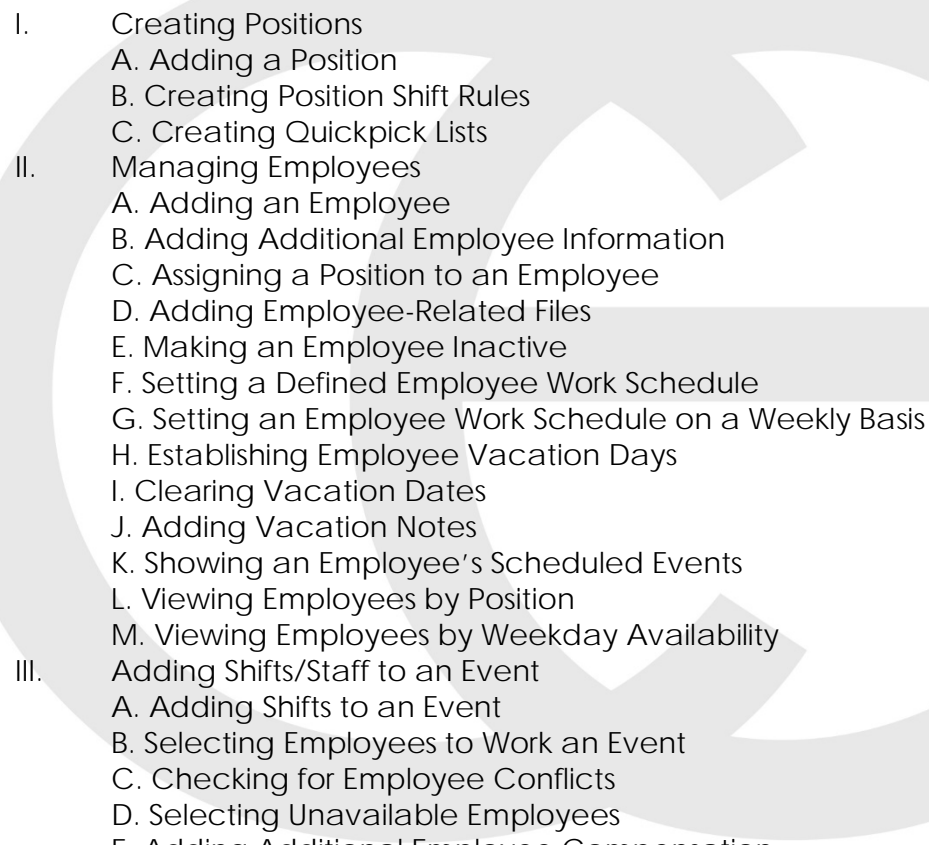


# Employee Manager Class Syllabus

## Topics Covered:

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- I. Creating Positions
    - A. Adding a Position
    - B. Creating Position Shift Rules
    - C. Creating Quickpick Lists
  - II. Managing Employees
    - A. Adding an Employee
    - B. Adding Additional Employee Information
    - C. Assigning a Position to an Employee
    - D. Adding Employee-Related Files
    - E. Making an Employee Inactive
    - F. Setting a Defined Employee Work Schedule
    - G. Setting an Employee Work Schedule on a Weekly Basis
    - H. Establishing Employee Vacation Days
    - I. Clearing Vacation Dates
    - J. Adding Vacation Notes
    - K. Showing an Employee's Scheduled Events
    - L. Viewing Employees by Position
    - M. Viewing Employees by Weekday Availability
  - III. Adding Shifts/Staff to an Event
    - A. Adding Shifts to an Event
    - B. Selecting Employees to Work an Event
    - C. Checking for Employee Conflicts
    - D. Selecting Unavailable Employees
    - E. Adding Additional Employee Compensation
  - IV. Managing Multiple Shifts
    - A. Displaying a Day/Date Range of Shifts
    - B. Batch E-mailing a Confirmation Request
    - C. Confirming Staff for an Event
  - V. Tracking Employee Information
    - A. Viewing Staffing in the Scheduler
    - B. Creating Groups of Staff Calendars
    - C. Printing an Employee Staffing Schedule
    - D. Printing a Scheduled Shifts Report
    - E. Running a Staffing Activity Query
  - VI. Q & A