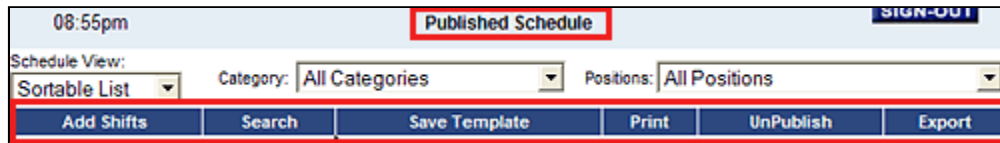


Publishing - - - - -

Why Publish a Schedule?

Publishing a schedule:

- Makes it available to employees when they sign in at WhenToWork.com
- Automatically alerts the employees when they sign in that there is a new schedule
- Automatically forwards the new schedule to employees with e-mail
- Changes the function buttons on the schedule page (Adds an "UnPublish" button which is normally used only if you realize that you want to take back the schedule, make it unavailable to employees, and make a number of changes without notices going out each time.)



- Optional - if you have set the option in your [SETTINGS>Employee Permissions](#) page to automatically put any unassigned (open) shifts on the Tradeboard for employees to pick up once the schedule is published any unassigned shifts will be put on the tradeboard automatically.

Related Topics:

- [Publishing Your Schedule](#)
- [Publishing an Open Schedule](#)

Publish an "Open" Schedule - Allow Employees to Pick Up Unassigned Shifts

You can publish a schedule with some or all of your shifts open (unassigned) and have the employees sign in and choose their shifts off the Tradeboard. This method is used by many volunteer organizations.

To have open shifts appear on the Employee Tradeboard after Publishing:

From any Page

- In the top menu click **SETTINGS** to go to the Settings page (1.)
- Click the **Employee Permissions** tab (2.)
- Scroll down to the Employee Tradeboard permissions section and for "**Can see & pickup UNASSIGNED SHIFTS**" choose the setting you prefer (see options below) (3.)
- Optional - set to allow employees to not only see open shifts on the tradeboard but also see the open shifts on "Everyone's Schedule" (4.)
- Click **Save Changes** (5.)

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW **SETTINGS** HELP

Mar 11, 2007 12:18pm Sample Pharmacy **SETTINGS** Live Chat Support CHAT WITH US LIVE! SIGN-OUT

Info & Settings My Notifications **Employee Permissions** Add/Edit Managers Make a Payment

Save Changes

Preferences

Can Set their own Prefer & Dislike work time PREFERENCES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can Set their own CANNOT WORK times	<input type="radio"/> Yes <input checked="" type="radio"/> No
Can Set their Preferences for POSITIONS	<input checked="" type="radio"/> Yes <input type="radio"/> No

Time Off

Can REQUEST TIME OFF	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Display

Can see SHIFT COLORS on schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can see CATEGORIES on schedules	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can see the EMPLOYEE COMMENTS field	<input type="radio"/> Yes <input checked="" type="radio"/> No

Viewing Other Employees & Their Schedules

Can View EVERYONE'S SCHEDULE* (use your corresponding view "Change Layout" link to set employee displays)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can see UNASSIGNED SHIFTS on Everyone's schedule view*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Can View STAFF LIST and MESSAGE OTHER EMPLOYEES* (If set to No - Employees CANNOT see everyone's schedule)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can View Other Employees' AVAILABILITY*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Bulletin Board

Can Add Entries to the BULLETIN BOARD*	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Tradeboard
(to turn off Tradeboard set all options to "Never")

	Never	With Manager Approval	At Will
Employees Can Trade Shifts:*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Employees Can Drop Shifts:*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can see & pickup UNASSIGNED SHIFTS:** 3.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Unassigned "At Will" allows employees to see & pickup unassigned shifts themselves, but any pickup request that puts them over maximum hours per week will be sent to manager for approval
 Unassigned "With Manager Approval" allows manager to approve all requests by employees to pickup an unassigned shift (shifts remain posted until manager approves shift pickup - allowing multiple employees to request same shift)
 *To prevent employees from ever seeing other employee names set these options to No/Never

"Never" - Employees cannot see or pickup unassigned shifts.

"With Manager Approval" - Employees can see Unassigned Shifts on the Tradeboard and request picking them up. When they click to request picking up a shift it is sent to the manager for approval. (More than one employee can request picking up the same shift but they will see the number of other requests that have already been submitted for that shift). Upon approval by the manager that employee is notified and scheduled to work the shift and it is then removed from the Tradeboard.

"At Will" - Employees can see Unassigned Shifts on the Tradeboard and immediately pick them up if they are under the maximum hours per week that you have set for them. Note: If picking up a shift would put the employee over his maximum hours per week it is sent to the manager for approval. In this case the shift remains on the Tradeboard (showing that there is a request) and another employee (not over their maximum hours per week) can take the shift and it is immediately assigned to them.

Employees can cancel their own shift pickup request at any time before manager has denied or approved it using the "Cancel This Request" link on their Trades page.

Related Topics:

- [Editing Employee Details](#)
- [Optional Tradeboard - How it Works](#)
- [Viewing Employee Tradeboard](#)
- [Tracking Schedule Changes - Import, AutoFill, Publish](#)

UnPublish - Retracting a Schedule

Schedules should not be published until they are as complete as possible. After publishing, every time you make a schedule change, automatic notifications go out to the affected the employees. If you have a lot of changes to make to an already Published schedule, you may want to retract the schedule by using UnPublish or you can turn off notices on your SETTINGS page - make your changes and then send a message to all employees telling them to check the updated schedule.

UnPublishing normally sends out a message to all employees who already received the schedule telling them that the schedule is retracted and that a new one will be sent at a later time. Employees who did not receive an e-mail or who did not sign in to see the schedule will not be aware that it was ever published.

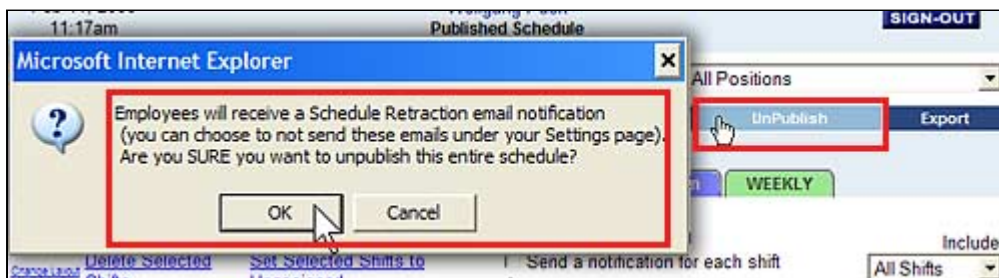
UnPublishing makes the schedule unavailable to employees online and sets your schedule page back to Unpublished - allowing you to use all the functions available for weekly Unpublished schedules (AutoFill, Import & Clear/Delete) and stops notices from going out when you make changes.

IMPORTANT NOTE: If a published schedule has shifts on the tradeboard or in process and you unpublish the week and reassign one of those shifts it will remain on the tradeboard or in process and look like the new employee wants to trade. This can result in confusion. Be sure to check the tradeboard before unpublishing a schedule to be sure that you are not reassigning any shifts already on the tradeboard or in the process between employees trading.

To UnPublish a Published Week:

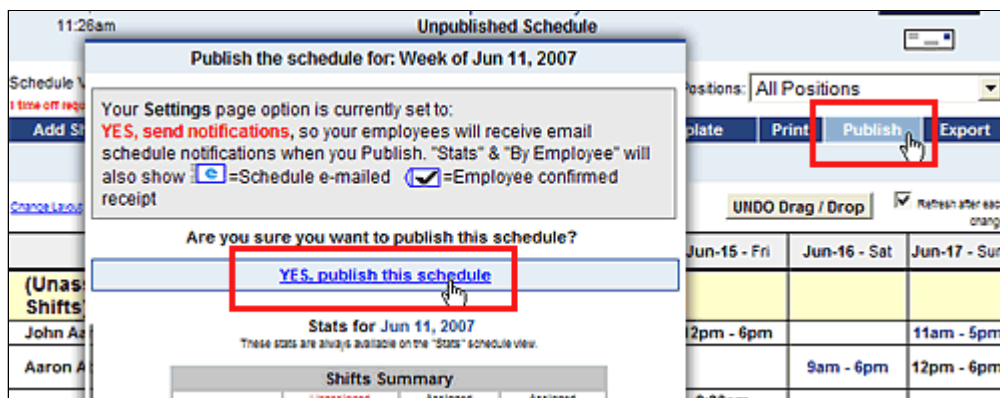
From any weekly Schedule View:

- Click UnPublish (a warning box will come up)



- Click OK to confirm you want to UnPublish

When you have finished making your changes and you are ready to republish the schedule you can click Publish.



Related Topics:

Make Changes (after Publishing)

On a Published schedule you also can make changes to the shifts. Managers (with permission) can add, edit, unassign or delete shifts in the same manner as on an Unpublished schedule week (see [Making Schedule Changes](#)) Normally when you make changes to a published schedule the affected employees are automatically sent a notification of the changes with a link to confirm. You can use the "Send Notices" checkbox to set whether or not these notices are sent out either in the Change Shift window or at the top of the **By Employee**, **Sortable List** and **Multi-Shift Edit** views).

Note: a log of all changes to a shift in the last 30 days can be viewed by clicking the "[Shift History](#)" link after clicking a shift.

By Employee View - Changes can quickly be made on the "By Employee" schedule view by using the [Drag & Drop](#) and Quick Shift EDIT/ADD functions. You can use the checkbox at the top of that view to turn on/off notifications when changes are made.

Mar 19, 2007 02:58pm

Sample Pharmacy
Published Schedule

Live Chat Support
HAVE A QUESTION? SIGN-OUT

Schedule View: By Employee Category: All Categories Positions: All Positions

1 time off request

Add Shifts Search Save Template Print UnPublish Export

Week of Aug 6, 2007

Change Layout DRAG & DROP shifts to move them to another Employee or day. Drop shift on another shift to swap. [More...](#)

UNDO Drag / Drop

Send a notification for each change Refresh after each change

	Aug-6 - Mon	Aug-11 - Sat	Aug-12 - Sun
(Unassigned Shifts)			
John Aaron	5pm - 9pm Store-Post Office		
Aaron Abson	9:30am - 5:30pm Store-Receiving		11am - 5pm Store-Cashier
Dean Almanson	9am - 5pm Store-Floor		
Ron Arno			
	1pm - 9pm	9am - 5pm	9am - 5pm

Quick Shift EDIT

Aaron Abson - Monday, Aug-6

DELETE This Shift Shift History

Start Time: 10:30am Display Color: black

End Time: 5:30pm

Enter Paid Hours: 8 or Auto Calculate

Position: Store-Receiving

Optional Text:

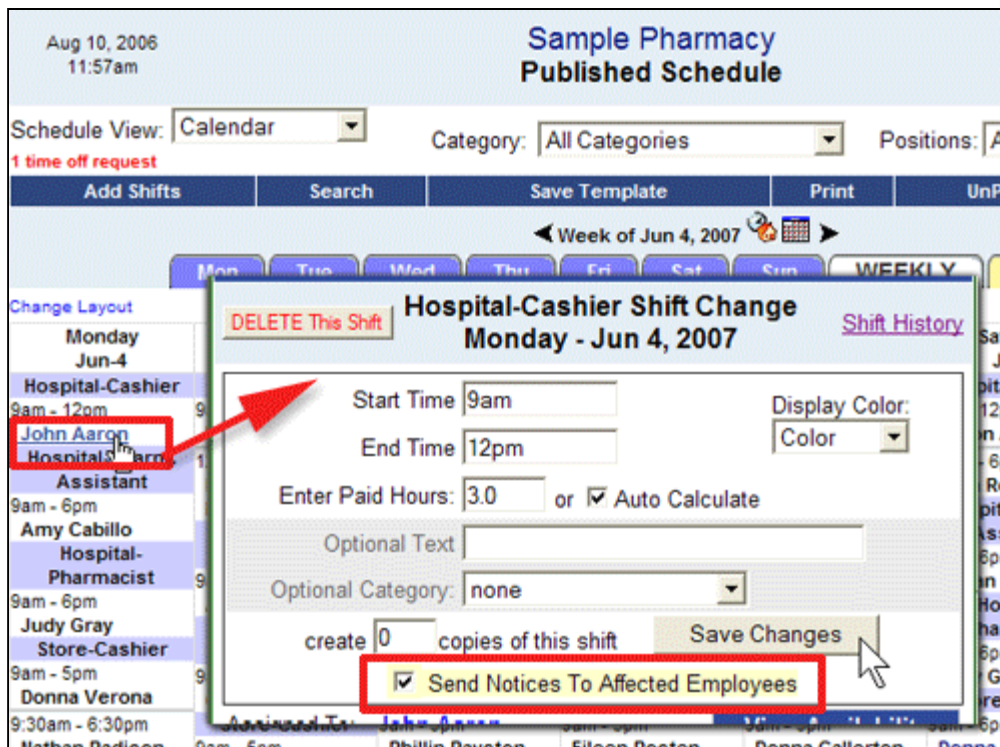
Optional Category: none

Cancel Change Worker or Clone This Shift Save Changes

To prevent notices from going out when you make changes to a single shift:

On any Published weekly Schedule View:

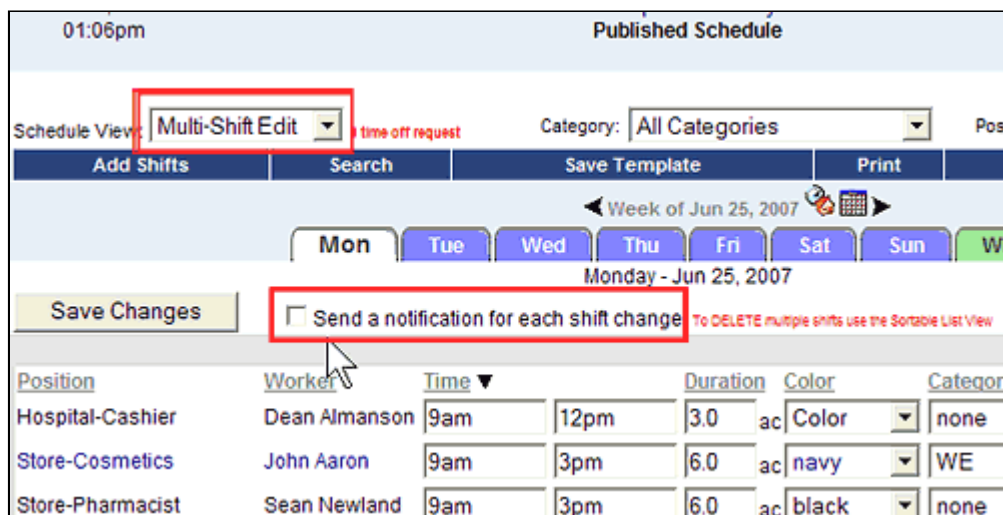
- Click on the shift to open the Shift Change window
- Uncheck the box next to "Send Notices To Affected Employees"
- Make the changes to the shift
- Click **Save Changes**



OR to change a number of shifts at one time and not send out notifications:

On any Published Schedule View

- In the Schedule View dropdown choose **Multi-Shift Edit** (you can click a day tab to see one day or the Week tab to view shifts for the whole week)
- Make the changes to shifts (the rows changed will appear green)
- Uncheck the "Send Notices To Affected Employees" box
- Click **Save Changes**



Related Topics:

- Editing Multiple Shifts at Once
- Adding Shifts to a Schedule
- Unpublishing
- Enter E-Mails for Automatic Forwarding

Preventing or Missing E-Mail Notices

When you enter an e-mail address for an employee it is assumed that you want to have WhenToWork messages and published schedules forwarded to them automatically so those notifications are defaulted to on. If emails are not being received it is likely due to the employee's mail program blocking the messages as spam.

Employees can sign in using their ID/password and change their notifications or stop e-mail forwarding.

"Invalid" - Sometimes e-mails are prevented from getting through because of a problem with the recipient's e-mail (their e-mail box is full or they have a spam filter that is stopping and/or returning messages). If our system receives messages bounced back from an e-mail address that states "unknown user" it assumes the address is incorrect and the e-mail address is automatically marked as "Invalid." If so you will want to contact the employee to check the accuracy of the address or inquire about any spam filters or mail problems they may have. Your "What's New" section on the manager home page will alert you when an employee's e-mail has been marked as "Invalid."

Changes to Published Schedules - Normally when you make changes to published schedules notices are sent out to the affected employees. You can uncheck the box in the Shift Change window (or on the Schedule View page you are working on) to prevent these notices from going out.

Related Topics:

- [Editing Employee Details](#)
- [Automatic Notices Sent to Employees](#)
- [Making Changes \(after Publishing\)](#)