

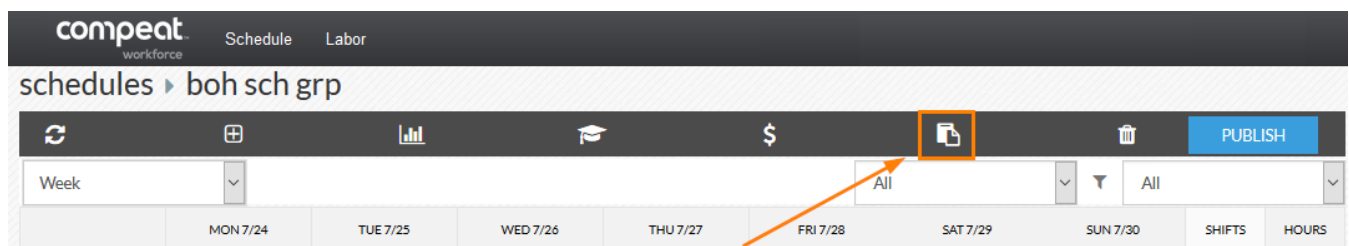


FAQ

[Home](#) / [FAQ](#) / How do I use schedule templates? How many can I have?

How do I use schedule templates? How many can I have?

The ability to edit and update schedule templates is dictated by group security. Users with appropriate permissions have an **Edit Templates** icon on the schedule toolbar.




Edit Templates launches the **Schedule Template Editor**. To update an existing template, highlight the template and click **Update Template**. Or to create a new template, click **Add Template from Current Schedule** and enter an appropriate template description.

Edit Templates

Search

| Description | Schedule Group | Shifts |
|-------------------------|----------------|--------|
| Admin/Salaried Template | Admin/Salaried | 12 |
| BOH Sch Grp Template | BOH Sch Grp | 7 |
| BOH Seasonal | BOH Sch Grp | 3 |

 Add Template from Current Schedule UPDATE TEMPLATE

Cancel Done

There is no limit to the amount of schedule templates you may have; however, it's important to note that schedule templates are schedule group-specific, and are accessible by all users with security access to that schedule group.

When creating a schedule, you are given the opportunity to pre-load the schedule from an existing template.

+ Add Schedule

Schedule Group

BOH Sch Grp



Week Begin Date

Tuesday, July 11, 2017 - Monday, July 17, 2017



School Days

School in Session

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Projections

Weeks of History

^ 4 v

Preload

Load From

Dropdown menu with options:

- BOH Sch Grp Template
- BOH Seasonal

Was this Helpful ?

yes

no

Why doesn't this credit memo show in my payment batch?

Why is there an asterisk next to the items on my Inventory Count Variance Report?

How do I view which vendors are receiving a 1099 for this tax year?

How do I make a vendor a 1099 vendor?

How do I make an vendor's invoice with a different 1099 box type than the default?

I am trying to import vendor files but Compeat says the directory doesn't exist. What do I do?

Items aren't auto-populating when I place orders. What do I do?

I get a catch weight error when importing invoices. What do I do?

What kind of barcode scanner can I use for mobile inventory counts?

I get a sales tax error when importing invoices. What do I do?

How do I fix an item that was matched incorrectly on an invoice or order guide import?

Learn More

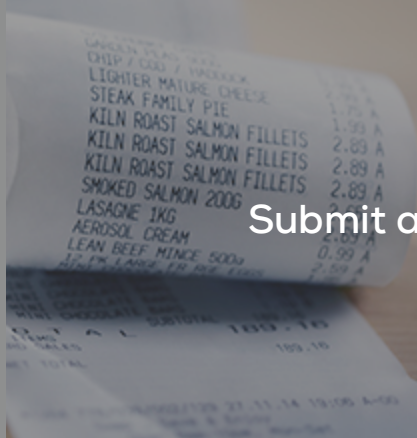


System Status



News and Updates

Need More Help?



Submit a Ticket



Enhancements and Feedback