

# FUNCTION 1 SCHEDULER DEMONSTRATION

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1

This demonstration is *just to demonstrate our software* that we presented at the All Craft Conference and during our webinar, demonstrating 'How to input into the scheduler'.

**NOTE:** We will start with the 'Tour 1 Schedule'. Open the folder: With the scheduler you have to open 'ALL' three (3) files together.

## INPUTTING DATA

Open each of the below files:

- Data Collection File
- Shift Schedule
- Weekly Schedule

**Go back to the excel file:** Go to the Data Collection portion; that's where we will need to input the data we need for Function-1

**Go to the date:** Type in the date 11/1/2011.

**Go to 'Office Name':** For this demonstration only use the following:

**Enter:** "Buffalo P&DC"

**Click on-** where it says "Finance Number"- **type in '351026'** (again, this is just an example) of what information we will get for scheduler.

The next section is "Automation Letters on Saturday"- What we are going to do for this demonstration, is give you a small set of numbers

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

2

that might be utilized to work in Automation. These numbers are small and just to show you how the workbook is to be inputted.

For: Saturday enter 25 hit tab

Sunday enter 25 hit tab

Monday enter 25 hit tab

Tuesday enter 27 hit tab

Wednes enter 18 hit tab

Thurs enter 18 hit tab

Friday enter 18 hit tab

Now we are going to do the same thing for "Automation Flats". Go on to Saturday; these are going to be work hours. Remember, these are just examples.

Saturday – Enter 18 hit tab

Sunday- Enter 18 hit tab

Monday- Enter 18 hit tab

Tuesday- Enter 18 hit tab

Wednes- Enter 16 hit tab

Thurs- Enter 16 hit tab

Friday- Enter 16 hit tab

Now, go down to where it says "For the week of Starting".

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

3

It always has to start with a Saturday's start date 'only'.

**For example:** We are going to use (11/5/2011) as the date- this is a Saturday. Whatever date you do scheduling has to start with Saturday date only.

**Scroll down:** Now we are going to look at the 'total number of hours' at the facility based on total number of weekly hours. Where it says "276", that's the total weekly hours entered for both automation and flats operations. There is nothing for you to input in where it is 'Blue & Green'. The data is automatically inputted for you.

**Based on data we put in:** You have Automation Letters 156 hours

You have Automation Flats 120 hours

**Scroll down-** to the rest of the workbook. Where it says 'Actual hours', for automation letters, notice now it says '0'. As we go into the workbook and make desirable schedules that section will be automatically populated for you. There's nothing for you to do. It's only here for reference point.

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

4

The next section where it says 'Enter time and review hours' MON-FRI:  
We are going to click on 'Automation Letters' start time.

All our programs for Function 1 & 4 work with hours and units. The hours are in a 24 hour clock. Everything has to be inputted in as 24 hour clock with units, not minutes.

For automation letters M-F: In our example we are going to:

Enter 20.25, the (.25) represent units

Hit the enter key

Now we are going to put the time that Automation Flats starts on Tour 1 Schedule. For Saturday and Sunday

Enter as 20.50

Hit the enter key.

**Scroll down-** that's all we are going to do here, but we would do the same for manual letters, and manual flats, and other.

Where it says enter time and review hours for Sat & Sun

**Click on start time** for 'Automation Letters'.

If your office has the same starting time as during the week, enter that time. If same starting time Sat and Sun as during the week, just use 20.25

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

5

In our example we are going to say it has a different starting time on Saturday/Sunday:

For Saturday and Sunday:

Input 20.50

Hit enter key

Automation Flats enter it as 21.00

Hit enter key

Look where it says time conversion. Next to start time and units, there is time conversation. It will show you regular time is 8:15 for automation letters, and, 8:30 for automation flats. It will convert to military time in hours and minutes. Data we are going to be inputting is going to be hours and units.

This is all we need to put in for Function 1 for the data that we are going to get from management.

Click on 'Schedule Worksheet Tab'. On Top see 'Tour 1'- where you see Job and Job ID:

- Job ID #1 represents Automation Letters
- Job ID #2 represents Automation flats
- Job ID #3 represents Manual letters
- Job ID #4 represents Manual flats
- Job ID #5 represents Other

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

6

Total hours assigned show '0' because we haven't done the schedule yet. As we populate the schedule you will see how hours will be put into each job ID numbers. Next line is the 'available hours to assign'.

Based on data we put in '276 hours' are the totals for automation letters and automation flats.

Look at the bottom line where it says 'total'. Look at Saturday

- ❖ Automation Letters- we have 25 hours available to schedule
- ❖ Automation Flats- we have 18 hours available to schedule
- ❖ Total of 43 hours for the two operations.
- ❖ Same applies for the rest of the days of the week

### CREATING DESIRABLE DUTY ASSIGNMENT

Click on 'job'- go to arrow drop down tab

Click on 'drop down tab' start schedule with 'Automation Letters'

Click on 'automation letters'.

**Employee 1-** create Sat/Sun/Mon as off days go to:

**Sat-** go to drop down tab, click on 'off' and hit tab key

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

7

**Sun-** go to drop down tab, click 'off' Hit tab

Hit tab until you get to two (2) hours per week.

For this schedule we will make this assignment as a 40 hour assignment.

**Click on drop down arrow** and select #40 for 40 hr work week

**Click on tab**, the length of lunch break (.5) which represents 30 minutes.

**Click drop down arrow**, then click .5

Click on job for employee #2

***You will see work schedule that (Employee Number 1 now has a 4(10) (4 days with 10 hour schedule)***

**Note: If you scroll over you will see 'No Change'. This is for future use only.**

**We are still working with Automation Letters. We will be using automation letters until there are 'NO' hours available.**

**Employee 2-**

Click on job type- 'Automation Letters' (give Tues/Wed as R/Ds)

Tab until get to Tues, select arrow 'off',

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

8

Tab until get to Wednesday, select arrow 'off',

Tab until you get to hours per week

For this schedule we will make this assignment as 40 hours.

Tab and select 40 for the work week or type 40

Click tab button, lunch break type in (.5) which represents 30 minutes then click tab

***Note: there is a short cut, if make 40 hour schedule type in #40 and hit tab key, forty will automatically come up after click tab key***

### Employee 3-

**Let's look at automation letters**-Based on what we have done we have:

17 hours available S/S/M/T

8 hours available on Wednesday

0 hours available on Thurs/Fri

They will have to be off on Thurs/Friday because no hours available

### Employee #3 cont'd:

Click on job type- 'Automation Letters'

Tab until get to 'Thursday' select arrow select 'off',

Tab until get to 'Friday' select arrow 'off'



## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

9

Tab until you get to hours per week drop down arrow for 40, or type 40, and Tab for lunch (.5)

Now we will click over to employee number 4 on to the word job

Go back and look at each employee and what you have given them so far. How many hours do we have in automation letters?

**Employee 4:** will have 9 hrs a day S/S/M/T with total of 36 work hours. This employee will have Wednes/Thurs/Friday off.

Click to the Word 'Job:

We are going to give this employee a 36 hour work week with W/T o

Select job title: 'Automation Letters'

Tab to Wednesday hit tab key select 'off' hit tab

Click on arrow select 'off', tab select 'off', tab

Hit tab and type in 36, hit tab

Lunch .5

Click on Employee #5 on the job

Automation letters is finished.

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

10

**Employee 5:** There are no available hours for employees in automation. Again, automation is now finished.

**Note:** If there are no hours available for nontraditional assignments, we are not creating schedules for PSEs. Our schedules are for Traditional and Non-Traditional jobs. Just leave the available hours alone.

Again, follow the steps used for the previous employees, but use Automation Flats.

Next is the schedule for **Automation Flats:**

**Employee #5** can now be assigned to 'Automation Flats'.

Click on arrow: click on 'automation flats'

Give a Saturday and Sunday off

Hit Tab, Saturday click 'off' and hit tab

Click on arrow word 'off'

Tab until get to hours per week Type in '40'

Hit Tab- lunch break .5

Click on job for Employee #6

As you did the schedule the hours will automatically decrease if they work that day. If they are off the hours will remain the same.

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

11

### Employee # 6 select job

Click on arrow: 'Automation Flats', give Monday and Tuesday Off

Hit Tab, until reach Monday click on arrow word 'off'

Hit Tab, click on arrow click on 'off' and tab until get to hours per week and type in '40'

Hit Tab- lunch break enter .5

### Click on job for Employee #7

Look at what we created for employee #6

40 hr schedule with work hour type of 5(8)s

For employee number 7- we need to look at available hours for automation flats

S/S/M/T we have 10 hours which would be a nice 4(10) schedule

### Employee #7

**Click on arrow:** select 'automation flats' give Wed/Thurs/Fri off

Hit Tab, Wed click arrow click 'off' hit tab click on arrow 'off'

Hit tab, click on arrow 'off'

Hit Tab until get to hours per week and type in '40'

Hit Tab- lunch break .5

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

12

Look at employee #7 and you see:

40 hour schedule, 4(10) schedule type

Top says available hours, available hours '0'. Nothing left. Can't create a nontraditional assignment -so we don't make schedules for PSEs. Make sure you look at what's available as you make the schedule. Look at what's available for each operation.

**Click on:** job for Employee #8

**This completes Function 1 \*\*\*\*\***

Look at what the rest of the workbook look at.

**Click on:** 'Breakdown of employees' filter- to see how many people are off on any given day.

Next tab- employee's bar graph- scroll down see full graph. Notice what the 1<sup>st</sup> bar graph has?

Four employees- in automation letters

Three employees assigned- In automation flats-

Bottom of your bar we have three excel files; we have Data Collection where we just put the information in.

Now we are going to click on the Shift Schedule file.

## FUNCTION 1 SCHEDULER DEMONSTRATION

Pat Williams & Mike Barrett

13

Saturday schedule we are showing employee one with no name, no job ID, no begin tour no end time and no total hour that's because Saturday they are off.

Employee #2- look at the begin hours and minutes- Total Hours and minutes- is 8 hours and 50 units. We are including the lunch time. Management does not include lunch.

The purpose is to put together desirable duty assignments. You are only trying to create desirable duty assignments.

You can click on each day to see where a person is, and is not scheduled.

We are including the lunch time from begin tour to end tour. You can click on each day of the week. Go to excel file and click on weekly schedule. For the week of, it has the dates you entered in the data collection file. Week and year is 45<sup>th</sup> week of the calendar year, not fiscal year.

This concludes Function 1. You can close out the files.

**Remember:** We want to use Actual Hours required to complete the task. We will use actual hours.

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