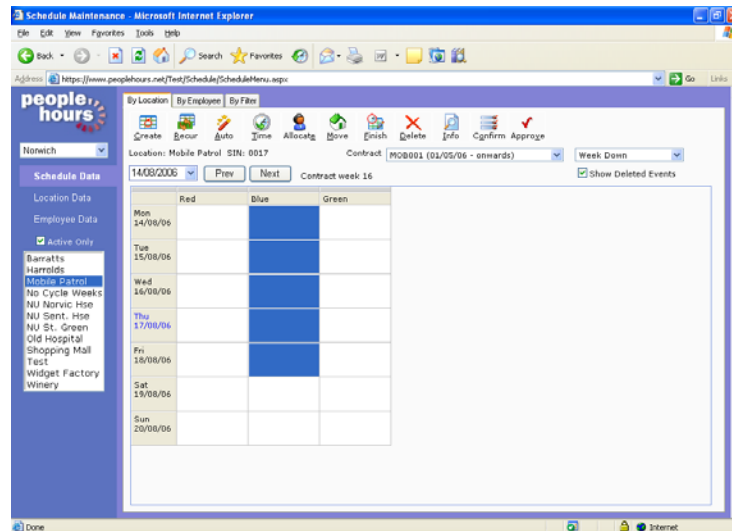


Creating Diary Events with Employees – By Location

Select the Schedule Data tab from the left of the window.

Select your new location from the list displayed on the left of the window.

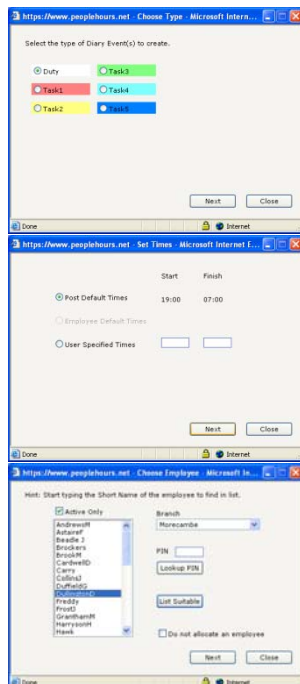
Select the By Location tab from the top of the window. The application will display the By Location window showing details of the selected location, see below.



Select the contract you wish to create Diary Events for from the Contract drop down list at the top of the window.

Select the week that you wish to create Diary Events for.

Select each of the days under one of the posts that you wish to create Diary Events for by clicking on them.



Click on the 'Create' button, if there has been more than one event type set up that can be scheduled to a post, the Choose Type window will be displayed. If there is only one event type set up that can be scheduled to a post the display the employee selection window will be displayed.

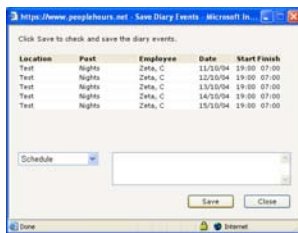
Select the event type required and click on the 'Next' button.

The application will display the Set Times window. This will display the default times of the post set up in Location Data.

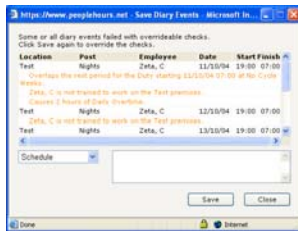
Click on the 'Next' button.

The Choose Employee window will be displayed.

Enter the PIN number of the employee who will be assigned to the Diary Events and click on the 'Lookup PIN' button or use the active search function to find the employee. Once the correct employee is highlighted, click on the 'Next' button.



The application will now display the Save Diary Events window. You can at this time enter a comment that will be saved against each of the events.



Click on the 'Save' button and the application will now validate the employees against the Diary Events and display any Event Check failures found. Over-rideable checks are displayed in **amber**; non override able checks are displayed in **red**. If there are non over-rideable checks displayed, the 'Save' button will be greyed out.

If there are non-over-rideable checks found you will need to click on the 'Close' button and either resolve the conflict or select another employee. Otherwise click on the 'Save' button and the application will create the Diary Events and assign the selected employee.

Repeat for each post set up for the location.

