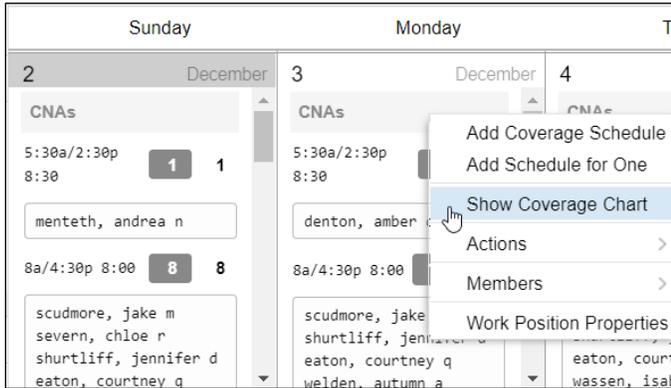


Visual Scheduling: Work Position Coverage Chart

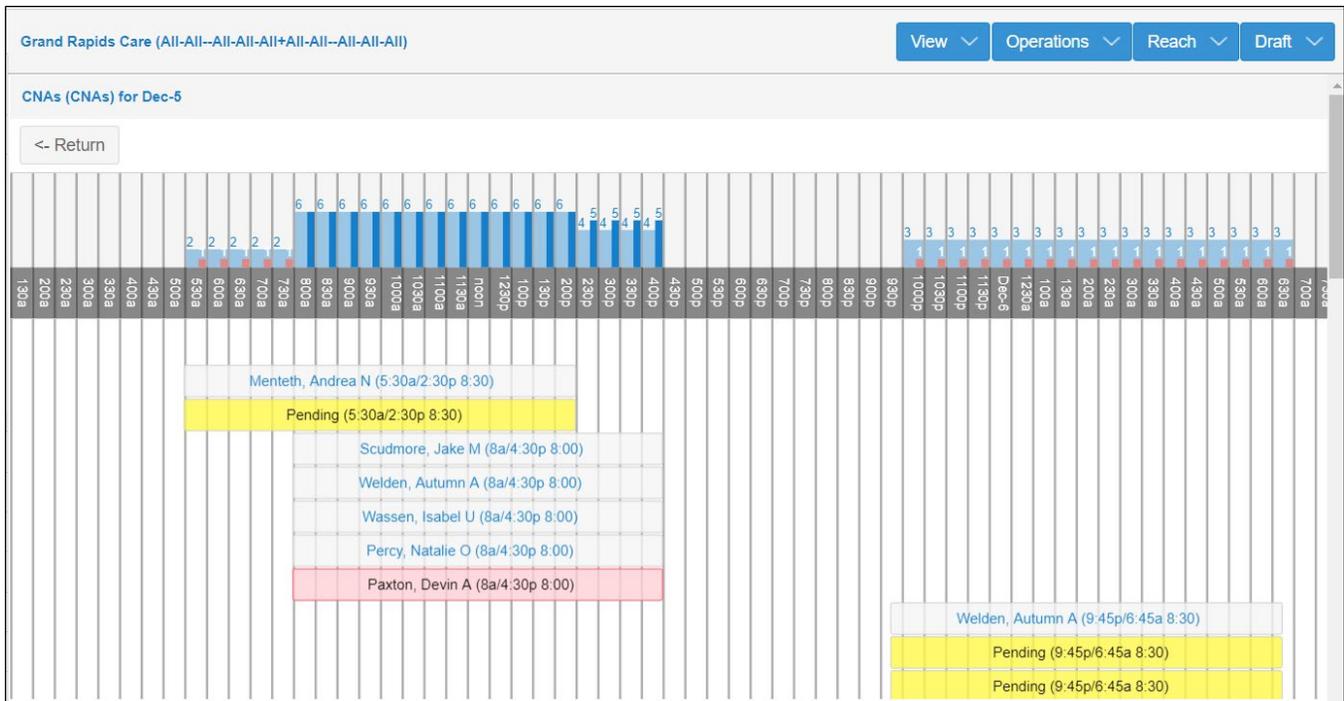
Job Aid

The work position coverage chart provides a visual summary of the coverage schedules, including schedule times, assignments, schedule overages and schedule shortages, for a work position on the day selected.

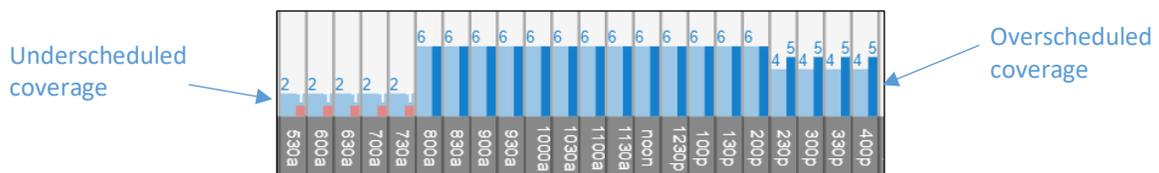
To view a coverage chart, click the work position in the schedule template and select **Show Coverage Chart**.



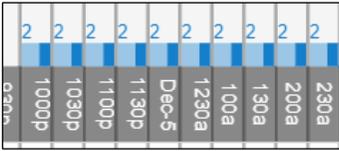
The schedule template is replaced with the coverage chart in the Visual Scheduling window.



The bar chart indicates coverage schedules that require additional employees and have too many employees scheduled.



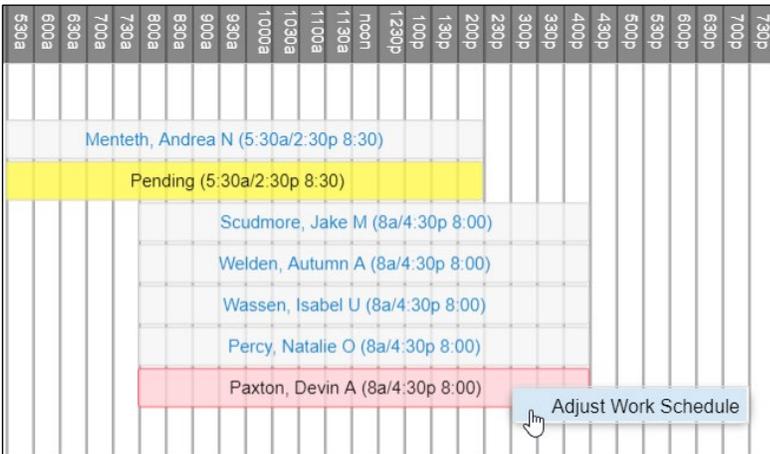
Matching bar charts indicate the required number of employee are scheduled.



Employees assigned to the coverage schedules are listed with their schedule times and total scheduled hours. A yellow Pending bar indicates an open schedule and a pink bar indicates a coverage schedule with too many employees assigned.



To add the overscheduled employee to the coverage schedule with an open schedule, click the overscheduled employee's pink bar (in the areas that do not contain text) and select **Adjust Work Schedule**.



In the *Adjust Work Schedule* window, change the start and end times to match the open schedule.

Adjust Work Schedule

Schedule for Paxton, Devin A

Start Time: 5:30a

End Time: 2:30p

Hours: 8:30

Schedule Style: None

Workgroup

Division: All/Home

Department: All/Home

Position: CNA

Facility: All/Home

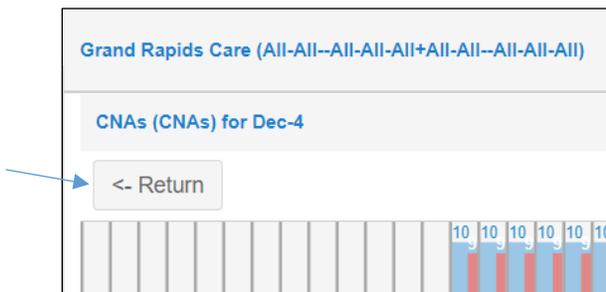
Wing: All/Home

WG 6: All/Home

WG 7: All/Home

Ok Cancel

Click the **Return** button at the top of the chart to return to schedule template view.



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