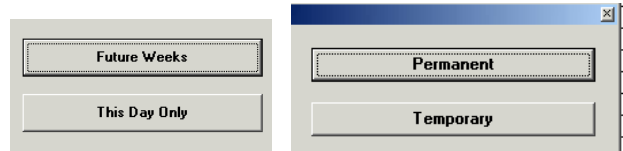
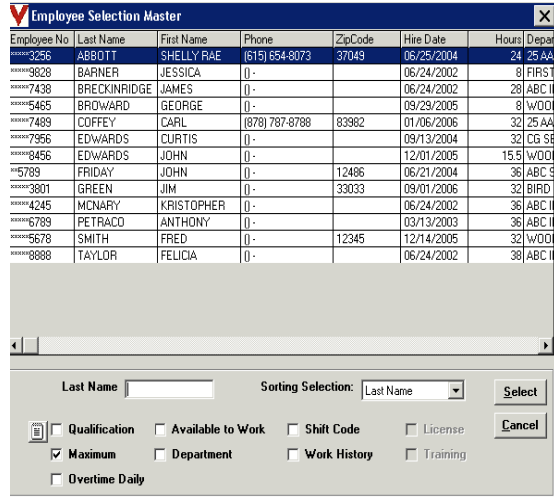
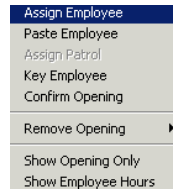


Assign Employee

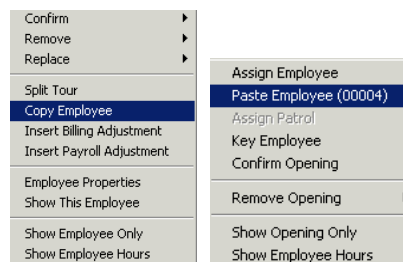
1. Right click on Open Tour (red box) and click **Assign Employee**
2. Employee Selection Master will appear
 - Select appropriate Filter box(es).
3. Highlight name or type last name of employee you are looking for.
4. Double-click employee name or click **Select**.
5. When the first window opens, select
 - *Future Weeks* - permanent assigned employee will be in schedule every time a new week is created **OR**
 - *This Day Only* - temporary assigned employee will only be in this day this week
6. When the second window opens, select Permanent OR Temporary
7. The Open Tour changes from red to white with the employee name.



Copy Employee

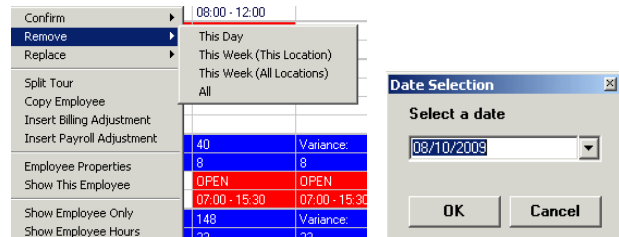
Two options exist to **Copy** employee to another open **Tour**

1. Copy/Post
 - Right-click on employee name
 - Select **Copy Employee**
 - Go to Open Tour and Right-click
 - Select **Paste Employee**
2. Drag & Drop
 - Left-click on employee name and hold (a hand will appear)
 - Drag & drop employee into Open Tour
3. Select **Future Week** or **This Day Only**



Remove or Replace Employee

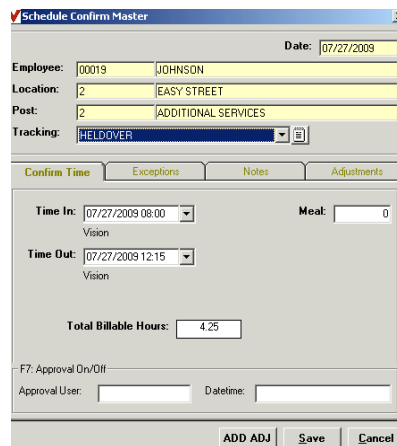
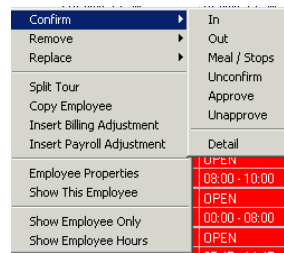
1. Right click on employee
2. Select **Remove** or **Replace**
3. Make selection
 - **This Day** and **This Week** options are for the *current customer*
 - **All** is for *ALL customers*. A window will open and ask for an effective date.



Confirm Employee Time

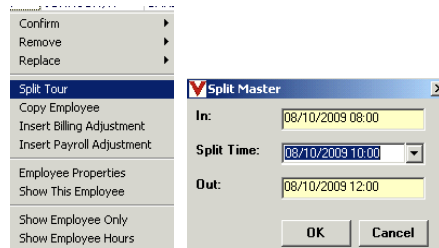
You can confirm the schedule by **Employee, Day, Location** or **Post**

1. Right-click on employee (or **Day, Location, Post**)
2. Select **Confirm**
3. If employee worked scheduled time, Select **Out**
 - Click **Ok**
4. If employee worked a different scheduled time, Select **Detail**
5. Schedule Confirm Master will open
 - a. Edit time in or out.
 - b. If using **Tracking**, select a reason
 - c. Click **Save**



Split Tour

1. Right-click on employee
2. Select **Split Tour**
3. Enter time you want **Tour** to split
4. Employee is removed and 2 Open Tours are created with Tour times highlighted in yellow and the original Tour highlighted in black (*TR Open – Temporarily Removed Opening*)
5. Assign employees to both Open Tours



WEEK ENDING 08/15/2009			08/09/2009	08/10/2009	08/11/2009	08/12/2009
NAME	IN	OUT	Sunday	Monday	Tuesday	Wednesday
EASY STREET			Contract: 41	Actual: 44		
			0	20	12	12
ADDITIONAL SERVICES	08:00	10:00		OPEN		
				08:00 - 10:00		
	08:00	12:00		TR OPEN	JOHNSON, N	BAKER, C
				08:00 - 12:00	08:00 - 12:00	08:00 - 12:00
	10:00	12:00		OPEN		
				10:00 - 12:00		