Navigation	Title		Employ
Scheduled Payments Dashboard Lists Settings	Content		This wo The first automate
	Customization difficulty	(1-3)	2
	Explanation of sheets	Schedule	This she
		Dashboard	This she will also supervishours e
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	How to customize		*Note: v *Note: 1 sheets (
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Related To Online Templates

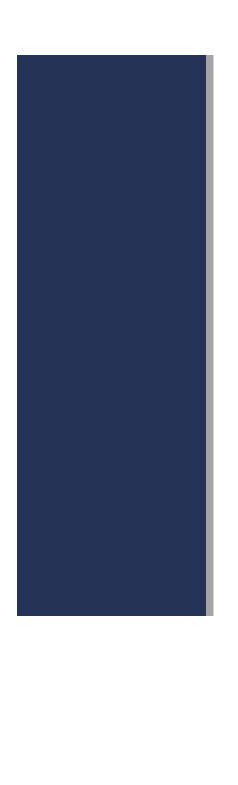
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ree Scheduling Template

rkbook is intended to help you schedule your employees.

t two tabs allow for data entry, while the following two tabs provide a summary of the data and are fully ted.

e data has been entered to serve as example and can easily be changed

eet is where you will fill in each employee's scheduled hours. Relevant information from the 'Lists' tab will bulate on this sheet and the 'Dashboard' sheet.

set gives an overview of the employees and the number of hours they're scheduled to work each week. This show you the number of employees in each role scheduled per day to help you ensure a shift leader or sor is always on each shift, for example. This tab also gives you an overview of who is working more than 40 ach week which is indicated by a light red shading in those cells.

set is where you will fill in the employees' information, such as their names, employment type, and employee re you can also choose which day convention you would like to be displayed on the Schedule sheet by g a value from the drop down menu (Option 1, Option 2, Option 3).

eet is where you will customize the Schedule and Dashboard tabs. It contains options for 4-week and 6-week es, different shifts, and the number of employees within your company.

when first using the sheet, please fill out the "Lists" and "Settings" tabs first for the best user experience.

The "Schedule" and "Dashboard" sheets have been locked to prevent accidental changes to formulas. These can be unlocked using the password "ces". Sheets must be protected again using the same password.

ule"

the employee schedule for each shift using the drop-down menu in the first column. Relevant information will bulate in the second, third, and fourth columns.

our own logo and company name. To do this left click on the existing "Company Logo" image and choose e picture," then "From a file..." and find your logo image on your hard drive or wherever it's saved. If you do not include a logo, you may simply delete the example image and leave the space blank. Company name is then d by replacing "Company Name" with your company's name.

nain table under the daily headings (Mo, Tu, We,...), enter the total hours each employee is scheduled to work day. There is a different table for each shift. If you have selected more than one shift on the Settings tab, you d to scroll down to view the 2nd and 3rd shift tables.

all time entries from the schedule, click the "Clear Schedule" button in the top left corner. This will prompt the ensure they would like to clear the schedule. Click "yes" to proceed or "no" to cancel.

oard"

tion from the 'Schedule' tab will autopopulate the relevant information here, and the options from the 'Settings' customize this sheet format.

our own logo and company name. To do this left click on the existing "Company Logo" image and choose e picture," then "From a file..." and find your logo image on your hard drive or wherever it's saved. If you do not include a logo, you may simply delete the example image and leave the space blank. Company name is then d by replacing "Company Name" with your company's name.

our employee information, including their name, employee type(Full Time = FT, Part Time = PT), and employee

the day of week format. To do this click the dropdown menu next to "Select an Option".

gs"

follow these steps in the order they're laid out.

which shifts are available in your company. If there is a "check" in the checkbox next to the shift name then that active and ready for information to be stored and displayed on the Schedule and Dashboard tabs.

f you would like to view 4-week schedules or 6-week schedules. The sheet is set to 4 week by default. In order nd to a 6 week schedule, place a 'check' in the checkbox next to the '6-week' option.

he number of employees from the dropdown menu. This will define the maximum number of employees the ill be set up to accomodate. *Even if the option you would like is currently displayed, please re-select the of employees from the drop-down menu to ensure proper sheet setup.

the headings in Excel (Columns: A, B, C... and Rows: 1, 2, 3...) go to the View ribbon and check the igs" box.

portant to note that if you make a change to the shifts currently being displayed you need to reselect nber of employees from the drop down menu.

iplates is compatible with online service but some templates that including macros feature is still not supported v some hints that replace our macros in case of using Online Template

f our templates include Referesh/Update data macro button that can be replaced with Referesh All tool in Exce

f our templates have **Full Screen** macro button that can be replaced with the itself web browser full screen too nacros is applied on less than ~15% of our templats can be overcome by transferring to Desktop App **"Open in I**"

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