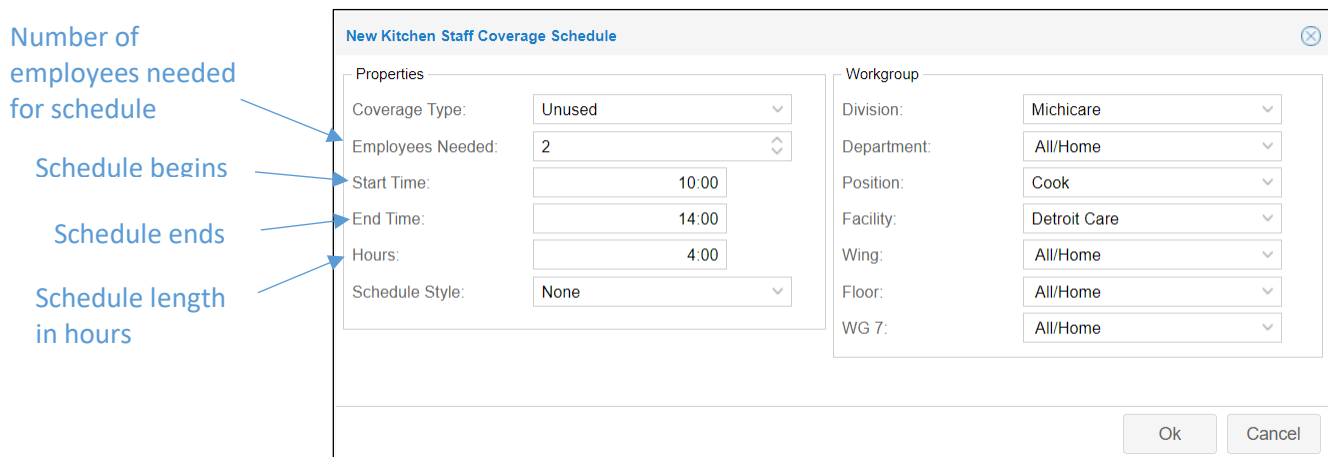
3. Enter the start and end times for the coverage schedule. The *Hours* field will display the amount of time to match the time indicated by the start and end times.

4. The workgroup levels for the coverage schedule should match those of the work position you are adding the new coverage schedule for.

5. Click **OK**.

The new coverage schedule will be presented at the bottom of the coverage schedule list for the work position in the template.

You are now ready to select employees from the Candidate list to fill the schedule (see the *Assigning a Candidate to a Coverage Schedule* job aid).
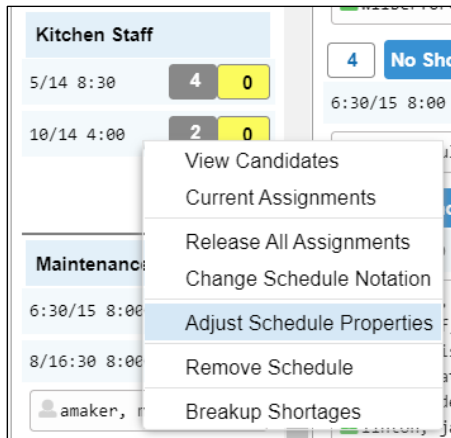
Schedules with Zones

If your template has zones assigned to work positions, make sure you are adding the new schedule coverage to the appropriate zone. When adding the coverage schedule, select the workgroup level that matches the zone in your template.
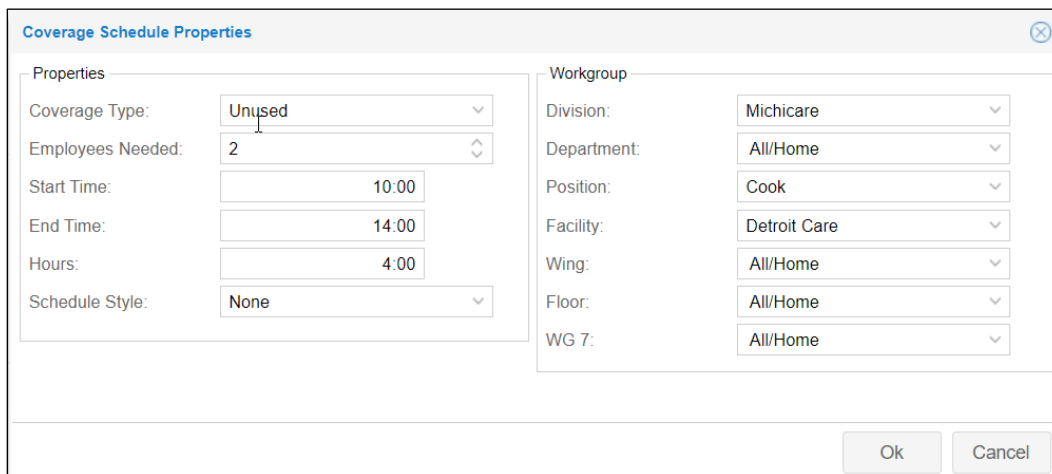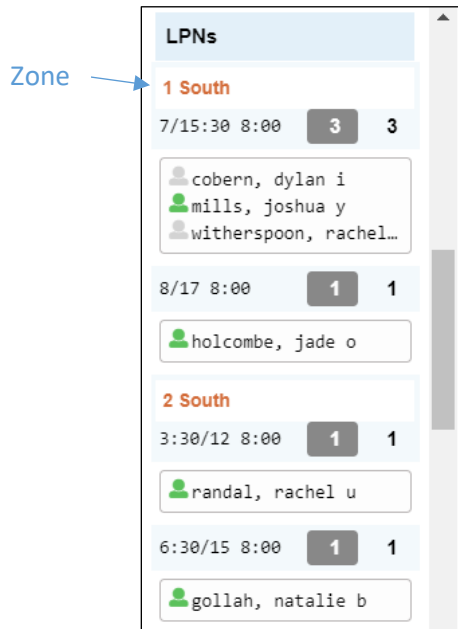
Adjust Coverage Schedule

To make a change to a coverage schedule:

1. Click the schedule time (or label if your template uses coverage schedule labels) and select **Adjust Schedule Properties**.

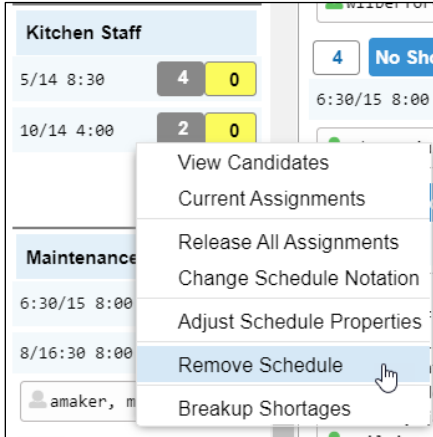2. Adjust the settings in the *Coverage Schedule Properties* window.
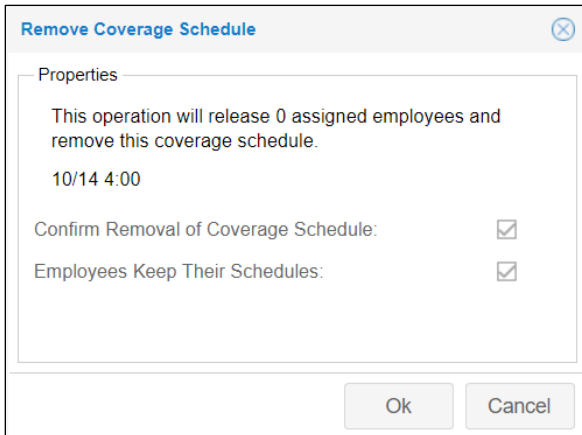

3. Click **OK**.

Remove a Coverage Schedule

To remove a coverage schedule from the template:

1. Click the schedule time (or label if your template uses coverage schedule labels) and select **Remove Schedule**.

2. Enable the Confirm Removal of Coverage Schedule check box in the *Remove Coverage Schedule* window.

3. Enable the Employees Keep their Schedules check box if you want the employees who were assigned to this coverage schedule to still see this schedule in their personal schedules.