

### Create New Opening

1. Right-click on Location, Post, Tour or gray screen for the menu.
2. Select **New Opening**.
3. Tour Week Master window appears.

### Create or Select Location

1. Click on notepad icon to right of the Location.
2. Location Master window appears.
3. Enter unique ID (numbers, letters or a combination) in Location field.
4. Enter Location (site) name and appropriate information.
5. Click **Save**

### Create or Select Post

1. From the Location Master, select Post from drop-down menu at bottom of screen.
2. Post Master window appears.
3. Enter unique ID in Post field.
4. Enter Post name and appropriate information.
5. Click **Save**

### Create or Select Tour

1. From the Post, select Tour from drop-down menu at bottom of the screen.
2. Tour Master window appears.
3. Enter Time In and Time Out (military time)
  - a. Midnight is 00:00
4. Select Tour Status: Permanent, Temporary or Future
5. Enter # of employees working on each day of the week fields
6. Click **Save**

### Activate the Schedule

1. Once Locations, Posts and Tours are created, close the Tour Master and return to Tour Week Master
2. Select Location, Post and Tours (combinations)
3. Click **Save**
4. Answer the question “**Future Week(s)?**”
  - a. **Yes** – “**Permanent**” - populates every new week created
  - b. **No** – “**Temporary**” populates current week only

**Tour Week Master**

Weekending: 12/30/2006

Location: [Dropdown]

Post: [Dropdown]

Tour: [Dropdown] Default Stops: 0

**Permanent**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	0	0	0	0	0	0

**Temporary**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	0	0	0	0	0	0

**Tour Master**

Post Name: EBO

Post Name: EMPLOYEE BADGING OFFICE

**Tour** | Vantage

Time In: 00:00 Time Out: 08:00  Active

Tour Type: DEFAULT

Tour Status: PERMANENT

Shift Code: DEFAULT Default Meal: 0

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	1	1	1	1	1	1

**Tour Week Master**

Weekending: 12/30/2006

Location: AMES 1 - MOFFETT FIELD

Post: EBO - EMPLOYEE BADGING OFFICE

Tour: 00:00 - 08:00

**Permanent**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	1				1	1

**Temporary**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0	0	0	0	0	0	0

**Valiant** Future Week(s)?

Yes No