

# Viewing Future Schedules

Last Modified on 01/22/2021 11:51 am MST

From the main toolbar, go to **Schedules**

Select the **Date**, and select which **schedules** you'd like to view, as shown below.

- Use the **By Employee** schedule type (blue By Employee button seen below) as your primary view.

The screenshot shows the 'Schedules' interface for 'Whiskey Kitchen Server'. The top navigation bar includes 'Sign out', 'Dashboard', 'Schedules', 'Employees', 'Reports', 'Tools', 'File Depot', and 'Tech Support'. Below the navigation bar, there is a date selector for 'Jan 25, 2021' and a dropdown for '1 of 68 Schedules'. The 'Schedule Types' dropdown menu is open, showing 'by Employee' (highlighted in blue), 'by Time', and 'by Role'. The main content area displays a weekly view of shifts for 'Whiskey Kitchen Server' from Monday, Jan 25 to Sunday, Jan 31, 2021. The interface includes a 'Draft: This schedule is not visible to employees.' warning and a 'Publish' button. The schedule grid shows shifts for various employees, including 'Unassigned', 'Abrams, Samantha', 'Bagwell, Lindsay', 'Brost, Madelyn', 'Crawford, Matthew', and 'Dumas, Marshall'. Weather forecasts are displayed for each day.

	Mon Jan 25	Tue Jan 26	Wed Jan 27	Thu Jan 28	Fri Jan 29	Sat Jan 30	Sun Jan 31
Weather	Rain until evening. 100% (51°F - 62°F)	Overcast throughout the day. 12% (42°F - 60°F)	Rain until evening. 94% (39°F - 49°F)	Clear throughout the day. 6% (28°F - 44°F)	Clear throughout the day. 2% (24°F - 52°F)	Mostly cloudy throughout the day. 18% (33°F - 59°F)	Mostly cloudy throughout the day. 23% (31°F - 48°F)
Unassigned	Hrs: 7.00 Shifts: 1					4:00pm - 11:00pm Server	
Abrams, Samantha	Hrs: 27.00 Shifts: 4	4:30pm - 11:00pm Server		4:30pm - 11:00pm Server	4:00pm - 11:00pm Server	4:00pm - 11:00pm Server	
Bagwell, Lindsay	Hrs: 33.50 Shifts: 5	4:30pm - 11:00pm Server	4:30pm - 11:00pm Server	4:30pm - 11:00pm Server	4:00pm - 11:00pm Server	4:00pm - 11:00pm Server	
Brost, Madelyn	Hrs: 0.00 Shifts: 0						
Crawford, Matthew	Hrs: 27.50 Shifts: 4		4:30pm - 11:00pm Server	4:30pm - 11:00pm Server	9:30am - 5:00pm Server	4:00pm - 11:00pm Server	
Dumas, Marshall	Hrs: 26.00 Shifts: 4		4:30pm - 11:00pm Server		4:00pm - 11:00pm Server	9:30am - 4:00pm Server 5:00pm - 11:00pm Server	