

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 VA SL DS HL BT RW
10 20 0 0 0 0 0 0

This Year:
DOW RS VA SL DS HL BT 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

The screenshot shows a 'Schedule Editing' form with the following fields and controls:

- Day Start:** 11/18/2025 (with a calendar icon)
- Day Finish:** 11/20/2025 (with a calendar icon)
- Schedule Type:** A dropdown menu currently showing 'Duty Shift'.
- Comment:** A text input field.
- Custom Working Hours:** A checked checkbox.
- Day Start:** 11:00 AM (with a clock icon)
- Day end:** 09:00 PM (with a clock icon)
- Submit:** A green button.
- CANCEL:** A red button.

Red arrows in the image point to the Day Start date, Day Finish date, Schedule Type dropdown, Comment field, Custom Working Hours checkbox, Day Start time, and Day end time.

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.

Revision #18

Created 17 January 2024 10:41:07

Updated 12 September 2025 14:33:09 by ATMan