

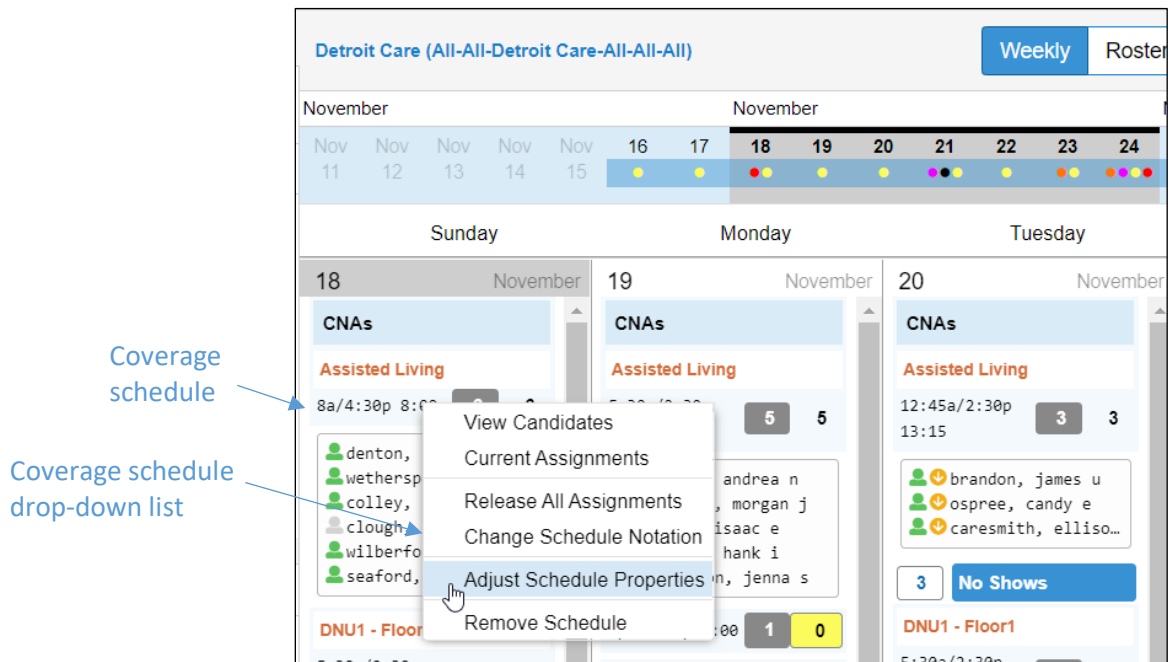
Visual Scheduling: Adjusting Coverage Schedule Properties

Job Aid

Coverage schedules in a Visual Scheduling schedule template can be adjusted to increase coverage, adjust schedule times and change the workgroup levels.

Accessing Coverage Schedule Properties

To access coverage schedule properties, click the coverage schedule (listed by schedule times and coverage) in the schedule template and select **Adjust Schedule Properties** from the drop-down list.



Coverage Schedule Properties

The 'Coverage Schedule Properties' dialog box is divided into two main sections: 'Properties' and 'Workgroup'.
Properties:
Coverage Type: Unused (dropdown)
Employees Needed: 6 (spinner)
Start Time: 8:00a (time input)
End Time: 4:30p (time input)
Hours: 8:00 (time input)
Schedule Style: None (dropdown)
Workgroup:
Division: All/Home (dropdown)
Department: All/Home (dropdown)
Position: Certified Nursing Aide (dropdown)
Facility: All/Home (dropdown)
Wing: Assisted Living (dropdown)
WG 6: All/Home (dropdown)
WG 7: All/Home (dropdown)
Buttons: Ok, Cancel

The following properties can be set for a coverage schedule:

Property	Description
Coverage Type	The coverage type is a drop-down list of the budget coverage types defined in your system. If your system does not include coverage budgets, keep the default setting of Unused .
Employees Needed	Select the number of employees needed for the shift. If a coverage type is selected, this field is not used.
Start/End Time	Add start and end times for the coverage schedule.
Hours	The total hours for the shift. This field sets itself based on the time entries in the <i>Start</i> and <i>End</i> fields.
Workgroup	If using zone schedules, make sure the workgroup level for the coverage schedule matches the zone for the work position.

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