# Visual Scheduling: Work Position Actions

The Actions menu for a Visual Scheduling work position can be used to:

- Remove employees assigned to the coverage schedules for the work position
- Remove the work position from the schedule template (see the job aid *Adding a Work Position* for information about this menu item)
- Show the schedule in a roster view
- Show external matching schedules
- Recalculate coverage schedule numbers

To view the Actions menu, click the Work Position name in the schedule template and click the **Actions** menu item.
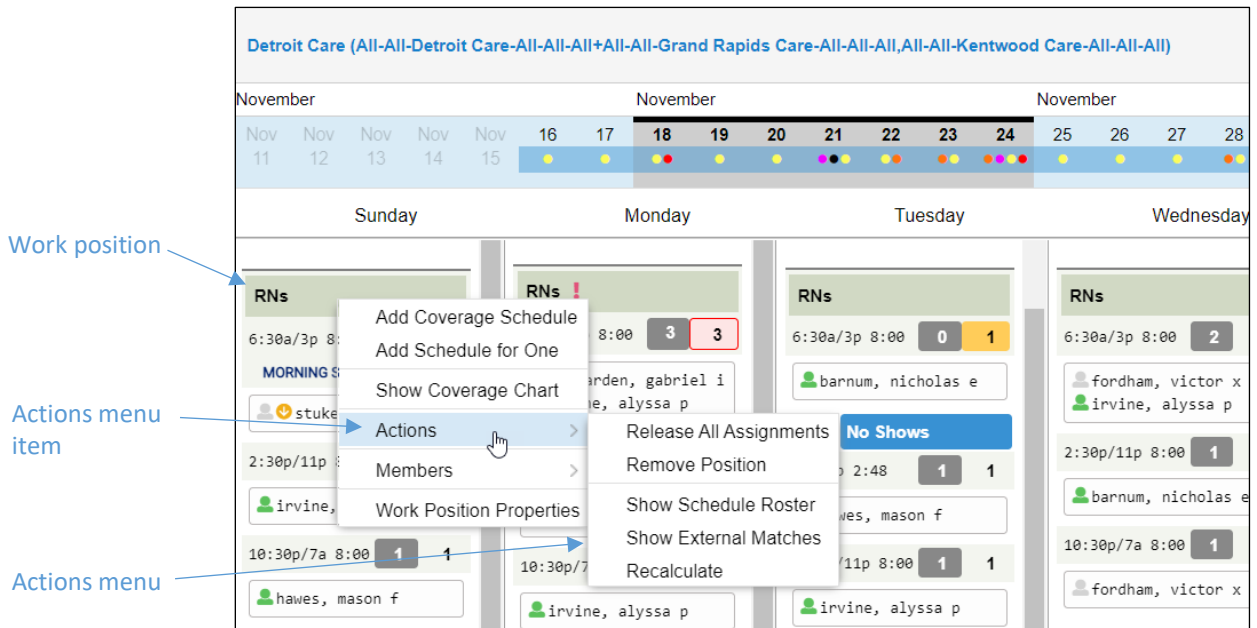
Release All Assignments

The Release All Assignments menu item can be used to remove all of the employees assigned to all of the coverage schedules for a work position on the date selected. You can allow the employees to keep the schedules they have been released from in their personal schedules if you enable this option when confirming the removal. If not enabled, the coverage schedule for the day and time released, is removed from the employees' schedules.
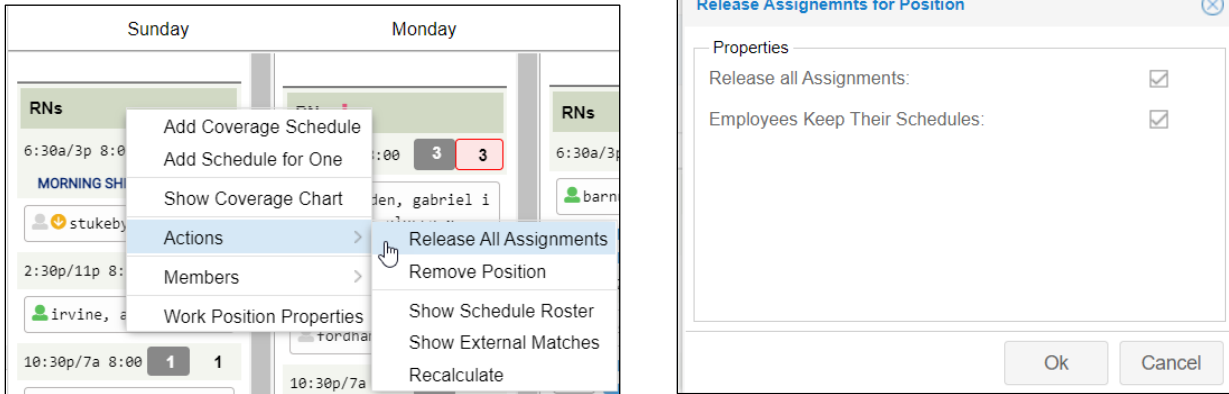

Show Schedule in Roster View

The roster view lists all of the employees, with their weekly schedules, who are eligible to work in that work position, those assigned to the workgroup associated with the work position and those assigned to the workgroup(s) associated to the extended labor pool of the work position.


Daily shift, worked hours and absent hours totals

You can adjust how you view the roster schedule using the **Preferences** button.
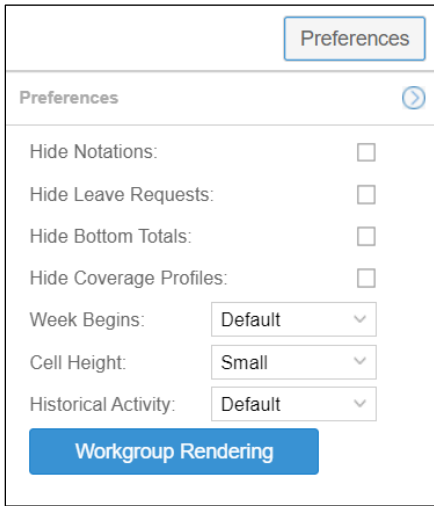
Show External Matching Schedule

The Show External Matches menu item displays employee schedules outside of the schedule template that match the template's designated work positions and the work positions in the template's encompasses definition. Matching schedules are displayed in the Similars panel. External matching schedules can only be viewed if the Automatically Bring in Schedules template property is not enabled.

Similars panel
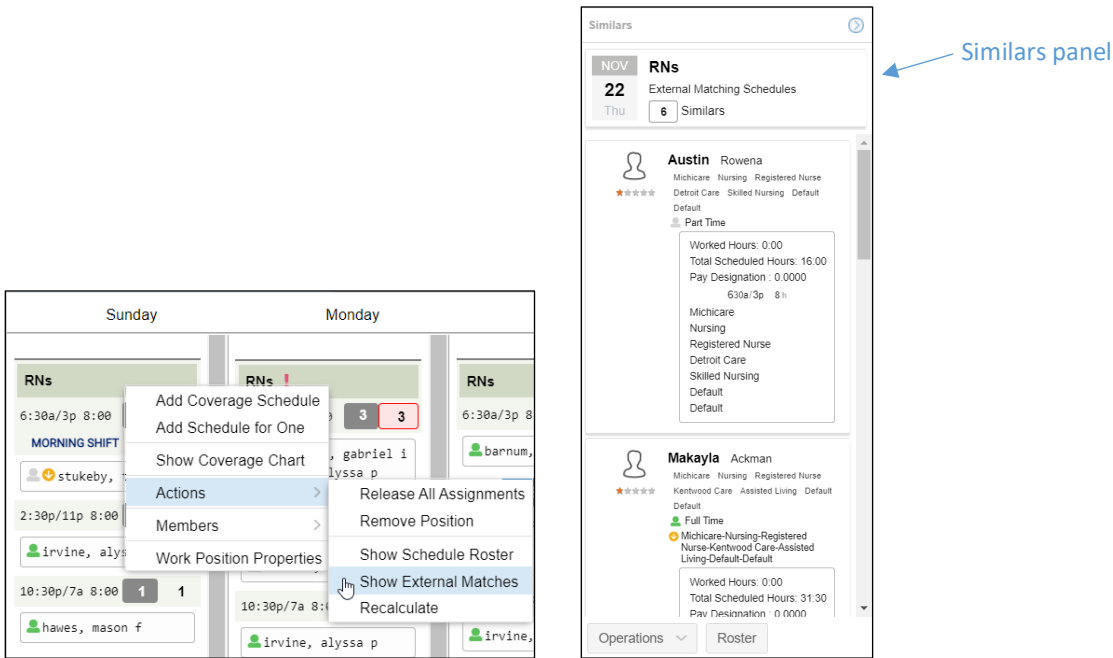
Recalculate Coverage Schedule Numbers

The Recalculate menu item calculates the number of employees needed for coverage schedules based on the coverage type set for the work position. This feature is enabled during your system configuration.

Number of employees needed for a coverage schedule