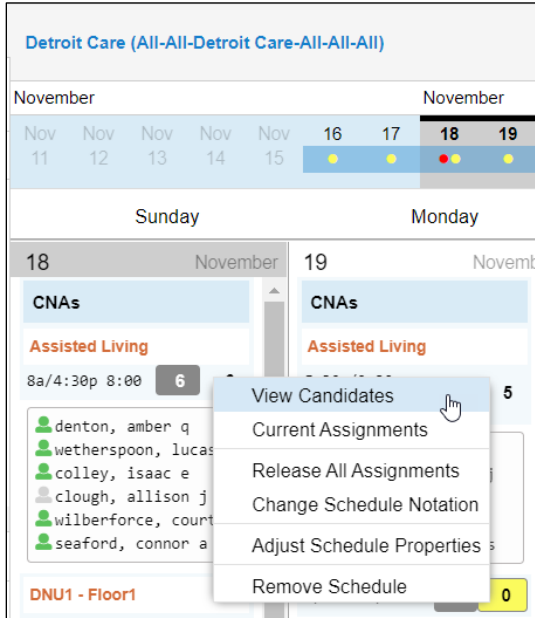


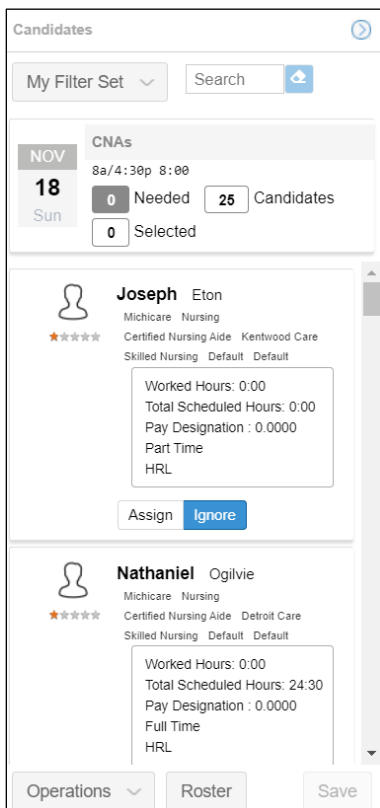
# Visual Scheduling: Coverage Schedule Menu

The coverage schedule menu provides access to view and manage assigned employees, access the candidates who are eligible to work the coverage schedule, adjust schedule properties and remove the coverage schedule.



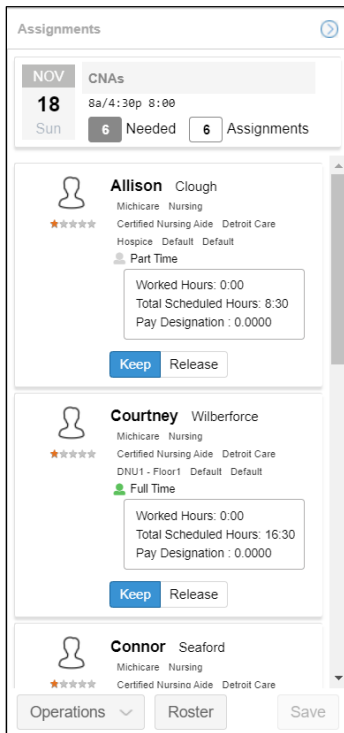
## View Candidates

The View Candidates menu item opens the Candidates panel with a list of employees who are eligible to work the coverage schedule. Use this panel to locate an employee to work the schedule. See *Finding a Candidate for a Coverage Schedule* and *Adding a Candidate to a Coverage Schedule* job aids for more information.



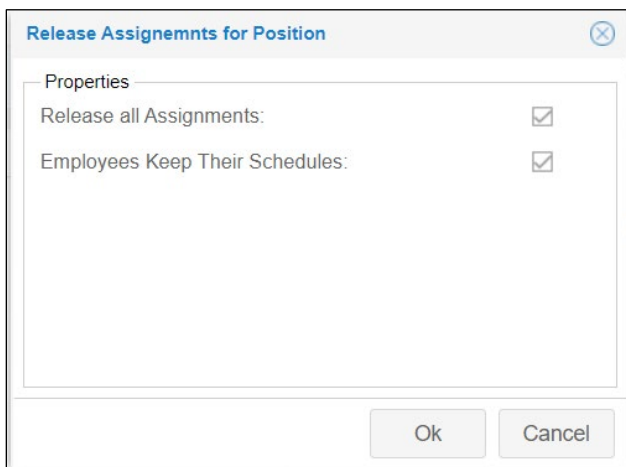
## Current Assignments

The Current Assignments menu item opens the Assignments panel with a list of the employees assigned to the coverage schedule.



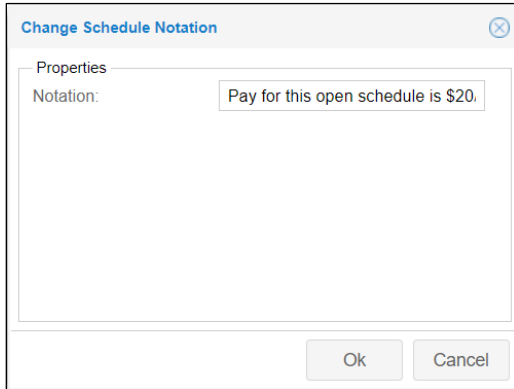
## Release All Assignments

The Release All Assignments menu item lets you remove the assigned employees from the coverage schedule. Confirm the release by enabling the Release all Assignments checkbox. If you would like the employees to keep their schedules after being released from the coverage schedule, enable the Employees Keep Their Schedules checkbox. Click the **OK** button to complete the removal.

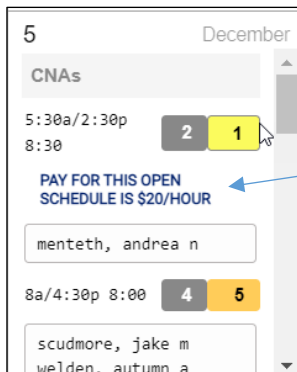


## Change Schedule Notation

You can use this menu item to add a note about the schedule for other users. For example, if you want to notify employees that the open schedule available for pick up will pay at a higher rate or any other details about the coverage schedule, you can enter this information in the Notation field.



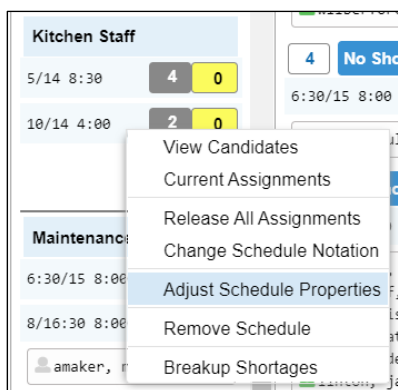
The notation will appear in blue text below the coverage schedule start and end times and total hours.



## 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**.



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

**Coverage Schedule Properties**

Properties

Coverage Type: Unused

Employees Needed: 2

Start Time: 10:00

End Time: 14:00

Hours: 4:00

Schedule Style: None

Workgroup

Division: Michicare

Department: All/Home

Position: Cook

Facility: Detroit Care

Wing: All/Home

Floor: All/Home

WG 7: All/Home

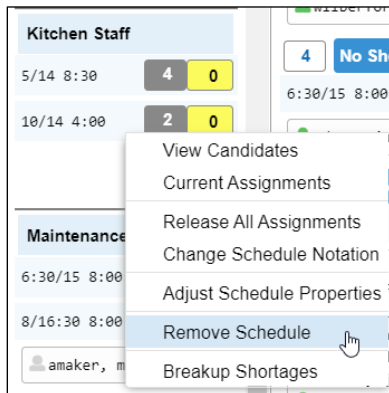
Ok Cancel

- Click **OK**.

## Remove a Coverage Schedule

To remove a coverage schedule from the template:

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



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

**Remove Coverage Schedule**

Properties

This operation will release 0 assigned employees and remove this coverage schedule.

10/14 4:00

Confirm Removal of Coverage Schedule:

Employees Keep Their Schedules:

Ok Cancel

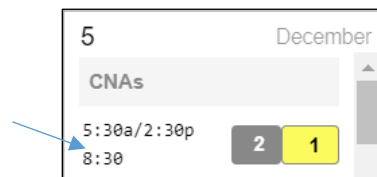
3. Enable the Employees Keep their Schedules check box if you want the employees who were assigned to this coverage schedule to still see this schedule in their personal schedules.
4. Click **OK**.

### Breakup Shortage

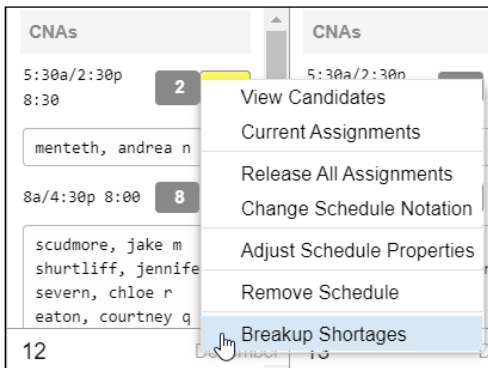
A breakup shortage refers to a new schedule created from an existing schedule with an altered start/end time to accommodate the employee assigned to it. When searching for a candidate to fill an open coverage schedule, you may need to accept an employee to fill the vacancy who cannot work the entire schedule. You can adjust the schedule for that employee without disrupting the schedule start/end time for the other employees assigned to the schedule by creating a separate coverage schedule for the added employee.

To assign an employee to a breakup shortage coverage schedule:

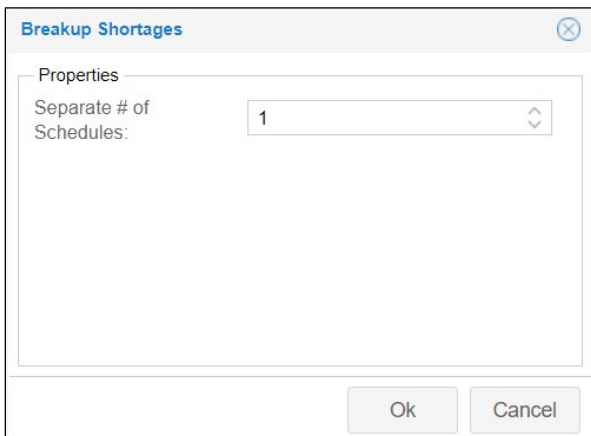
1. Click the coverage schedule in the schedule template.



2. Select the Breakup Shortages menu item.



3. Enter the number of separate schedules you want to add in the *Breakup Shortages* window.



4. Click **OK**.

The new schedule will appear in the template with an “Unassigned” label. The label is removed when the employee is assigned to the schedule.



5. Assign the employee to the unassigned coverage schedule by clicking the schedule and selecting **View Candidates** and assigning the employee from the Candidates panel.
6. Click the added coverage schedule and select **Adjust Schedule Properties** to adjust the schedule start/end time for the assigned employee.