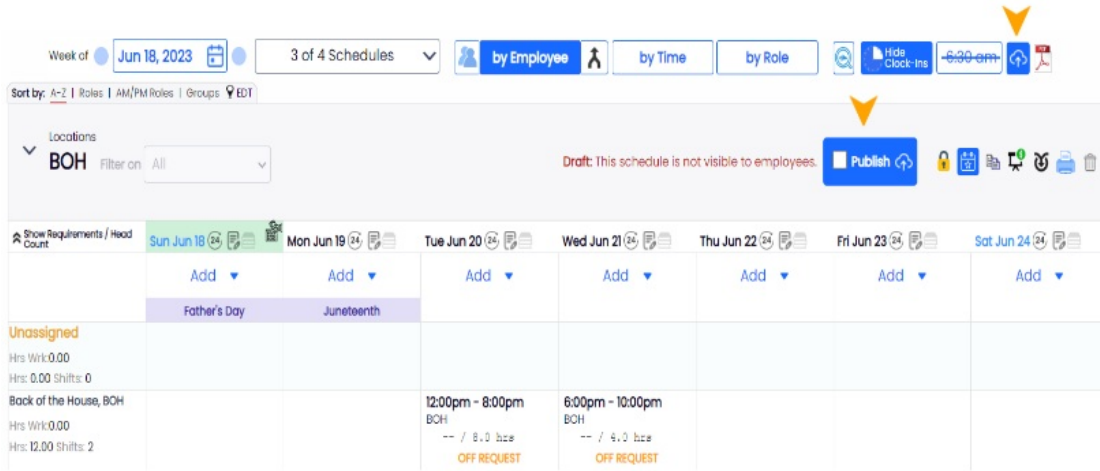


Publish Schedules

Last Modified on 10/09/2023 1:37 pm MDT

Check the Publish checkbox to publish an individual schedule, or use the Global Publish to publish multiple schedules simultaneously, as shown below.



Notes:

- After a schedule has been published, changes to the schedule are tracked.
- Employees are notified when a schedule is published (according to their personal alert settings)

Warning Notifications:

- Upon publishing, you are warned if any scheduled shifts conflict with employee availability, or pending availability requests.

