

Publish Schedules

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Check the Publish checkbox to publish an individual schedule, or use the Global Publish to publish multiple schedules simultaneously, as shown below.

The screenshot shows the 'Publish Schedules' interface. At the top, there are filters for 'Week of Jun 18, 2023', '3 of 4 Schedules', and sorting options: 'by Employee', 'by Time', and 'by Role'. A 'Draft: This schedule is not visible to employees.' message is visible. A 'Publish' button is highlighted with a yellow arrow. Below the filters, there is a 'Locations' dropdown set to 'BOH'. The main area is a calendar grid for the week of June 18-24, 2023. The 'Back of the House, BOH' row shows shifts for Tuesday (12:00pm - 8:00pm) and Wednesday (6:00pm - 10:00pm), both marked as 'OFF REQUEST'. A yellow arrow points to the 'Publish' button.

Notes:

- After a schedule has been published, changes to the schedule are tracked.
- Employees are notified when a schedule is published (according to their personal alert settings)

Warning Notifications:

- Upon publishing, you are warned if any scheduled shifts conflict with employee availability, or pending availability requests.

The screenshot shows the 'Publish Schedules' interface with a 'Schedule Conflict Warnings' dialog box overlaid. The dialog box contains the following text: 'Schedule Conflict Warnings', 'Back of the House, BOH^{BOH} @12:00pm has a Requested Days Off Conflict on Jun 20, 2023', 'Back of the House, BOH^{BOH} @12:00pm has a Requested Days Off Conflict on Jun 20, 2023', 'Back of the House, BOH^{BOH} @6:00pm has a Requested Days Off Conflict on Jun 21, 2023', and 'Back of the House, BOH^{BOH} @6:00pm has a Requested Days Off Conflict on Jun 21, 2023'. Below the text are two buttons: 'Proceed' and 'Cancel'. A yellow arrow points to the 'Proceed' button. The background shows the same calendar view as the previous screenshot, with a yellow arrow pointing to the 'Publish' button.