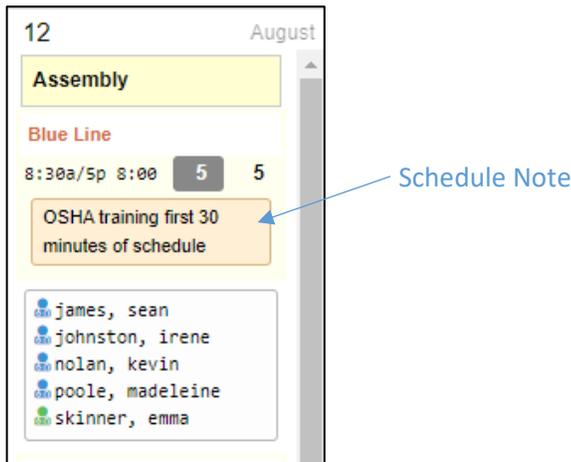
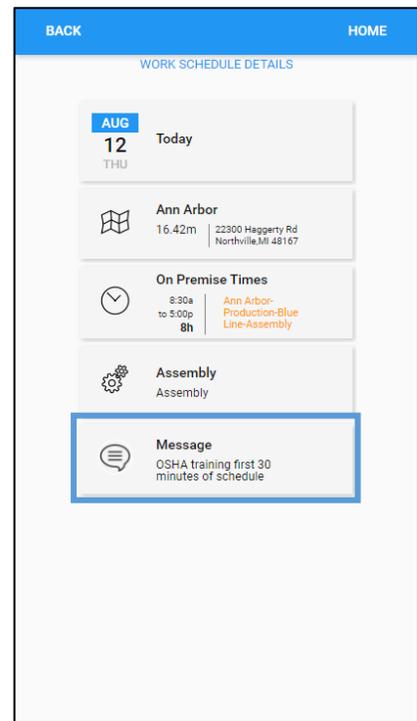
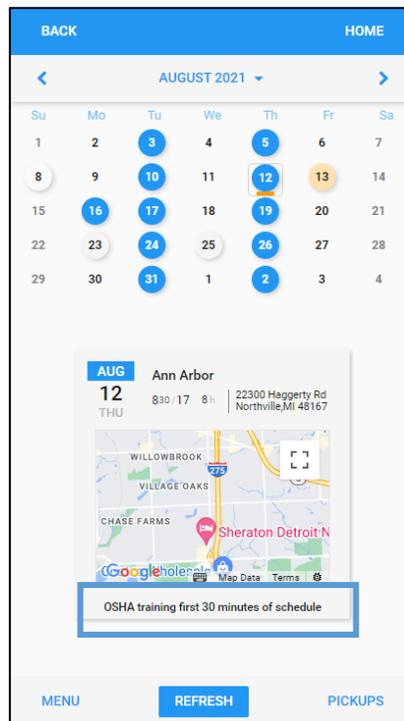
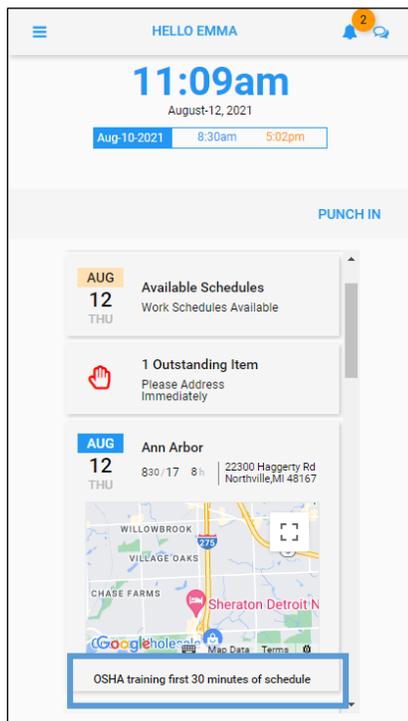


Visual Scheduling: Adding Schedule Notes

Schedule Notes can be used to add information about a coverage schedule in the Visual Scheduling template. Schedule notes are added in the coverage schedule properties and displayed below the coverage schedule. If the schedule notes notification is enabled for the template, employees receive notifications when schedule notes are added, modified, or removed.

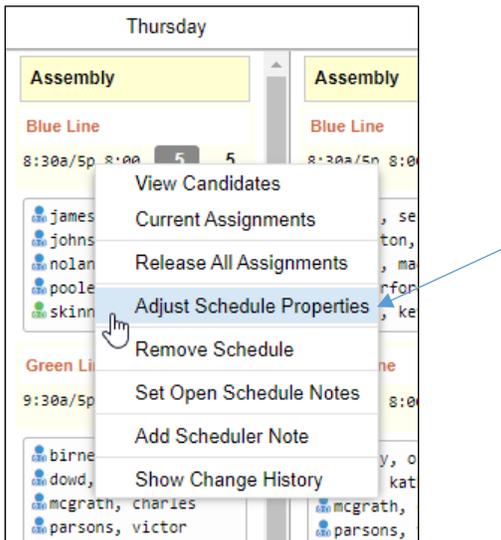


Schedule notes are displayed in ESS Mobile for employees who are assigned to the schedule. In ESS Mobile, schedule notes can be seen in the schedule tile of Timeline and Calendar, and the Work Schedule Details screen.

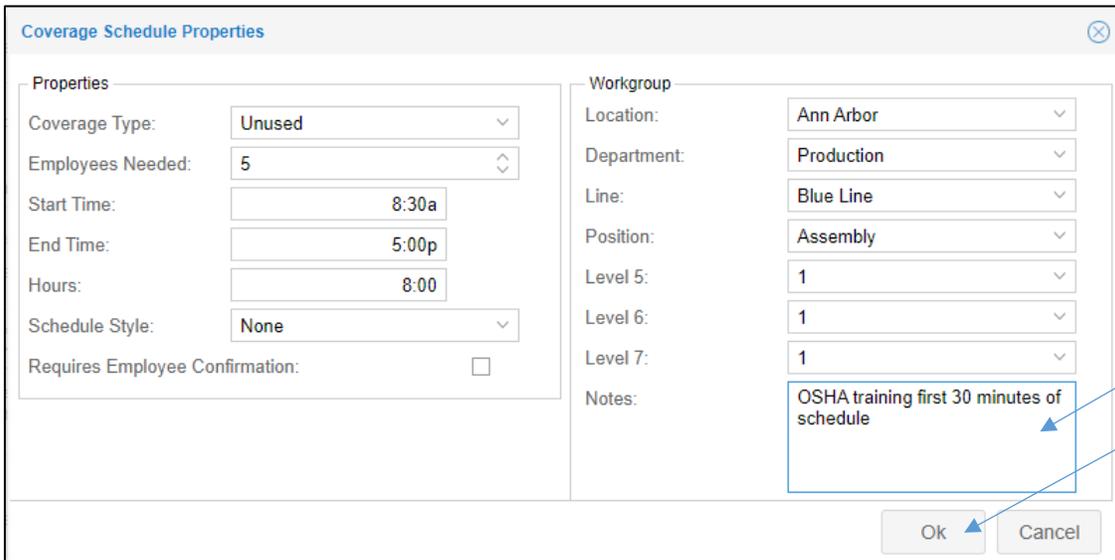


To add a note to a coverage schedule in Visual Scheduling template:

1. Click the coverage schedule time in the schedule template and select Adjust Schedule Properties.

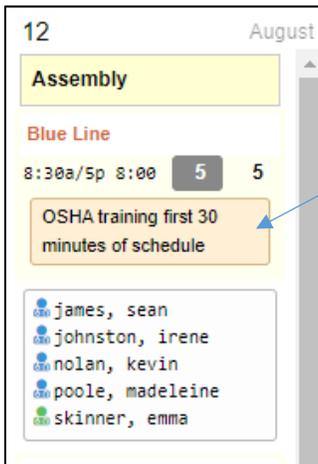


2. Type your note in the Notes field of the Coverage Schedule Properties window.



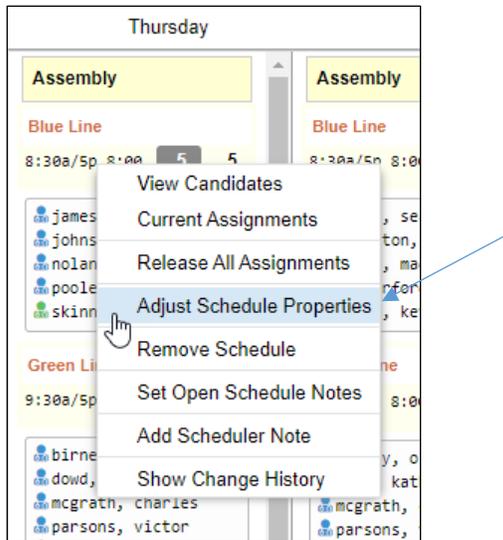
3. Click the **OK** button.

The note will appear below the schedule times in the schedule template.



To edit or remove a schedule note:

1. Click the coverage schedule with the note in the schedule template and select Adjust Schedule Properties.



2. Edit or delete the text in the Notes field of the *Coverage Schedule Properties* window.

The screenshot shows the 'Coverage Schedule Properties' dialog box. It is divided into two main sections: 'Properties' on the left and 'Workgroup' on the right. The 'Properties' section includes fields for Coverage Type (Unused), Employees Needed (5), Start Time (8:30a), End Time (5:00p), Hours (8:00), Schedule Style (None), and a checkbox for Requires Employee Confirmation. The 'Workgroup' section includes dropdown menus for Location (Ann Arbor), Department (Production), Line (Blue Line), Position (Assembly), Level 5 (1), Level 6 (1), and Level 7 (1). The Notes field at the bottom right of the Workgroup section contains the text 'OSHA training first 30 minutes of schedule' and is highlighted with a blue rectangular box. A blue arrow points from the right side of the dialog to the Notes field. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons.

3. Click the **OK** button.