

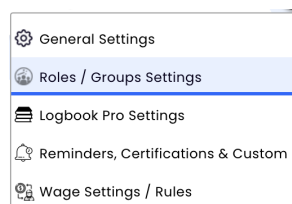
Schedule Sections & Groups

Last Modified on 02/21/2023 1:52 pm MST

Schedule Sections & Groups

SpotOn Teamwork allows for the creation of Schedule Sections and Groups. They are easy to set up and use! When scheduling, managers will now be able to choose from a defined list of sections, reserving the shift notes field for other freeform notes to their employees. And the employees will have clarity on what to expect for their shift.

From the Gearwheel, navigate to **Roles / Groups Settings**



Scroll down to **Schedule Groups** (below roles) where you will see the ability to "Create a Schedule Group" under each of your schedules.

1. Schedule Sections

To add **Section** tags to your shifts, you will want to select the top option **Use Schedule Sections.** Then add whichever sections you need for your schedules. NOTE: You can drag them into the intended order.

Schedule Groups

Click 'Create a Schedule Group' to get started. Drag a group bar to sort. Select Options ⚙️ to setup Colors

The Masonry Bar

The Masonry Bar FOH

Use Schedule Sections
 Map Roles to Schedule Groups

- ☰ Section 2 ⚙️ ✕
- ☰ Section 1 ⚙️ ✕
- ☰ Balcony ⚙️ ✕
- ☰ Section 3 ⚙️ ✕
- ☰ Hightops ⚙️ ✕

[Create a Schedule Group](#)

The Masonry Bar BOH

Use Schedule Sections
 Map Roles to Schedule Groups

[Create a Schedule Group](#)

You will see these options available in the Sections drop down menu when you go to create a shift.

Shift information

Edit a Shift for **Monday** at Location: The Masonry Bar FOH

Employee Pool: Server (Q) Roles: Dune, Jason - (7.5 hrs) Schec Sections: Section 1

Shift Start Time: Feb 27, 2023 2:00pm Shift End Time: Feb 27, 2023 10:00pm Expected Break Time: 30 (minutes)

Designated Breaks: Shift Notes (displayed on schedule)

[Save](#) [Delete](#)

Edit a Shift for **Monday** at Location: The Masonry Bar FOH

Employee Pool: Server (Q) Roles: Dune, Jason - (11.0 hrs) Schec Sections: Section 1

Shift Start Time: Feb 20, 2023 2:00pm Shift End Time: Feb 20, 2023 10:00pm Expected Break Time: 30 (minutes)

Designated Breaks: Shift Notes (displayed on schedule)

[Save](#) [Delete](#)

This level of detail will help managers to write a nuanced schedule, as well as set clear expectations for your employees.

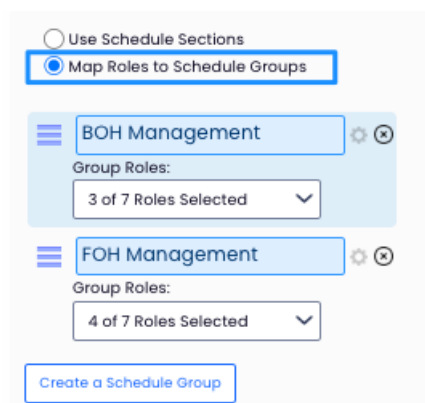
Server
<p>Quinn Flowers 2:00pm - 10:00pm Server</p>
<p>Jason Dune 2:00pm - 10:00pm Server Section 1</p>
<p>Rorie Smithereen 2:00pm - 10:00pm Server Section 1 - please restock wine bottles</p>

Section tags will show in the mobile app as well as **Shift Prep report**. We suggest grouping by Role for

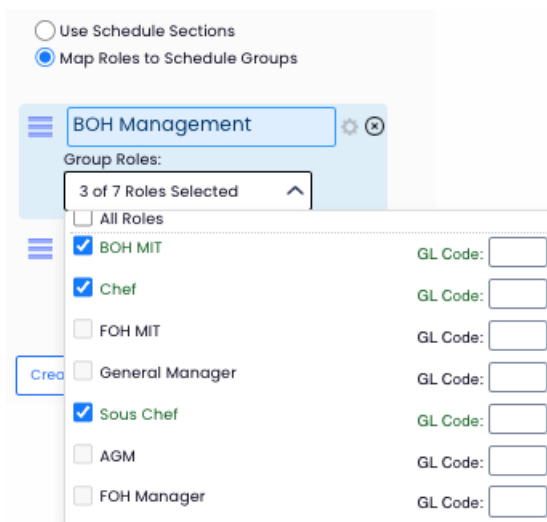
Section clarity. <https://support.dolceclock.com/help/shift-prep-report>

2. Schedule Groups

We think of Schedule Sections as a more detailed, micro distinction of a scheduled shift. On the flip side of the coin, we have **Schedule Groups** - a macro grouping of roles. To set up **Schedule Groups**, select the second option "**Map Roles to Schedule Groups**". Create as many groups as you need by clicking "**Create a Schedule Group**". NOTE: You can drag them into the intended order.



Then you have the opportunity to select which roles should roll up into the group.



On the schedules, you have the ability to sort by: '**Groups**', and you can will see each group bannered.

Sort by: A-Z | Roles | AM/PM Roles | **Groups** | EST

Filter On: []

Draft: This schedule is not visible to employees. [Publish]

Show Requirements / Head Count	Mon Feb 13 (24)	Tue Feb 14 (24)	Wed Feb 15 (24)	Thu Feb 16 (24)	Fri Feb 17 (24)	Sat Feb 18 (24)	Sun Feb 19 (24)
	Add Clear throughout the day. 46% (39°F - 58°F) Birthdays Brown, Jason K	Add Clear throughout the day. 0% (40°F - 55°F) Valentine's Day	Add Clear throughout the day. 1% (44°F - 66°F) Birthdays Mantilla, Rhonnirose O	Add Light rain starting in the afternoon. 74% (53°F - 66°F)	Add Rain in the morning and afternoon. 90% (32°F - 61°F)	Add Clear throughout the day. 10% (27°F - 43°F)	Add Partly cloudy throughout the day. 0% (34°F - 49°F) Birthdays Moss, Mary C
Unassigned Hrs: 58.00 Shifts: 6	BOH Management						
	8:00am - 9:00pm Chef		8:00am - 8:00pm Chef	8:00am - 8:00pm Chef	8:00am - 8:00pm Chef	8:00am - 6:00pm Chef	10:00am - 8:00pm Chef
		8:00am - 11:45pm Chef	1:00pm - 11:45pm Chef	2:00pm - 11:30pm Chef	2:00pm - 12:30am Chef	3:00pm - 12:30am Chef	11:00am - 8:00pm Chef
Unassigned Hrs: 64.00 Shifts: 6	FOH Management						
	3:00pm - 1:00am FOH Manager - Closer			11:00am - 9:00pm FOH Manager	11:00am - 9:00pm FOH Manager	6:00am - 3:00pm FOH Manager - Open	6:00am - 3:00pm FOH Manager - Open
						4:00pm - 2:00am FOH Manager - Closer	
	9:00am - 7:00pm FOH Manager - Beverage Day	2:00pm - 1:00am FOH Manager	11:00am - 9:00pm FOH Manager	11:00am - 9:00pm FOH Manager			3:00pm - 1:00am FOH Manager - Closer
Hrs: 51.00 Shifts: 5			Unscheduled 5:53pm - 9:00pm General Manager				
Hrs: 0.00 Shifts: 0							
		6:00am - 4:00pm General Manager	6:00am - 4:00pm General Manager	11:00am - 9:00pm General Manager - Swing	2:00pm - 2:00am General Manager - Closer	3:00pm - 2:00am General Manager - Close	
Hrs: 53.00 Shifts: 5							
			3:00pm - 1:00am AGM - Closer	4:00pm - 2:00am AGM - Closer	11:00am - 9:00pm AGM - Swing	11:00am - 9:00pm AGM - Swing	10:00am - 8:00pm AGM - Swing
Hrs: 50.00 Shifts: 5							