Visual Scheduling: Adding Schedule Notes

Schedules 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.

=	HELLO EMMA	2	BAC	к				ł	IOME	BAC	к		HOME
	11:09am		<		AU	GUST 202	1 👻		>			WORK SCHEDULE DETAILS	
	August-12, 2021	_	Su	Мо	Tu	We	Th	Fr	Sa		AUG		
	Aug-10-2021 8:30am 5:02pm		1	2	3	4	5	6	7		12	Today	
			8	9	10	11	12	13	14				_
		PUNCH IN	15	16	17	18	19	20	21		田	Ann Arbor 16.42m 22300 Haggerty Rd Northville MI 48167	
	AUG 12 THU Available Schedules Work Schedules Available		22	30	31	1	26	3	4		\odot	On Premise Times 8:30a Ann Arbor- to 5:00p Production-Blue 8h Line-Assembly	
	1 Outstanding Item Please Address Immediately			AUG 12 THU	Ann 830/1	Arbor	22300 Hagg Northville,M	erty Rd I 48167			ş	Assembly Assembly	
	AUG Ann Arbor 12 830/17 8 h 22300 Haggerty F THU Northville,MI 4810	td 57		Z.	VILLAGE	ROOK 275 OAKS					۲	Message OSHA training first 30 minutes of schedule	
	WILLOWBROOK VILLAGE DAKS CHASE FARMS CHASE FARMS Chase Farms Chase Farms	Ĩ		CHA CG	SE FARMS	ESE Construction	utes of sch	troit N]				
	OSHA training first 30 minutes of schedule		MEN	IU	F	REFRESH		PIC	KUPS				

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.

Properties Coverage Type: Unused	Workgroup	
Coverage Type: Unused		
	✓ Location:	Ann Arbor 🗸 🗸
Employees Needed: 5	Department:	Production ~
Start Time: 8:30a	Line:	Blue Line ~
End Time: 5:00p	Position:	Assembly
Hours: 8:00	Level 5:	1 ~
Schedule Style: None	V Level 6:	1 ~
Requires Employee Confirmation:	Level 7:	1 ~
	Notes:	OSHA training first 30 minutes of schedule

3. Click the **OK** button.

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

12	Aug	ust	
Assembly		-	
Blue Line			
8:30a/5p 8:00 5	5		
OSHA training first 30 minutes of schedule			
<pre> james, sean johnston, irene nolan, kevin poole, madeleine skinner, emma </pre>			

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.

Properties			Workgroup		
Coverage Type:	Unused	~	Location:	Ann Arbor	\sim
Employees Needed:	5	0	Department:	Production	~
Start Time:	8:30a		Line:	Blue Line	~
End Time:	5:00p		Position:	Assembly	~
Hours:	8:00		Level 5:	1	\sim
Schedule Style:	None	~	Level 6:	1	\sim
Requires Employee Confirmation:			Level 7:	1	~
			Notes:	OSHA training first 30 schedule) minutes of

3. Click the **OK** button.

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