

An example of a “Work Schedule pattern”:

(Upon reaching your “home page” on the Staff Easy website, click on the “My Info” tab, then the “Work Schedule” link in blue lettering to reach the page displayed below. Click on “Add Pattern”, select the dates you need the software to attend to, then choose from the drop down window options regarding “Work Status”. You can set this feature up to conform to either available or unavailable periods. Please remember to attend to this feature promptly if your schedule ever changes in order to receive more work offers)



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Jimmy J. Stamps

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Thursday, November 9, 2006

Jimmy J. Stamps -> Work Schedule

[General Information](#) > [System Access](#) > [Contact Methods](#) > [Work Schedule](#)

Unavailable Hours			Work Status:	Available Unless Specified	<input type="checkbox"/>
Selected Weekdays	Daily Times	Recurrence Type	Start Date	End Date	Add Pattern
Mon, Wed, Fri	08:00 AM - 04:00 PM	Every Week	01/01/2006	01/01/2007	View Edit Delete

An example of the “Add Pattern” pop-up window:

(This will display upon clicking the “Add Pattern” link on the Work Schedule page)

STAFFeasy

Page 1 of 1

Work Schedule -> Add Pattern

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◆ **Apply Template:** --- Select ---

or

◆ **Availability Type** Available Unavailable

◆ **Weekdays**

Su	M	Tu	W	Th	F	Sa
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

◆ **Daily Start Time** 8 AM :00 min All Day

◆ **Daily End Time** 4 PM :00 min Ends On Next Day

◆ **Recurrence Type** Every Week

◆ **Pattern Start Date** 01/01/2006

◆ **Pattern End Date** 01/01/2007
{optional}