

Changing Diary Events Times

This function allows the user to apply individual changes to times for Diary Events in response to changing operational requirements. If there is a permanent change to the requirements, the data should be changed in the Locations: Posts screen and the Recurring events updated.

The process can be carried out on both the By Location and By Employee views.

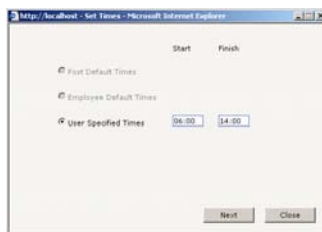
Open the Schedule application.

Select the Schedule Data tab.

Select the data view you wish to work in, By Location or By Employee.

Select the location or employee you wish to view.

Select the event or events that you wish to amend, by clicking on each to highlight them.



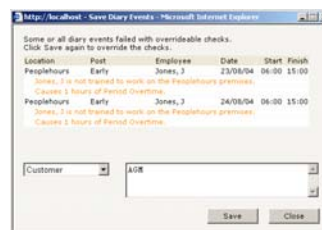
Click on the 'Time' button. The application will display the Set Times window. The times will default to the current times.

Amend the event times as required and click on the 'Next' button.



The application will now display the Save Diary Events window. This window will list each of the events selected. You can at this time enter a comment against the events to record the reason for the change.

Click on the 'Save' button.



The application will now perform all of the required event checks. If any event checks fail, these will be displayed in the window. Over-rideable checks are displayed in **amber**; non over-rideable 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 modified events will be saved.

Changing Employee Allocated to Diary Event(s)

Open the Schedule application.

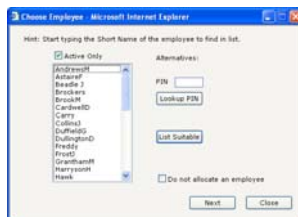
Select the Schedule Data tab.

Select the data view you wish to work in, By Location or By Employee.

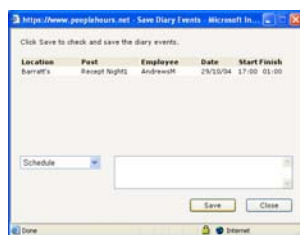
Select the location or employee you wish to view.

Select the event or events for which you wish to change the employee.

Click on the 'Allocate' button. The application will display the Choose Employee window.

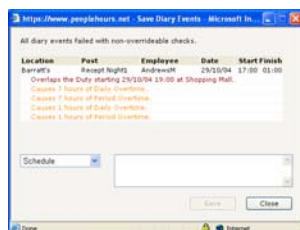


Enter the PIN number and click on the 'Lookup PIN' button or use the active search function locate the required employee. Once the correct employee is highlighted, click on the 'Next' button.



The application will display the Save Diary Events window listing details of all of the events selected.

Click on the 'Save' button.



The application will now apply all necessary event checks against the events and will display any Event Check failures found. Over-rideable checks are displayed in **amber**; non over-rideable 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 replace the employee.