Visual Scheduling: Using Zone Schedules

Dividing a facility into physical areas to localize work positions and minimize distances employees must travel to perform work is the basis for zone scheduling. Zones may represent floors, wings, or other areas in your organization which your schedules may be based on. If your schedule template is using zones, you will see orange text, with the assigned zone name, within the date cells of your schedule.
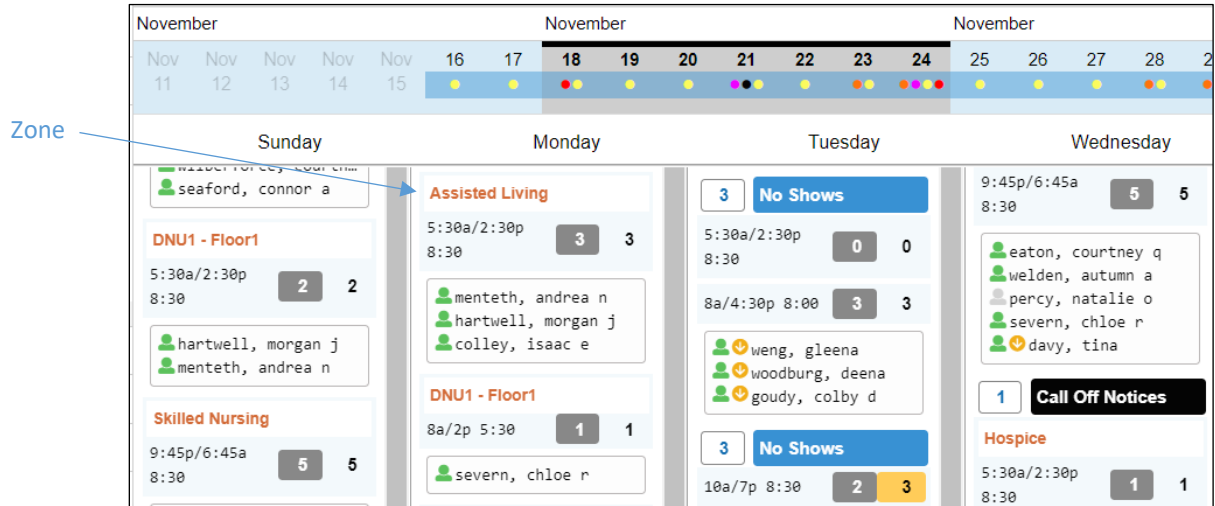
Adding a Coverage Schedule with Zone Scheduling

When adding a coverage schedule to a schedule template that has zones, it is important to select the correct zone in the schedule's workgroup assignment. To assign the correct zone when adding a coverage schedule:

1. Click the work position in your schedule template and select **Add Coverage Schedule**.
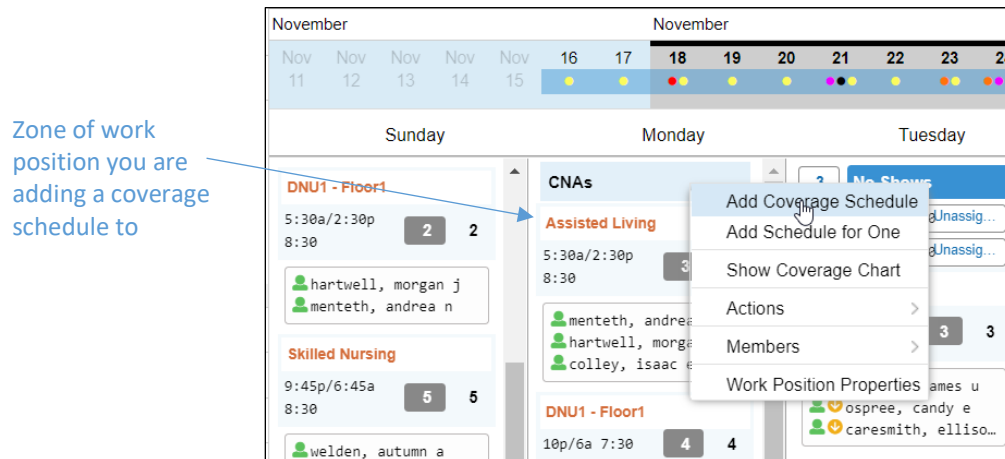
2. In the new coverage schedule window, select the workgroup level that matches the zone in the *Workgroup* field.

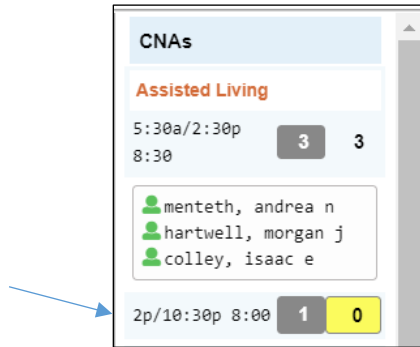Select the workgroup level that matches the zone in your schedule

A coverage schedule added without selecting the workgroup level that matches a zone will appear with the zone label "5?0" in the schedule template.

3. Click **OK**.

The new coverage schedule will appear under the zone in the schedule template.

Changing an Employee's Zone Assignment

To change an employee's zone assignment, click the schedule, the employee is assigned to in the schedule template and select **Current Assignments** to open the Assignments panel. In the Assignments panel click the employee's tile and select the **Change To** menu of zones. Select the new zone assignment for the employee.