Managing Your Staff in Employee Manager
Class Syllabus

Topics Covered:

I. Creating Employee Manager Defaults
   A. Adding Employees
   B. Filling Out the Address Tab
   C. Adding Additional Employee Information
   D. Adding Employee Related Files
   E. Adding a Position/Shift
   F. Establishing Shift Rules
   G. Creating Employee Manager Quickpick Lists

II. Managing Your Default List of Employees
    A. Assigning a Position to an Employee
    B. Making an Employee Inactive
    C. Setting an Employee Work Schedule
    D. Setting a Work Schedule That Varies
    E. Establishing Employee Vacation Days
       1. Setting Employee Vacation Days
       2. Clearing Selected Vacation Dates
       3. Clearing All Vacation Dates
       4. Adding Vacation Notes
    F. Showing an Employee’s Scheduled Events
    G. Viewing Employees by Position
    H. Viewing Employees by Day of the Week (Weekday Availability)

III. Managing Your Event Staff
     A. Selecting Event Staff
     B. Managing Event Shifts
     C. Viewing Shift Cost Estimates
     D. Customizing the Shift and Employee Grids in Event Manager
     E. Printing a Staffing Sheet for an Event
     F. 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 Data
    A. Viewing Staffing in a Calendar
    B. Creating Groups of Staffing Calendars
    C. Printing an Employee Staffing Schedule
    D. Printing a Scheduled Shifts Report
    E. Running a Staffing Query