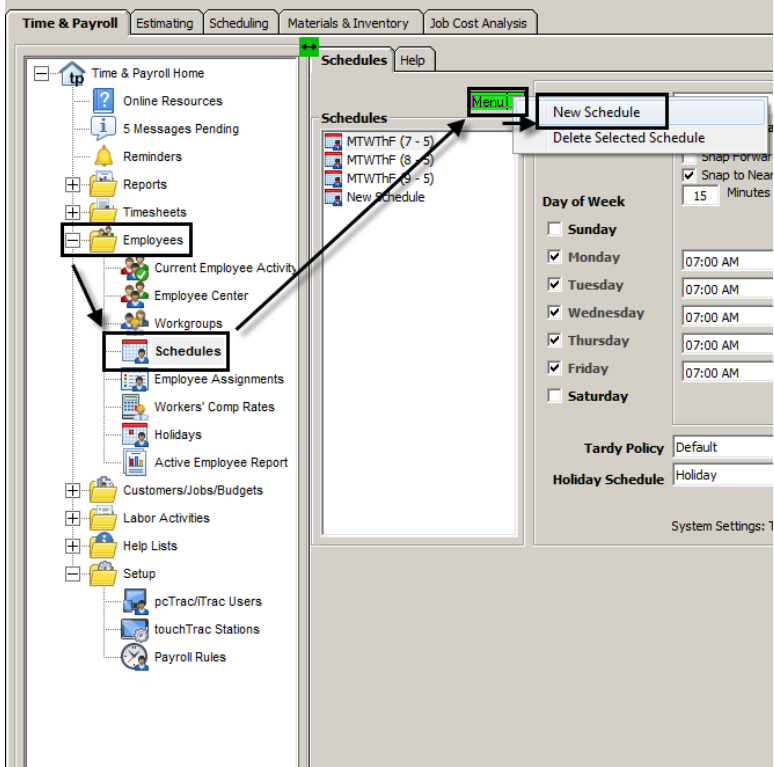


How To Create A Schedule



1. Go to the Employees Folder
2. Open Schedules
3. Click the Menu button
4. Click "New Schedule"

5. Use all tabs and fields available to input schedule information

Day of Week	Scheduled Start Time	Scheduled Lunch Start	Scheduled Stop Time
<input type="checkbox"/> Sunday			
<input checked="" type="checkbox"/> Monday	07:00 AM	12:00 PM, 60 Mins	05:00 PM, 9 Hrs
<input checked="" type="checkbox"/> Tuesday	07:00 AM	12:00 PM, 60 Mins	05:00 PM, 9 Hrs
<input checked="" type="checkbox"/> Wednesday	07:00 AM	12:00 PM, 60 Mins	05:00 PM, 9 Hrs
<input checked="" type="checkbox"/> Thursday	07:00 AM	12:00 PM, 60 Mins	05:00 PM, 9 Hrs
<input checked="" type="checkbox"/> Friday	07:00 AM	12:00 PM, 60 Mins	05:00 PM, 9 Hrs
<input type="checkbox"/> Saturday			

Tardy Policy: Default
 Holiday Schedule: Holiday
 Total Hours: 45

System Settings: Time values are rounded to the nearest 3 minutes