

# My Schedule

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# Overview

My Schedule section is intended to plan your schedule for the near future and gives you the opportunity to

- mark days off (if your schedule differs from the standard),
- mark regular shifts,
- mark healthcare time,
- plan vacations,
- mark duty shifts,
- mark specific schedules,
- leave comments.

The screenshot displays the 'ACTION TRACKER' interface. On the left is a dark sidebar menu with options: User Menu, Check In & Out, User Profile, Action History, and My Schedule. The main area is titled 'Schedule' and shows a calendar for 'September 2025'. The calendar grid has columns for SUN, MON, TUE, WED, THU, FRI, and SAT. Each day cell contains a date, a shift type (e.g., 'DOW', 'RS', 'VA', 'SL', 'DS', 'HL', 'BT', 'RW'), and a time range (09:00:00 to 19:00:00). Days 11 and 12 are highlighted in green, 17 in blue, and 18 in purple. Days 1, 2, 3, 4, 5, 6, 7, 13, 14, 20, 21, 27, 28, 29, 30, 31, and the days from Oct 1-4 are in grey. On the right, there are two 'Statistics' boxes. The first is for 'This month' with a bar chart showing counts for each shift type: DOW (9), RS (16), VA (3), SL (1), DS (1), HL (0), BT (0), RW (0). The second is for 'This Year' with counts: DOW (105), RS (245), VA (3), SL (1), DS (1), HL (10), BT (0), RW (0).

On the right are the monthly and annual statistics.

Schedule

< September 2025 >

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 09:00:00 19:00:00	2 09:00:00 19:00:00	3 09:00:00 19:00:00	4 09:00:00 19:00:00	5 09:00:00 19:00:00	6
7	8 09:00:00 19:00:00	9 09:00:00 19:00:00	10 09:00:00 19:00:00	11	12	13
14	15	16	17 09:00:00 19:00:00	18 09:00:00 19:00:00	19 09:00:00 19:00:00	20
21	22 09:00:00 19:00:00	23 09:00:00 19:00:00	24 09:00:00 19:00:00	25 09:00:00 19:00:00	26 09:00:00 19:00:00	27
28	29 09:00:00 19:00:00	30 09:00:00 19:00:00	1 ☰	2	3	4

Statistics:

This month:

DOW RSVA SLDSHLBT RW  
9 16 3 1 1 0 0 0

This Year:

DOW RSVA SLDSHLBT RW  
105 245 3 1 1 10 0 0

# Planning your schedule

By choosing the type of days you want to schedule, you can specify the desired dates for the selected event.

To do this, you need to select the day (or days) that interest you:

Schedule

< November 2025 >

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 09:00:00 19:00:00	4 09:00:00 19:00:00	5 09:00:00 19:00:00	6 09:00:00 19:00:00	7 09:00:00 19:00:00	8
9	10 09:00:00 19:00:00	11 09:00:00 19:00:00	12 09:00:00 19:00:00	13 09:00:00 19:00:00	14 09:00:00 19:00:00	15
16	17 09:00:00 19:00:00	18 09:00:00 19:00:00	19 09:00:00 19:00:00	20 09:00:00 19:00:00	21 09:00:00 19:00:00	22
23	24 09:00:00 19:00:00	25 09:00:00 19:00:00	26 09:00:00 19:00:00	27 09:00:00 19:00:00	28 09:00:00 19:00:00	29
30	1	2	3	4	5	6



Statistics:



This month:  
DOW RS VASLDSHLBT RW  
10 20 0 0 0 0 0 0



This Year:  
DOW RS VASLDSHLBT RW  
105 245 3 1 1 10 0 0

After that, an editing window for the schedule will open in front of you:


## Schedule Editing



Day Start 11/18/2025  



Day Finish 11/20/2025  

Schedule Type  
Duty Shift  

Comment \_\_\_\_\_

Custom Working Hours  

Day Start 11:00 AM  

Day end 09:00 PM  

In this window, you can:

- select the days for applying a specific type of work schedule,
- choose the type of work schedule,
- leave a comment, if necessary (it will be visible to your supervisor),
- specify a non-standard work schedule (if it involves a duty shift or if you have agreed on such a schedule with your supervisor).

To complete and save the added events, click "Submit".

To cancel the changes, press "Cancel".

After you save the changes, you will be notified that you need to receive approval from your manager.

# Schedule

< November 2025 >

This month have pending changes to be approved by your supervisor!

Hide Pending

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3 09:00:00 19:00:00	4 09:00:00 19:00:00	5 09:00:00 19:00:00	6 09:00:00 19:00:00	7 09:00:00 19:00:00	8
9	10 09:00:00 19:00:00	11 09:00:00 19:00:00	12 09:00:00 19:00:00	13 09:00:00 19:00:00	14 09:00:00 19:00:00	15
16	17 09:00:00 19:00:00	18 11:00:00 21:00:00	19 11:00:00 21:00:00	20 11:00:00 21:00:00	21 09:00:00 19:00:00	22
23	24 09:00:00 19:00:00	25 09:00:00 19:00:00	26 09:00:00 19:00:00	27 09:00:00 19:00:00	28 09:00:00 19:00:00	29

Statistics:

Pending month:  
DOW RS VASL OSHL BT RW  
10 17 0 0 3 0 0 0

This Year:  
DOW RS VASL OSHL BT RW  
105 245 3 1 1 10 0 0

The statistics will display the number of selected days for each event.

**Important:** you cannot mark the days in the calendar retroactively.