

SOP 07 | Scheduling

Set weekly service times and staffing defaults

Set the recurring service windows that scheduling uses.

For Web and mobile · Administrator / Supervisor

Before you start Know the property-local workdays, start and end times, and people needed.

Open Manage > Service defaults

Step 1 Choose the property

Open Service defaults on web, or Manage then the property and Weekly service times on mobile. Verify the property time zone.

Step 2 Set the common time

Set start and end once for the selected service days. New templates default to 8 PM through 10 PM; existing saved times are preserved.

Step 3 Choose days and headcount

Select the weekdays requiring service and enter People needed. Use Different times by day or extra windows for exceptions rather than overwriting them.

Step 4 Review and publish

Review every selected day, overnight end time and headcount. Enter the required reason, then save or publish the week. Check the resulting version.

Step 5 Assign dated shifts

Open Schedule to assign people. Property-local start and end times appear beside property names. Saving defaults does not assign or accept a shift.

Check your result The saved weekly service windows and required headcount appear in the staffing calendar.

If something goes wrong If a day has no service time, add one before staffing it. Check the property time zone and date when a window appears on an unexpected day.

See the picture reference on the next page.

SOP 07 Picture reference

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Weekly service schedule

Synthetic property

America/Chicago · Select days, then tap their times to edit.

Same time on every selected day

8:00 PM–10:00 PM · Edit times

✓ Mon

Tue

✓ Wed

Thu

Fri

Sat

Sun

Different times by day / extra windows >

How many people are needed?

For each service time

–

1

+

Review week

Step 3 · Choose service days, then set one common start and end time and the people needed.
Application component preview with training data. Native permission prompts may differ.

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