Getting started

In this guide, we will walk you through the process of creating your first schedule using our user-friendly interface.

Creating Your First Schedule

To create your first schedule, follow these simple steps:

1. Locate the button with a plus sign 'Add employee' in the interface.
2. Click button to open schedule creation form.
3. A form appear where you can fill in all the necessary information for your schedule. Provide details such as the schedule name, start, end dates and any additional notes.
4. Ensure you have included all the required information for accurate scheduling.
5. Once you have filled in the necessary details, click on the 'Save' button to finalize and save your schedule.

Creating Groups

Note: Creating groups with well-defined constraints and rules is crucial for an organized and efficient schedule. Follow the steps below to set up groups with hard and soft constraints.

Creating Groups:

1. Access the 'Groups' section in scheduling platform.
2. Click on the 'Create New Group' button
3. Provide a name or label for the group, such as "Sales Team" or "Supervisors"
4. Customize any necessary settings specific to the group.
5. Configuring Constraints: Define hard constraints for the group, such as specific working hours or mandatory group assignments.
6. Configure soft constraints, which are preferences or recommendations that can be considered during scheduling but may be adjusted if necessary.
7. Click 'Save' to create new group.

Adding Employees

1. Navigate to the "Employees" section or tab.
2. Look for the "Add New Employee" button to open employee creation form.
3. Enter the necessary details for each employee, such as name, contact information, and any other relevant information.
4. Assign the employee to a group by selecting the appropriate group from the available options.
5. Configuring Constraints: Define hard constraints for each employee, such as preferred shifts, maximum working hours, or specific off-days.
6. Click 'Save' to add employee.

Setting up Shifts

1. Access the "Shifts" section where you cann manage shifts.
2. Click on "Create New Shift" button.
3. Specify the shift details, such as start time, end time, and any specific requirements. Assign the shift to the relevant group(s) or employee(s).
4. Configuring Constraints: Define hard constraints for each shift, such as mandatory skills, minimum staffing levels or preferred employee assignments.
5. Click 'Save' to create new shift.

By following these steps in each section, you can create well-structured groups, employees, and shifts while considering their respective hard and soft constraints. This approach ensures an organized and efficient scheduling process that aligns with the requirements and preferences of your workforce.

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