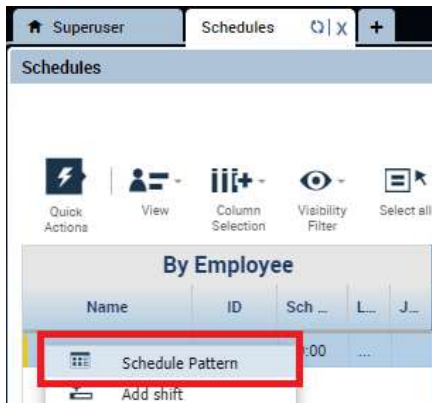


This userguide will take you through the steps you will be required to end date a colleague's manual schedule.

1. End Dating a Manual Schedule

To end date your current schedules

1. Go to **Schedule** Widget
2. Right Click on the Colleagues name
3. Select Schedule Pattern



4. Click on the pencil to edit the date





5. Enter your end date that we specified to you in the training – Day before your go live date.




Schedule Pattern

Assigned to

Primary job None

	Start Date	End Date	Duration	Rotation
 	28/1/2018	Forever	1 week	1 Week:730 - 1545(Mon),830 - 1645(Tue.Thu,Fri),830 - 17(Wed)

Edit Pattern

Anchor Date:*  Start Date:*  End Date:* 
 Forever

6. Click Apply

Edit Pattern

Anchor Date: 28/1/2018 Start Date: 28/1/2018 End Date: 07/11/2020 Clear
 Forever

Define Pattern for: 1 Week(s) Day(s)

Override Other Patterns

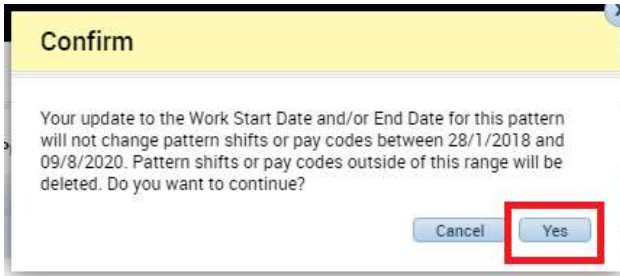
Add Shift | Add Pay Code | Shift Template | Pattern Template

Items in rotation Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		730-1545	830-1645	830-17	830-1645	830-1645	

Cancel Apply

7. Click Yes in the confirmation message



8. Click ok

Schedule Pattern

Assigned to

Primary job None

Start Date	End Date	Duration	Rotation
28/1/2018	07/11/2020	1 week	1 Week: 730 - 1545(Mon), 830 - 1645(Tue, Thu, Fri), 830 - 17(Wed)

Add Pattern

OK