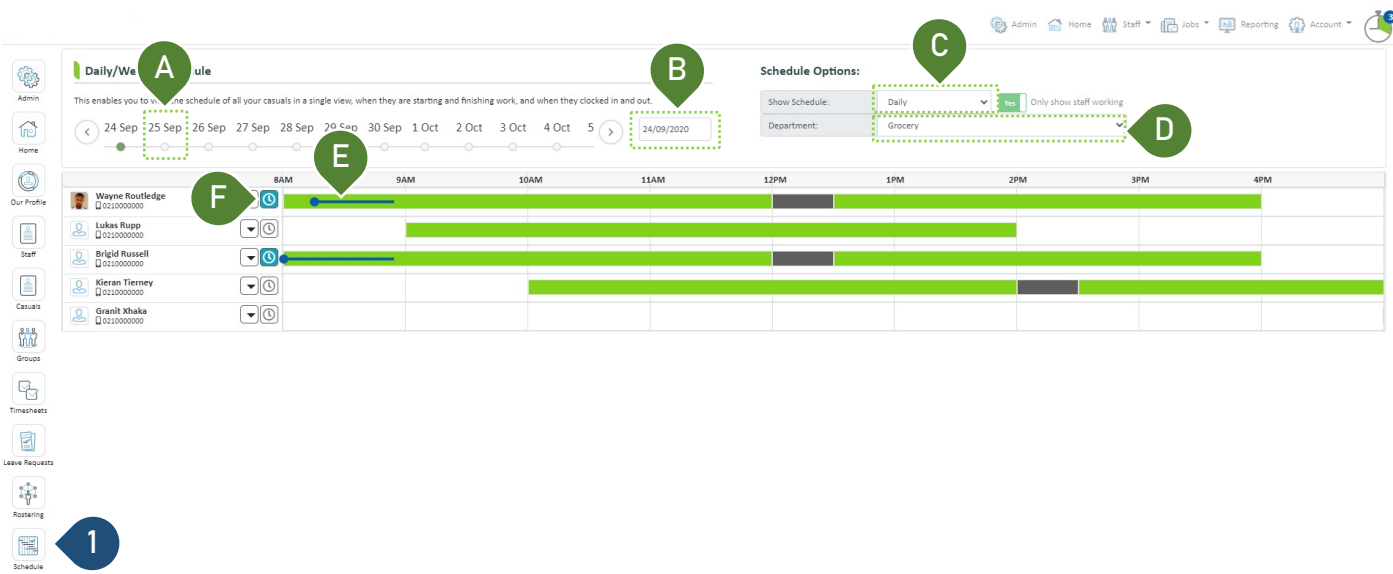


How to View the Daily Schedule



1 Select the **Schedule** button

A To view the schedule for a specific day, select the date from the timeline


B To view the schedule for a specific date in the future or past, you can click here and select the date from the calendar


C Use the dropdown menu to choose between the daily and weekly view


D Select a single department, or select **All Departments** to view the schedule of all the departments you have access to

E This blue line indicates the staff member has clocked in. The circle at the front marks the clock in time and the circle at the end marks the clock out time


F This clock icon indicates the status of the employees clocking in or out

 Shift yet to begin

 Clocked in

 Clocked in and clocked out

 Timesheet approved

 Did not clock in, or has not clocked out