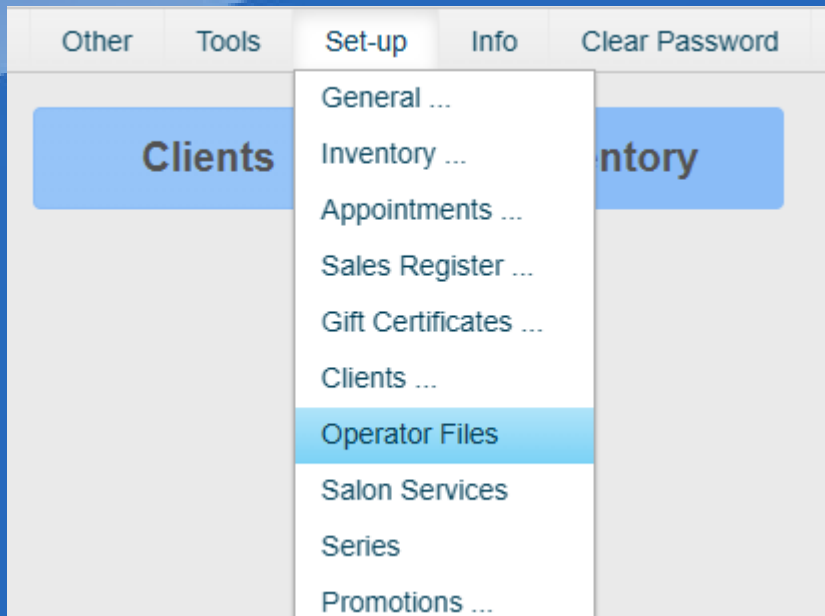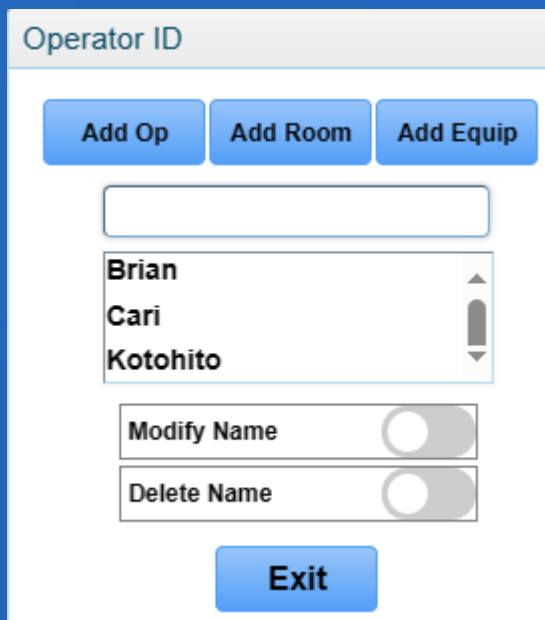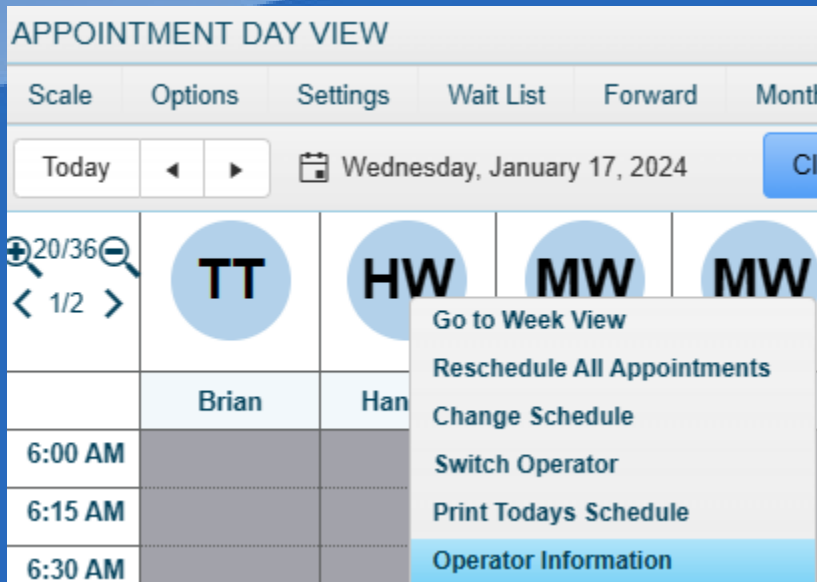# Changing a Schedule

1. From the main screen select Setup/Operator Files. (It may be called Stylist Files, Therapist Files, Artist Files etc.)

2. Click on the Operator you wish to change

* An alternate way of accessing the Operator profile is right clicking the Operator's name within the appointment book and selecting 'Operator Information'

3. In the Operator's profile screen, click 'Schedule'

4. The first step in changing the Operator's schedule is to setup their 'standard' hours. Under each day of the week, click the start time (on the left) and the stop time (on the right)

OPERATOR SCHEDULE

| Operator | Hannah Wiggins, Stylist | | | | | | | | Exit |

Hannah ▼

◉ Standard Schedule   ○ Blockout   ○ Alternate 1   ○ Alternate 2

Standard Weekly Schedule

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
8:00 AM	11:45 PM	7:00 AM	11:45 PM	7:00 AM	11:45 PM	10:00 AM	6:00 PM	7:00 AM	11:45 PM	7:00 AM	11:45 PM	7:00 AM	11:45 PM

5. Once you have given a start time, do so for the stop time, clicking 'Accept' after each. Repeat this process for each day of the week. If there is a specific day the Operator never works, select 'off.' If they have an alternating schedule for a specific day(s), enter the hours they will be working the upcoming week.

SET TIME

Hour	Min.		
1	00	◉ AM	Accept
2	05	○ PM	
3	10	○ Off	Cancel
4	15		
5	20		
6	25		
7	30		
8	35		

6. If you do not have alternating schedules, click 'Exit' and then save your changes. If you do, proceed to the next step.

7. Click the 'Alternate 1' button. In this example, we will choose to set this Operator off of work every other Wednesday. Because in the standard schedule we set this Operator to work on Wednesdays, we will now set them off of work under the alternate schedule so it rotates between the two.

8. Highlight the day of the week you wish to change. In this example we are using Wednesdays. Then select 'Apply' and from the drop down, choose 'every other week.' Lastly in the 'until' box, choose an end date. If this is a schedule that will go on indefinitely, choose a date that is two years out.

9. Now click the first day on the calendar below that the Operator will NOT be working. In this example we are clicking the 10th. This will mean that both the 10th and 24th of this month will be set 'Off.' This will repeat until the end date you selected.

10. Repeat those steps any other day you need to set an alternate schedule for, highlighting just one day at a time. When you are done, click 'Exit.'

11. Back in the Operator profile, click 'Accept.'