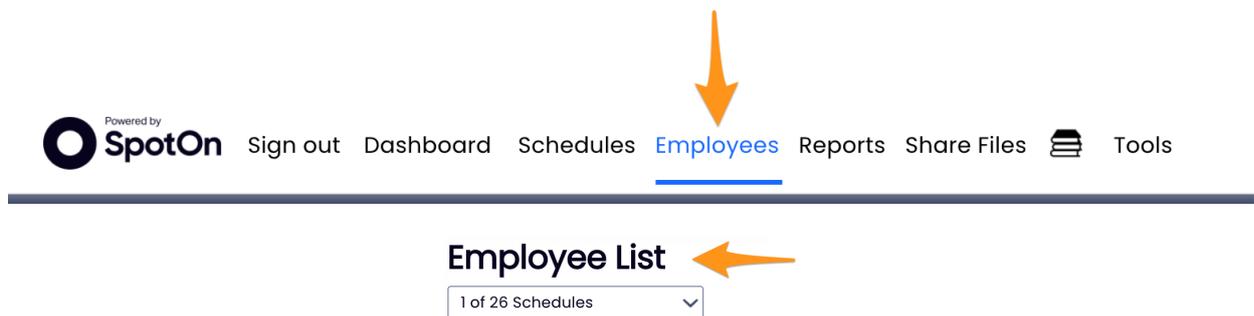


Assigning Employees to Primary and Working Schedules

Last Modified on 08/02/2022 7:30 am MDT

From the Main Toolbar go to **Employees**

Expose available Schedules from the dropdown selector shown below



Employees will appear grouped with schedules / locations where they are able to work

Brooks	
FOH	
▼ FOH Vrfy Txt / Email - 86% Only One, 43% Both	
Name	
Unassigned (<i>employee place holder</i>)	
Crandall, Lauren 11m 3d since hired	
Frye, Tracey 4m 12d since hired	

In addition to their one **Primary** location / schedule, and any number of additional **Working** locations / schedules.



indicates an Additional working location (as opposed to employee's Primary identity)

BOH

Market Grille BOH
Vrly Txt / Email - 52% Only One, 14% Both

Name

Unassigned (employee place holder)

Bailey, Aaron

Billie, Jaylin

Castrillon, Laureano

Primary Location for employee

Additional Working Location for Employee

Configuring Employee's Primary / Working Locations

1. Press **EDIT**

Kreisel, Glenn

EDIT

2. Check one Primary and any number of additional Working schedules

	Primary	Working	View
Market Grille			
FOH			
Market Grille Server	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market Grille Bar	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market Grille Run	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Market Grille Bus	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Market Grille Host	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOH			
Market Grille BOH	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MGT			
Market Grille MGT	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working Location Quick-Add / Remove

1. From **Employees Page**, find the schedule you want to add an employee to, and press **Add Existing Employee**

Brooks

FOH

FOH
Vrly Txt / Email - 88% Only One, 43% Both

Add Existing Employees Add New Employee

2. From the Dropdown list, find employee from their Primary location, and check to add.

Add Existing Employees to SGM

Set employees for this schedule

Add Existing Employees ^

- Brooks
- FOH
- FOH
- Crandall, Lauren
- Frye, Tracey
- Kreisel, Glenn
- Sparrow, Ben Geoffrey
- Sparrow, benny

Add Existing

Quick Add / Remove from a location can also be taken from the Schedule (sorted in the By Employee schedule type)

Dolce by **SpotOn** Dashboard Schedules Employees Reports Share Files Tools

Market Grille Market Grille Run Filter on All Published on Jun 18th by L.Lemieux

Show Requirements	Mon Jun 13	Tue Jun 14	Wed Jun 15	Thu Jun 16	Fri Jun 17	Sat Jun 18	Sun Jun 19
Unassigned Hrs: 0.00 Shifts: 0	Rain in the morning. 85% (64°F - 85°F)	Clear throughout the day. 0% (57°F - 83°F) Flag Day	Partly cloudy throughout the day. 2% (57°F - 82°F)	Mostly cloudy throughout the day. 14% (60°F - 72°F)	Mostly cloudy throughout the day. 54% (64°F - 85°F)	Light rain overnight. 44% (51°F - 68°F)	Possible light rain in the morning. 73% (49°F - 77°F) Juneteenth Father's Day
Landolina, Jamie Hrs: 16.00 Shifts: 2						10:00am - 8:00pm Expo	10:00am - 4:00pm Expo
Bane, Audrey Hrs: 22.00 Shifts: 3					5:00pm - 11:00pm Run	5:00pm - 11:00pm Run	10:00am - 8:00pm Run
Gonzalez, Justin Hrs: 35.00 Shifts: 5			Market Grille BCH 12:00pm - 9:00pm	Market Grille BCH 12:00pm - 9:00pm	4:00pm - 9:00pm Run	4:00pm - 10:00pm Run	4:00pm - 10:00pm Run
Maldonado, Martin Hrs: 32.50 Shifts: 5	Market Grille BCH 4:00pm - 10:00pm	Market Grille BCH 4:00pm - 10:00pm			Market Grille BCH 4:00pm - 10:00pm	10:30am - 4:00pm Run	12:00pm - 9:00pm Run
Mesnil, Edward Hrs: 20.00 Shifts: 4	4:00pm - 9:00pm Run	4:00pm - 9:00pm Run	4:00pm - 9:00pm Run	4:00pm - 9:00pm Run			
Treila, Elena Hrs: 30-40, 33.75 Shifts: 6	Market Grille Host 4:00pm - 10:00pm	Market Grille Host 4:00pm - 10:00pm	Market Grille Host 4:00pm - 10:00pm	Market Grille Host 11:15am - 4:00pm	Market Grille Host 4:00pm - 10:00pm		
Castrillon, Laureano Hrs: 0.00 Shifts: 0							
Manke, Jack Hrs: 0.00 Shifts: 0							
Add / Remove Employees	All 1 Clock-In Approved	All 1 Clock-In Approved	All 1 Clock-In Approved	All 2 Clock-Ins Approved	All 2 Clock-Ins Approved	All 4 Clock-Ins Approved	All 4 Clock-Ins Approved

- From the Dropdown list, find employee from their Primary location, and check to add.

Add Existing Employees to SGM

Set employees for this schedule

Add Existing Employees ^

- Brooks
- FOH
- FOH
- Crandall, Lauren
- Frye, Tracey
- Kreisel, Glenn
- Sparrow, Ben Geoffrey
- Sparrow, benny

Add Existing