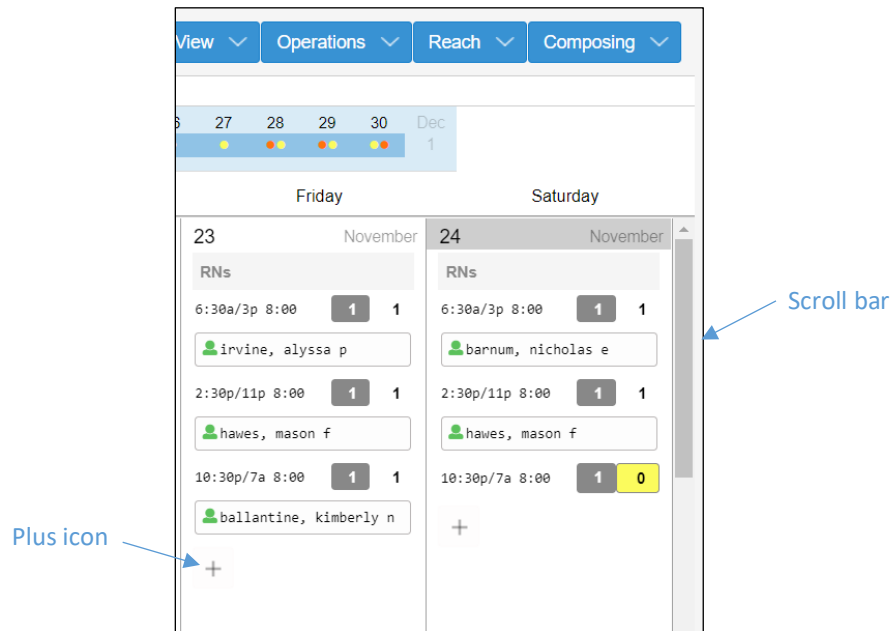


Visual Scheduling: Adding a Work Position

Work positions are added to a master template during configuration of your system based on your ideal schedule. If you find that you need to add one of your configured work positions to a day that it is not currently appearing in your schedule, it can be added within the schedule template.

To add a work position, click the **Plus** icon (+) in the day cell of your schedule template.

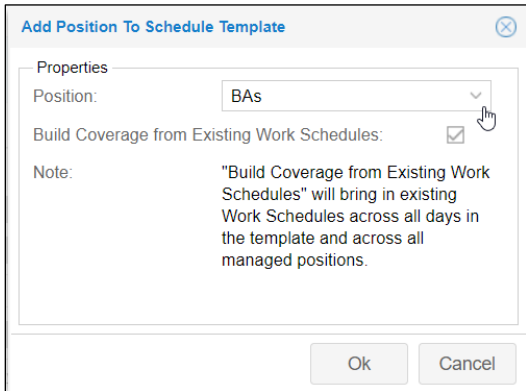
If your schedule template has numerous work positions and coverage schedules displayed, you may need to use the scroll bar at the right side of the template to locate the **Plus** icon at the bottom of the day cell.



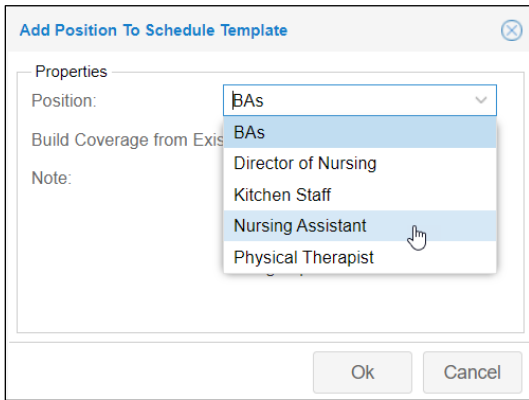
Click the **Add Position** button to open the *Add Position to Schedule Template* window.



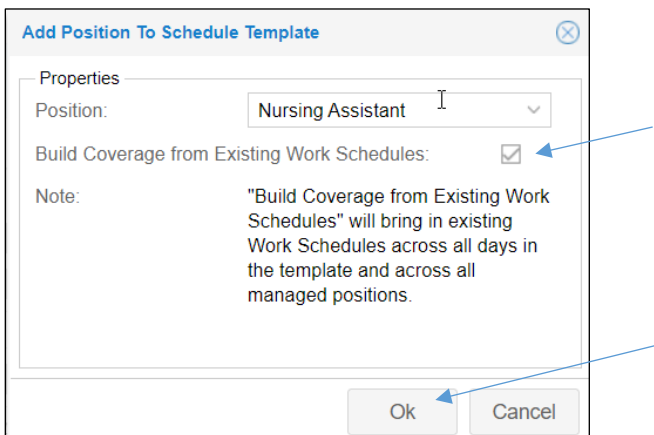
Click the Position drop-down list to view the available work positions. Only the work positions configured in your system and not currently included in the template for that date will appear in the drop-down list.



Select the work position you want to add.



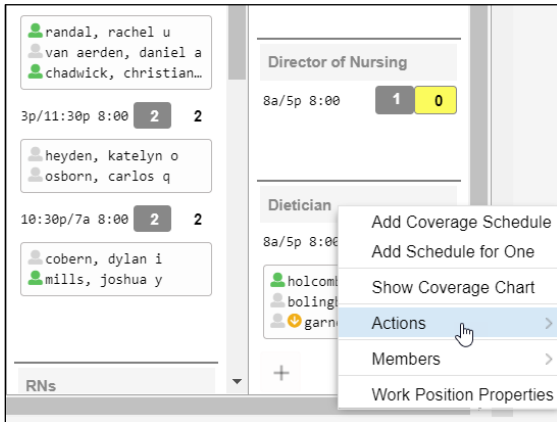
Enable the Build Coverage from Existing Work Schedules check box to bring in schedules that match the date, work position workgroup and the encompasses workgroup. If the work position does not have any work schedules associated with it or you do not enable this checkbox, only the position name will appear in the schedule template.



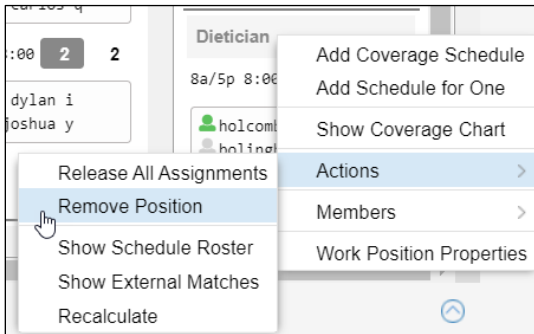
Click **OK**.

Removing a Work Position

To remove a work position from the schedule template, click the work position name and select **Actions** in the drop-down list.



Select **Remove Position** in the Actions drop-down list.



Confirm the removal of the position in the *Remove Position* window. If you would like employees to keep their schedules, enable that option in the window.

