This flyer identifies icons and any pertinent information available within the Schedule Editor.

Schedule Editor Icons

	Daily Editor	Scheduling-based function that uses the task view to facilitate faster data entry by date.
	Open Employee Info	Read-Only when Schedule Editor is active.
	Open Assignment Info	Read-Only when Schedule Editor is active.
	Requests	Read-Only when Schedule Editor is active.
zzTraining	Profile	Drop-down profile selector to change units in view.
	Save	
	Refresh	
	Undo	
	Redo	
	New Schedule	Opens the Schedule Generation window.
	Today	Moves first date in schedule to today's date.
4/ 4/2010 ✓	Schedule Start Date	Use the Date Picker to select start date for schedule view. Selecting the green arrow applies the change.
	Availability Window	Displays a date-specific list of the employee's priority for the selected assignment in parenthesis before the employee's name.
	Enable Highlight	Highlights task or employee.

🔒	Lock	Will lock an assignment to prevent changes. Employees cannot swap a locked task.
▦	Show Holes	Displays holes in the schedule in pink.
∪	Create Open Shift	Open shifts are placeholders used to identify a potential hole in the schedule. Open shifts are not posted to Clairvia Web.
💲	Create Open Opportunity	Opportunities are holes in the schedule that are posted to Clairvia Web, allowing employees to sign up for extra shifts.
🔍	Opportunity Worklist	The worklist allows schedulers to manage Open Shifts and Shift Opportunities, convert Shift Opportunities to Shift Alerts, and define opportunity details.
❗	Shift Alert	Creating a Shift Alert will send the information to qualified employees using their preferred contact method.
	View by Assignment	Displays the employees schedule to work each assignment. The schedule grid displays assignment names in the leftmost column with the dates across the top and employee abbreviation in the schedule grid.
	View by Employee	Displays the employee's assignments for each day. The schedule grid displays employee names in the leftmost column with the dates across the top and the assignment abbreviation I the schedule grid.
Alphabetic ▾	Sort Order	
100 ▾	Zoom	

	Font	Defines fonts and colors in the Schedule Editor. Do not modify.
	Filter	Activates a filter.
	Filter Set Up	
	Hide Empty Rows	Hides rows that have not yet been staffed.
	Hide Empty Coverage Rows	Hides rows that do not have coverage.
Schedule to Core Cover ▼	Schedule Target	Drop-down options: • Schedule to Staff Size: Used in Schedule Generation. • Schedule to Core Coverage: Used when balancing the schedule.
7:00 11:00	Clock	
	Link/Block Editor	Use the Link/Block Editor to create, maintain, and view the rules in the database.