

How Do I...

Change the schedule view?

- 1** From the Workforce Scheduler landing page, the schedule can be displayed into different views.

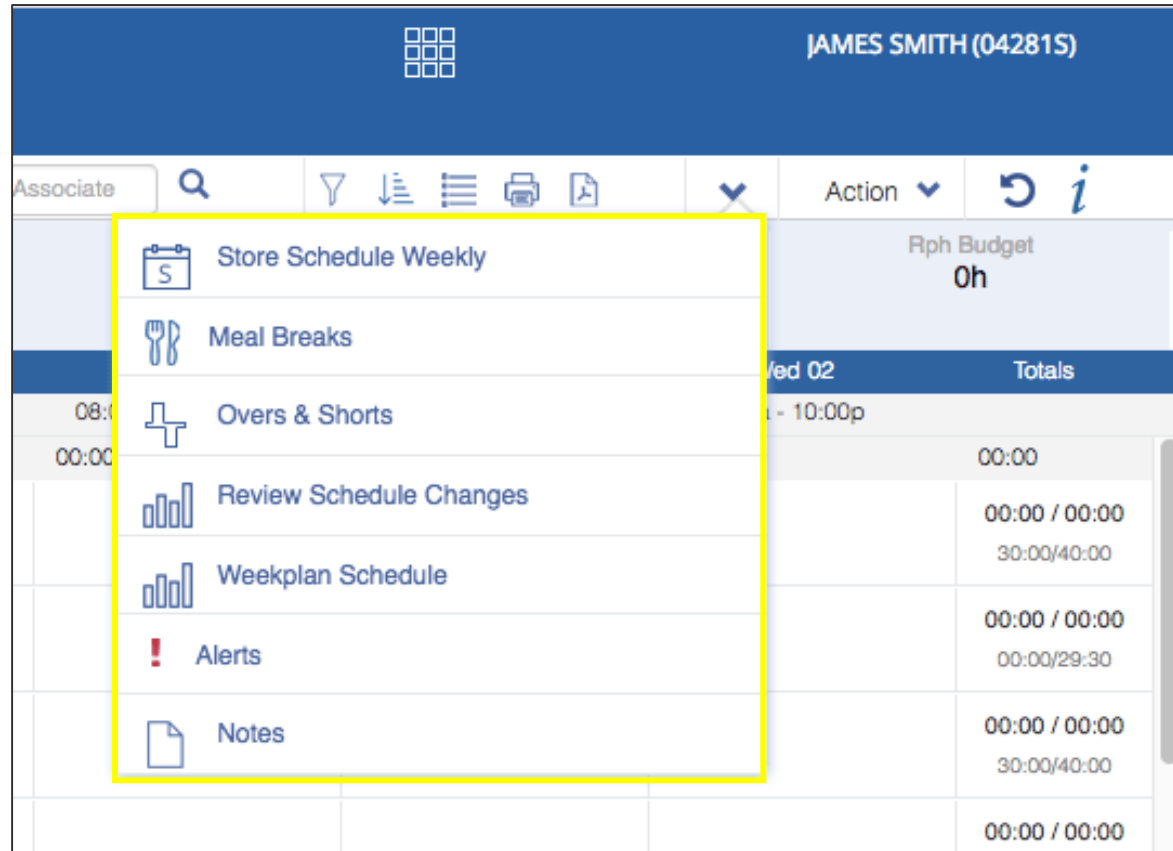
Mon 16	Tue 17	Wed 18	Totals
08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p	
25:00	34:45	26:45	197:00
	03:45p 10:00p SW	02:45p 09:45p CA	33:00 / 33:00 30:00/40:00
			10:30 / 10:30 00:00/29:30
08:00a 04:30p SW			38:45 / 38:45 30:00/40:00

- A. Filter
- B. Sort
- C. Display
- D. Print
- E. PDF

How Do I...

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- 2 To view additional schedule options, click the down arrow.



How Do I... Change the schedule view?

3 The weekly schedule displays important information.

Walgreens MY WORK JAMES SMITH (042815)

Incoming Schedule

Week Of Apr 12, 2018 Week In Progress Published Filter By Associate

RQS 95.56	Budget 566h \$0.00	Demand 547h	Scheduled 532h	FE Budget 0h	Tech Budget 0h	Rph Budget 0h
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	Thu 12	Fri 13	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	Totals
Store Hours	08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p	
Customer Service Associate (CSA)	37:00	17:15	30:45	25:30	25:00	34:45	26:45	197:00
SMITH, DOMINIC Customer Service Associate (CSA) Full Time	02:30p 10:00p SW		03:45p 11:15p AD	03:00p 10:15p SW		03:45p 10:00p SW	02:45p 09:45p CA	33:00 / 33:00 30:00/40:00
SMITH, JAKOB Customer Service Associate (CSA) Part Time			03:30p 10:30p AD	07:00a 11:00a SW				10:30 / 10:30 00:00/29:30
SMITH, JAMES Customer Service Associate (CSA) Full Time	07:30a 04:00p SW	08:00a 04:30p SW	01:45p 10:15p CA	03:45p 10:30p SW	08:00a 04:30p SW			38:45 / 38:45 30:00/40:00
SMITH, JONATHAN Customer Service Associate (CSA) Part Time			09:15a 02:00p CA		04:30p 10:15p CA	09:00a 05:00a CA		30:00 / 30:00 00:00/29:30
SMITH, KELLY Customer Service Associate (CSA) Part Time					Released To 03755S 09:00a 05:45p CA	Released To 03755S	Released To 03755S	00:00 / 08:15 00:00/29:30
SMITH, MUHAMMAD Customer Service Associate (CSA) Part Time	09:00a 04:30a CA	04:30p 09:45p CA			04:30p 09:45p SW		07:00a 01:00p SW	34:00 / 34:00 00:00/29:30
SMITH, SAMMIULLAH Customer Service Associate (CSA) Part Time					07:00a 02:00p CA	09:00a 04:00a CA		25:00 / 25:00 00:00/29:30
SMITH, VANIA Customer Service Associate (CSA) Part Time	09:00a 05:00p SW		07:00a 12:00p SW	08:00a 04:30p SW			03:15p 09:30p CA	25:45 / 25:45 00:00/29:30
Beauty	06:00	06:00	06:00	00:00	00:00	06:00	06:00	30:00
Total Scheduled	80:15	67:30	76:15	64:30	76:30	90:30	77:00	532:30
Coverage	Alerts 14	Open Shifts 0	Schedule Notes	Requests 0				

A. Real Time Quality Score

B. Total of Hours of Each Group

C. Roster

D. Total Hours Available to Work Compared to Scheduled Hours

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- 4 To view a schedule for the previous and next week, click the arrows to the left and right of the Work Week Selector.

Walgreens MY WORK

Incoming | **Schedule** | Week In Progress | Published

← Week Of Apr 12, 2018 →

ESS: RQS 95.56, Budget 566h \$0.00, Demand 547h

	Thu 12	Fri 13	Sat 14
Store Hours	08:00a - 10:00p	08:00a - 10:00p	08:00a - 10:00p
Customer Service Associate (CSA)	37:00	17:15	30:45
SMITH, DORY Customer Service Associate (CSA) Full Time	02:30p 10:00p SW		03:45p 11:00a
SMITH, JAKOB Customer Service Associate (CSA) Part Time			03:30p 11:00a
SMITH, JAMES Customer Service Associate (CSA) Full Time	07:30a 04:00p SW	08:00a 04:30p SW	01:45p 11:00a
SMITH, JONATHAN Customer Service Associate (CSA) Part Time			09:15a 03:45p

How Do I... Change the schedule view?

- 5** Click the “i” icon under your user name for a legend of the symbols and colors of each request status.

Schedule Legend

Details

- Shift Bubble
- Effective Task
- Day Off/Time Off Indicator
Day Off
Time Off
- Release Transfer Share Indicator
- Alert
- Notes
- Cross Store Shift Unit : Shift timings will be striked out
- Shift Trading Status
Traded
Traded With Response
- Click here to add shift in case shift is not present or split shift is allowed
- This background color here indicates inactive cell due to termination, inactive, not hired or non home associate

Icons

- Alerts
- Notes
- Minor
- Meal Waiver

Close