Schedule Sections & Groups

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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**
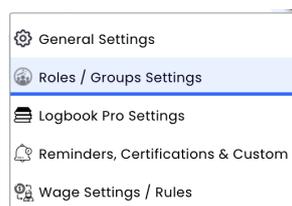

Scroll down to **Schedule Groups** (below roles) where you will see the ability to "Create a Schedule Group" under each of your schedules.

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.

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

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.
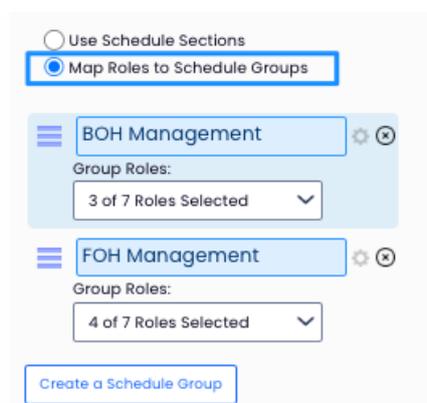
Then you have the opportunity to select which roles should roll up into the group.
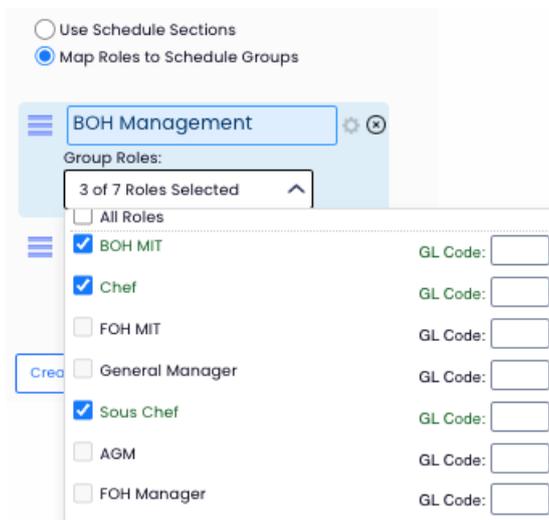
On the schedules, you have the ability to sort by: "**Groups**", and you can will see each group bannered.

Filter on [All ▼]

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 ▼	Add ▼	Add ▼	Add ▼	Add ▼	Add ▼	Add ▼
	Clear throughout the day. 46% (39°F - 58°F)	Clear throughout the day. 0% (40°F - 55°F)	Clear throughout the day. 1% (44°F - 66°F)	Light rain starting in the afternoon. 74% (53°F - 66°F)	Rain in the morning and afternoon. 90% (32°F - 61°F)	Clear throughout the day. 10% (27°F - 43°F)	Partly cloudy throughout the day. 0% (34°F - 49°F)
	Birthdays	Valentine's Day	Birthdays				Birthdays
	Brown, Jason K		Mantilla, Rhonnirose O				Moss, Mary C
Unassigned Hrs: **58.00** Shifts: 6							

BOH Management ⚙

	Mon Feb 13	Tue Feb 14	Wed Feb 15	Thu Feb 16	Fri Feb 17	Sat Feb 18	Sun Feb 19
Hrs: **64.00** Shifts: 6	8:00am – 9:00pm >12 Chef		8:00am – 6:00pm Chef	8:00am – 6:00pm Chef	8:00am – 8:00pm Chef	8:00am – 6:00pm Chef	10:00am – 8:00pm Chef
Hrs: **62.00** Shifts: 6		8:00am – 11:45pm >12 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

FOH Management ⚙

	Mon Feb 13	Tue Feb 14	Wed Feb 15	Thu Feb 16	Fri Feb 17	Sat Feb 18	Sun Feb 19
Unassigned Hrs: **58.00** Shifts: 6	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 4:00pm – 2:00am FOH Manager – Closer	6:00am – 3:00pm FOH Manager – Open
Hrs: **51.00** Shifts: 5	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: 0.00 Shifts: 0			Unscheduled MOD 5:53pm - 9:00pm General Manager				
Hrs: **53.00** Shifts: 5		6:00am – 4:00pm MOD General Manager	6:00am – 4:00pm MOD General Manager	11:00am – 9:00pm MOD General Manager – Swing	2:00pm – 2:00am MOD General Manager – Closer	3:00pm – 2:00am MOD General Manager – Close	
Hrs: **50.00** 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