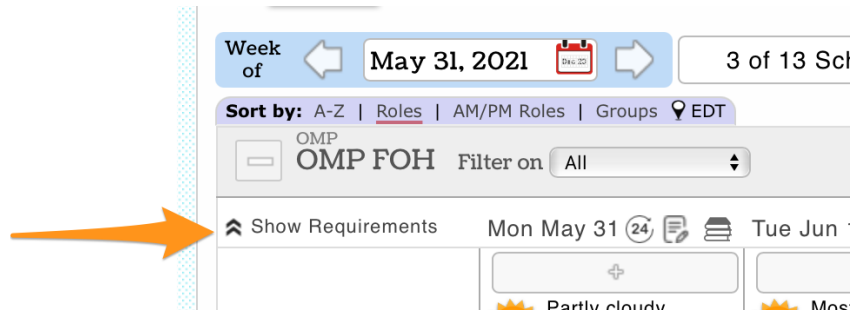


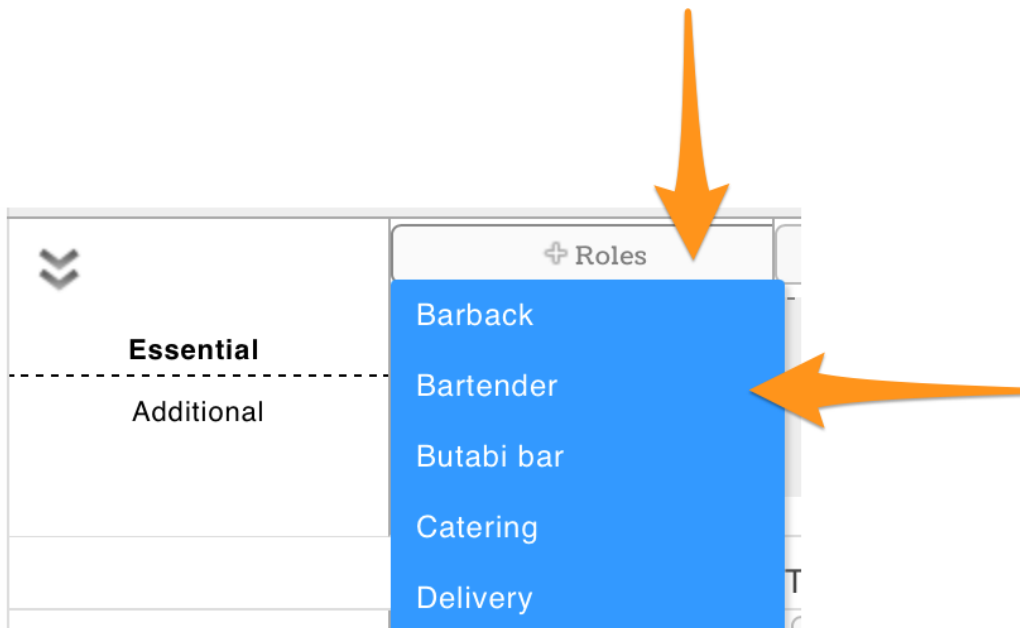
# Setting Staff Coverage

Last Modified on 06/06/2021 11:26 am MDT

To set Staffing Pars or Coverage Requirements, from any schedule, press **Show Requirements**



Use the +Roles dropdown to add coverage requirements. Click a role 1x for the number of employees required. i.e. if you need 2 Bartenders, click Bartender role 2x.



You will see coverage requirements on the left of the role, and actually scheduled to the right of the role, as shown below. Note the color keys described below.


Required  
Green = met

Roles		
(2) Bartender	2	Green
(8) Server	9	Black
(4) Togo specialist	2	Red
Training		1

Scheduled  
Green = exact  
Black = overstaffed  
Red = understaffed

Below Dashed Line:  
AdditionalShifts w/o  
coverage expectations

To reduce coverage by one count, press the red **Delete** button that appears when your cursor hovers at the spot shown below.

Roles		
(2) Bartender	2	
(8) Server	9 	
(4) Togo specialist	2	
Training		1

NOTE: Coverage will copy forward with a schedule