

Viewing Working Employees in Schedule

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To view employees in a schedule that is a secondary or working location (i.e. not the employees' primary location), press the **Show / Hide Working Employees Icon** as shown below. It will turn blue when engaged, and you'll see secondary employees in the schedule.

The screenshot shows a scheduling interface for a week of Dec 4, 2023. At the top, there are navigation options: 'Week of < Dec 4, 2023 >', '2 of 17 Schedules', and filter buttons for 'by Employee', 'by Time', and 'by Role'. The 'by Employee' button is highlighted in blue. Below this, the schedule is for 'Clyde's Felines and Fries' at the 'Main' location. A 'Draft' warning states 'This schedule is not visible to employees.' and there is a 'Publish' button. The schedule is displayed as a grid with columns for each day from Monday to Sunday. Each day has a weather forecast and an 'Add' button. Below the grid, there is a list of employees: 'Unassigned', 'Boy, Chonky', and 'Derpson, Onix'. A yellow arrow points to the 'Boy, Chonky' name. The interface also includes a '180 Day Mark' for 'Purposes, Testing'.

Day	Weather	Employee	Hrs Wrk	Shifts
Mon Dec 4	36°F - 41°F Day - Cloudy	Unassigned	0.00	0
Tue Dec 5	32°F - 39°F Day - Drizzle 40% precip	Unassigned	0.00	0
Wed Dec 6	28°F - 36°F Day - Mostly Cloudy	Unassigned	0.00	0
Thu Dec 7	27°F - 41°F Day - Mostly Cloudy	Unassigned	0.00	0
Fri Dec 8	28°F - 51°F Day - Mostly Clear	Unassigned	0.00	0
Sat Dec 9	43°F - 47°F Day - Rain 57% precip	Unassigned	0.00	0
Sun Dec 10	32°F - 51°F Day - Drizzle 70% precip	Unassigned	0.00	0