Edit Duty Group Timetable by using Quickset

Make sure you have completed following session(s)

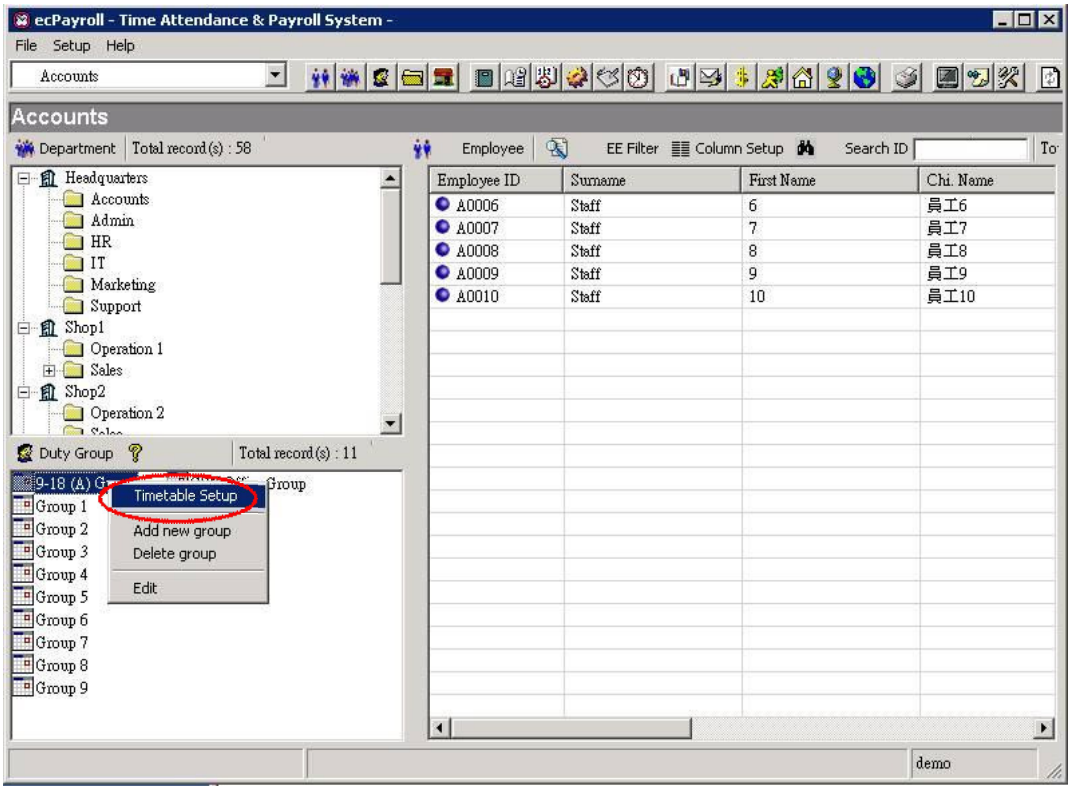
- Duty Group Setup
- Shift Duty Setup

Normally, we define Working Timetable of Duty Group by setting some "Duty rules" that tell the system the required shift pattern within a date range. (Details click here) It is an easy way for setting a period of time with repeat pattern.

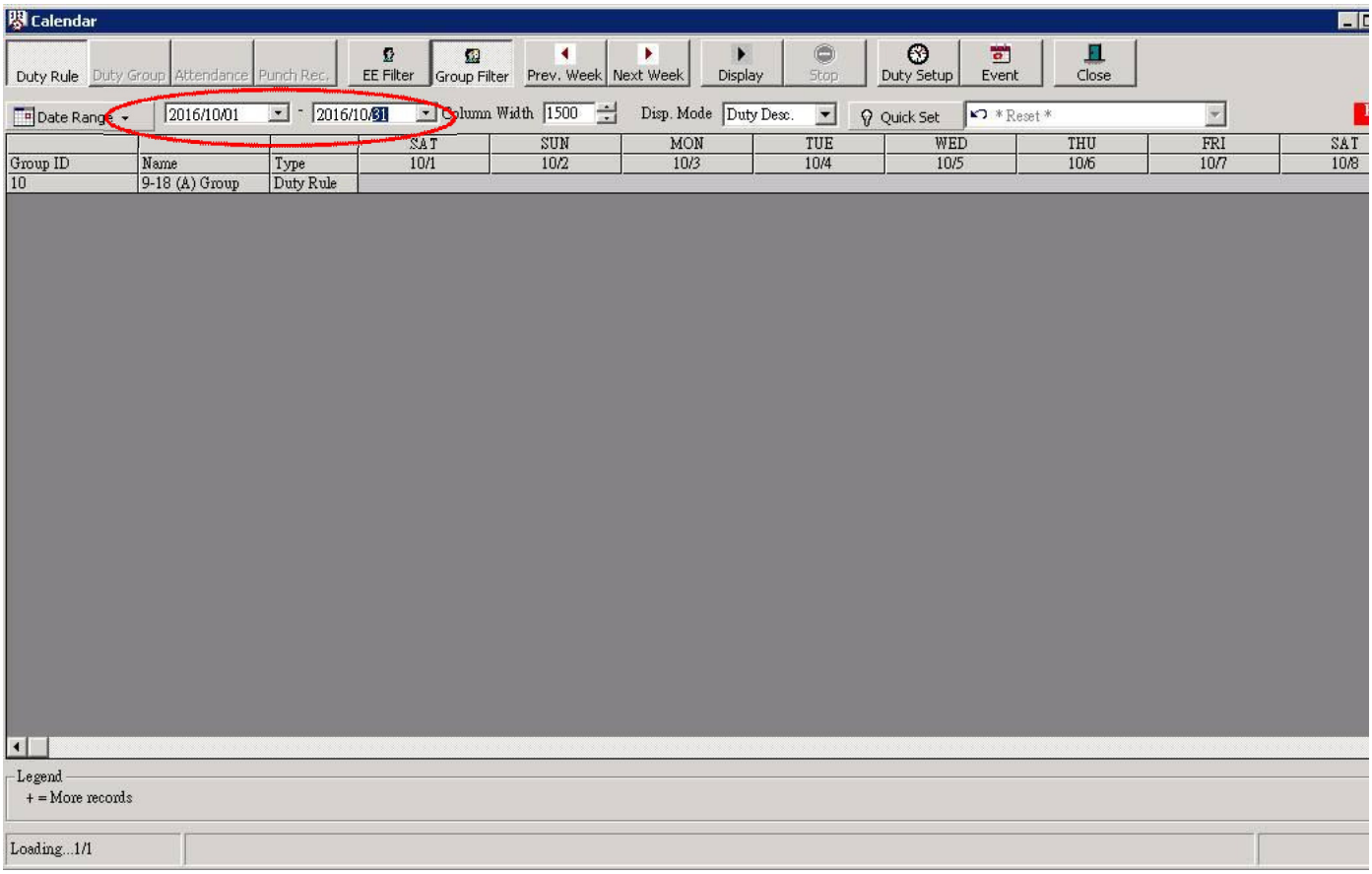
However, sometimes we may need to change the shift / holiday for only 1 day for whatever reasons, then you may use the "**Quickset**" function to do it easily.

Steps

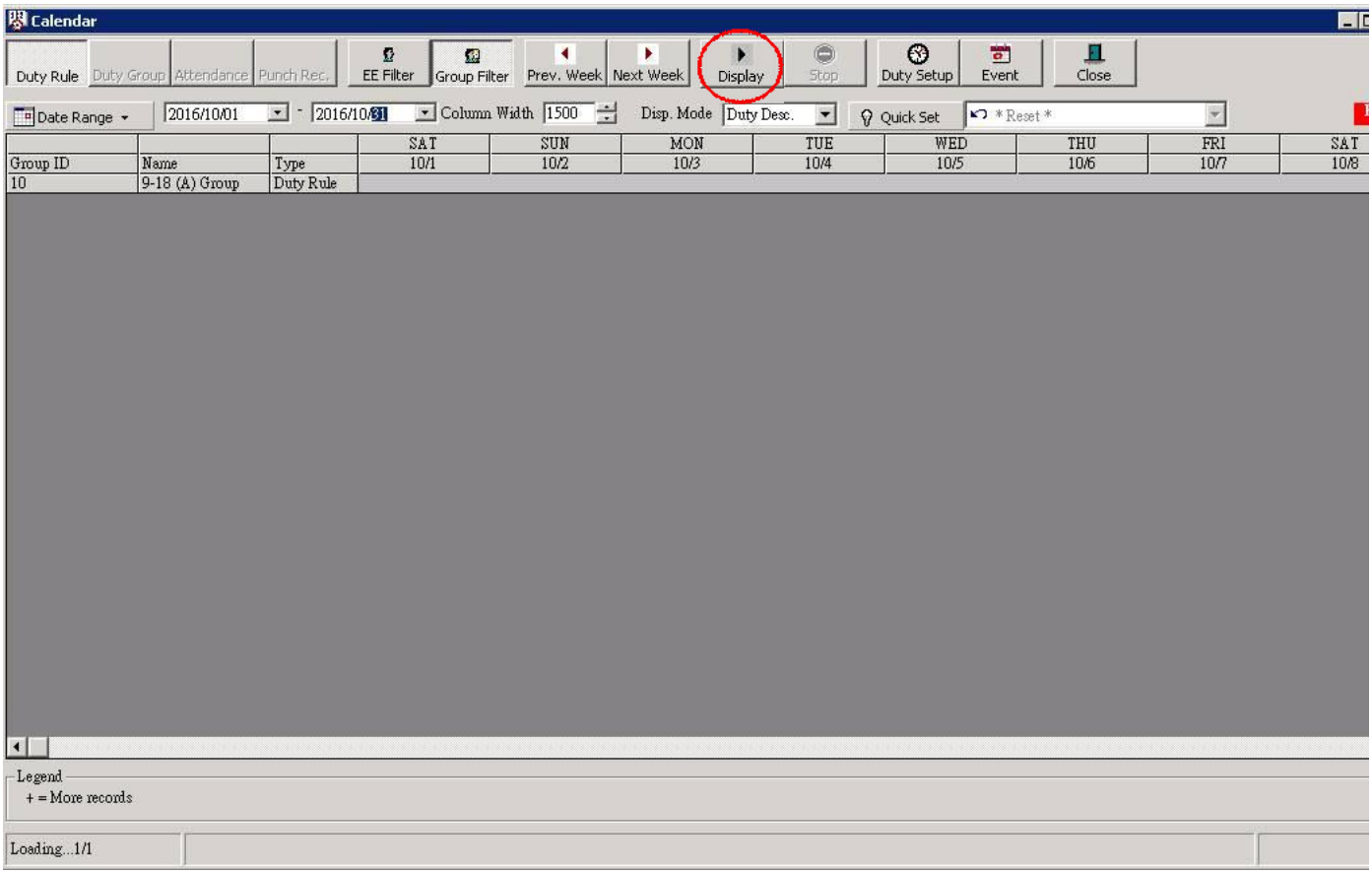
1. Select and right click the duty group to be edit from the main screen, then select " **Timetable Setup** " from the menu



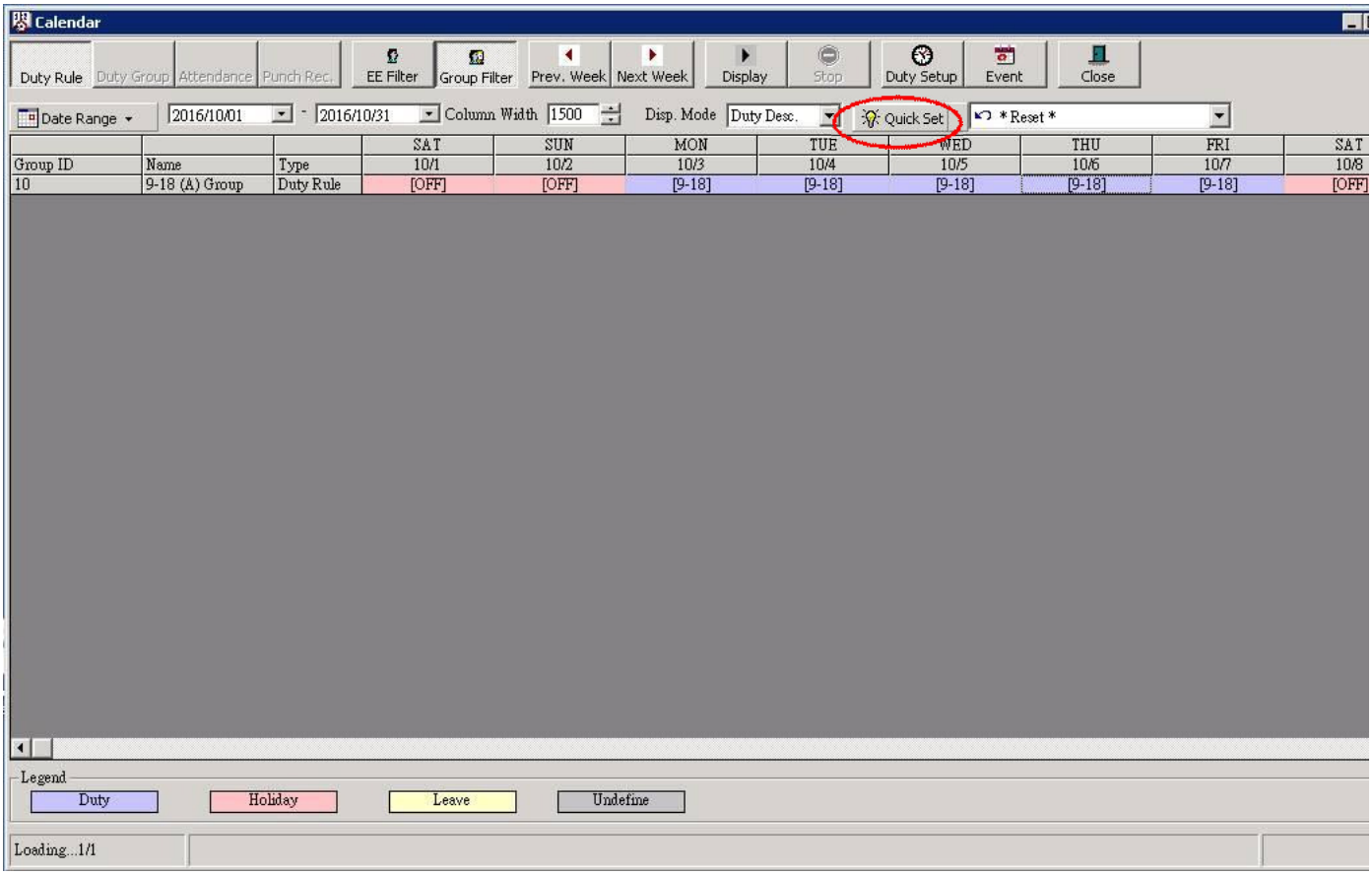
2. Select the required date range. (e.g. 2016/10/01 – 2016/10/31)



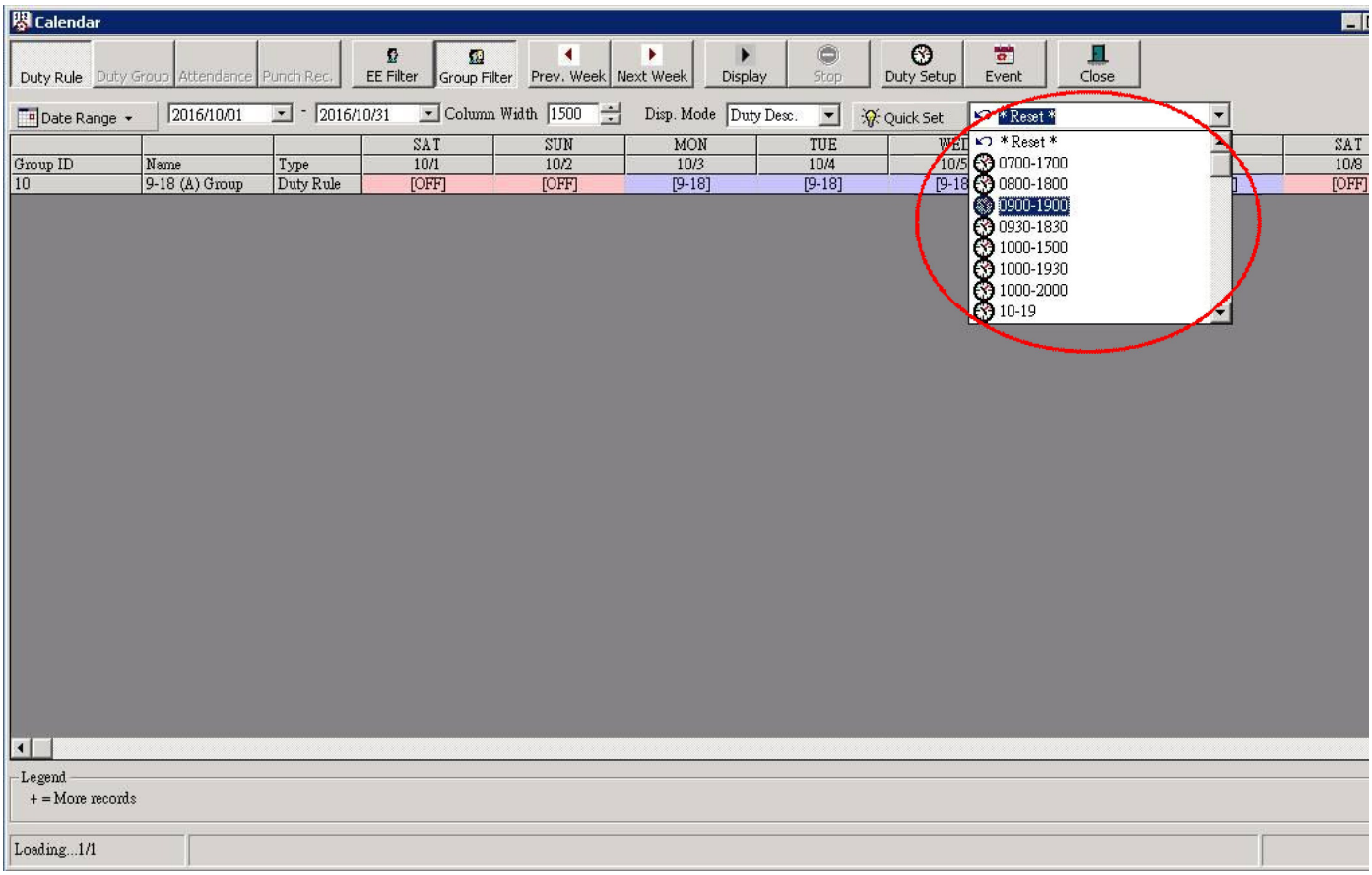
3. Click the [**Display**] button to reload the Timetable.



4. Click the [**Quick Set**] button to **<u>turn ON</u>** "Quickset" mode.



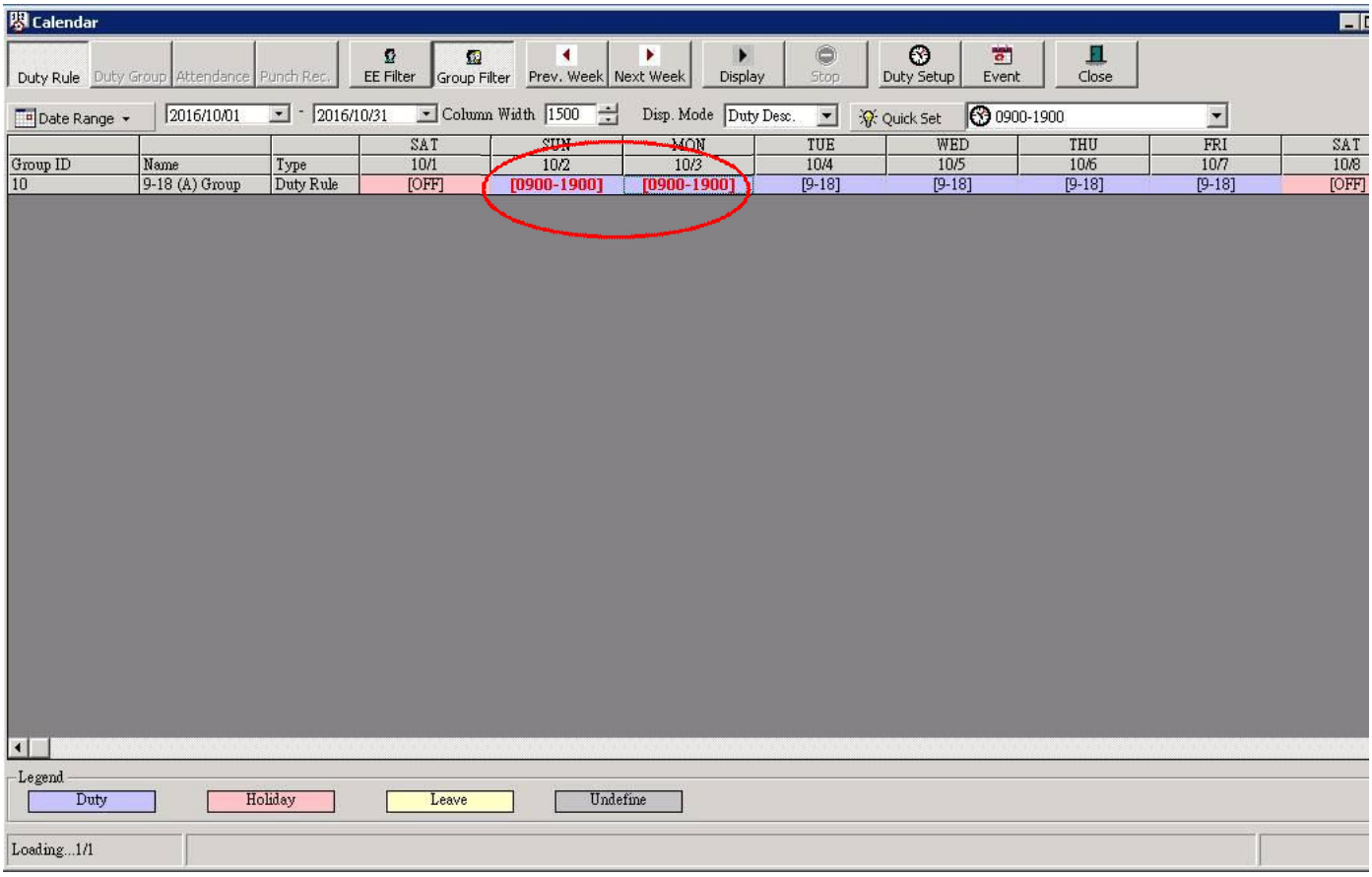
5. Select a Shift / a Holiday you require from the pull down menu next to the [**Quick Set**] button. You should find all pre-defined Shifts and Holidays here. Also you should find your mouse pointer becomes a finger like this J.



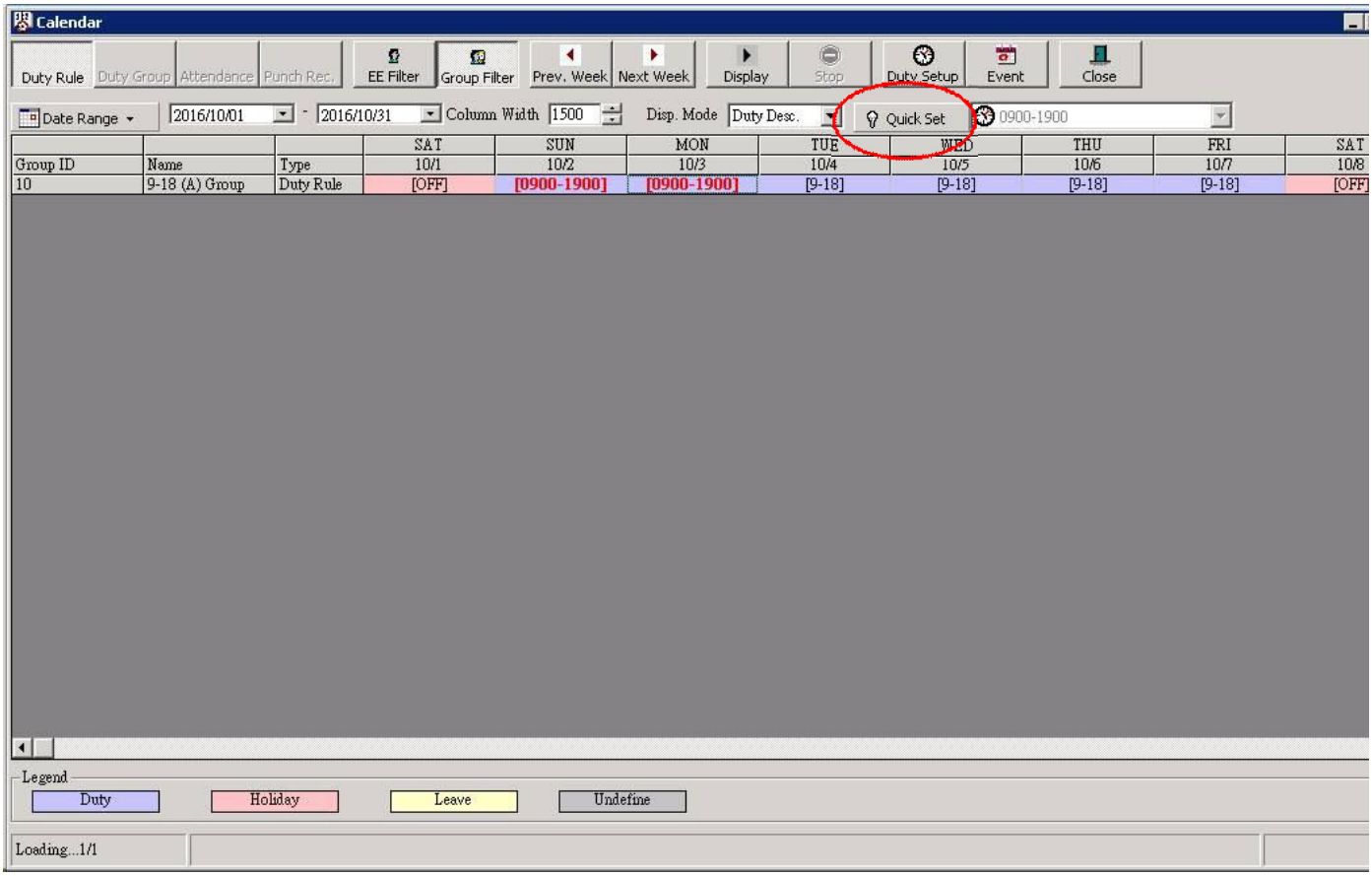
6. Now you can simply click on a day which you want to assign the selected Shift. The day of all staffs who are in this Duty Group will be changed to this Shift immediately. Repeat this step to click on another day until finished.

NOTE

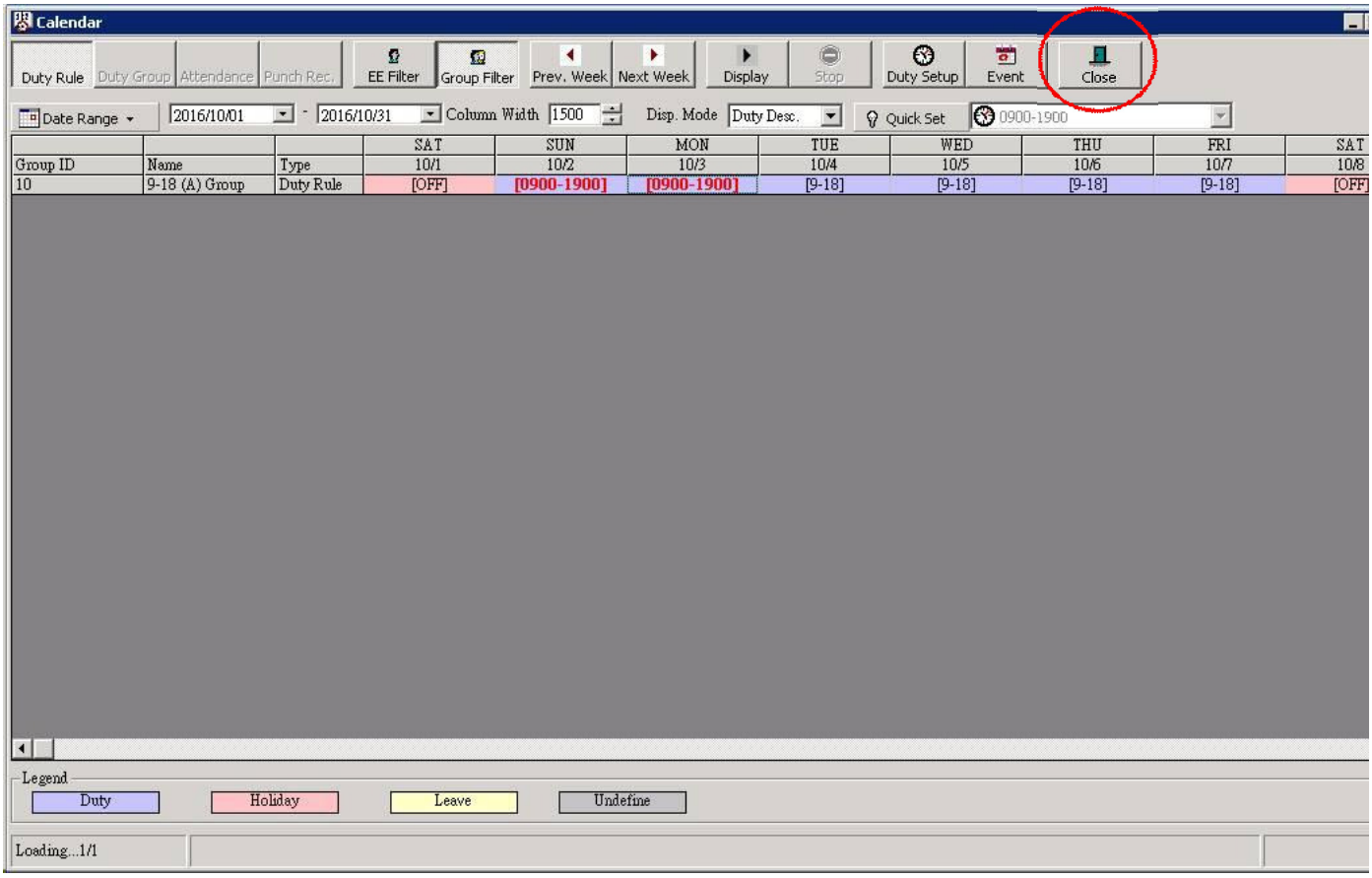
If you find anything wrong during quick set. You can select the "*Reset*" from the pull down menu next to the [**Quick Set**] button, then click on a day which you want to undo the changes.



7. When finish, click the [**Quick Set**] button again to **turn OFF** "Quickset" mode.



8. Click the [**Close**] button to return to Main Screen.



TIPS

You can select more than 1 Duty Groups by click on the [**Group Filter**] button on Timetable screen

See also

Edit individual staff Timetable by using Quickset