

SOP 13 | Scheduling

Read the staffing calendar

Find open service windows and distinguish assignment from acceptance.

For Web and mobile · Administrator / Supervisor

Before you start Recurring service times should already be saved for the property.

Open Schedule

Step 1 Choose the week and property

Open Schedule. Use Previous week or Next week and the Property filter. Times are local to each property.

Step 2 Filter staffing status

Use Needs people, Waiting for acceptance or Fully accepted to find the work requiring attention.

Step 3 Open a day or shift

Select a shift card to see the required people, current assignments and gaps. On phones use the day selector and pagination.

Step 4 Inspect person view when needed

Open View options & assignment tools and switch Calendar rows to Person. Select a person to review their week.

Check your result You can identify uncovered time and shifts still waiting on worker replies.

If something goes wrong Fully accepted means staffing is confirmed; it does not mean the run was completed. Clear filters before concluding a shift is missing.

See the picture reference on the next page.

SOP 13 Picture reference

Read the staffing calendar

DK VALET

DK WORKFORCE

DK Valet

DAILY OPERATIONS

Schedule

Today

Schedule

Review

People

Manage · setup & administration

Help & SOPs

AUTHORIZED PROPERTIES ONLY

Sign out

Schedule

Synthetic DK Valet Organization · staffing and assignments

Property schedule

Week of 2026-09-28

Property

All properties

Staffing

All shifts

Staffing guide · local property times

View options & assignment tools

Clear filters

Property coverage · 2026-09-28

PROPERTY	MON, SEP 28	TUE, SEP 29	WED, SEP 30	THU, OCT 1	FRI, OCT 2	SAT, OCT 3
LAKESIDE COMMONS SHOWCASE AMERICA/CHICAGO	7:47 AM–9:59 AM Confirmed Harper Jackson (completed)		9:47 AM–1:47 PM Confirmed Amelia Taylor (completed), Lucas Thomas (completed)	12:02 PM–4:02 PM Awaiting replies Amelia Taylor (waiting), Harper Jackson (waiting), Henry White (waiting), Lucas Thomas (waiting)	11:47 AM–3:47 PM Confirmed Amelia Taylor (confirmed), Lucas Thomas (confirmed)	11:47 AM–3:47 PM Awaiting replies Amelia Taylor (waiting)
OAK TERRACE SHOWCASE AMERICA/CHICAGO			9:47 AM–1:47 PM Confirmed Evelyn Harris (completed), James Martin (completed)	12:02 PM–4:02 PM Awaiting replies Evelyn Harris (waiting), James Martin (waiting), Luna Garcia (waiting)	11:47 AM–3:47 PM Confirmed Evelyn Harris (confirmed), James Martin (confirmed)	11:47 AM–3:47 PM Awaiting replies Evelyn Harris (waiting)
SYNTHETIC NORTH PROPERTY AMERICA/CHICAGO	6:00 PM–10:00 PM Needs staffing 1 open · Company calendar verification		7:47 AM–9:59 AM Confirmed Maya Thompson (completed)	12:02 PM–4:02 PM Awaiting replies Ethan Johnson (waiting), Maya	11:47 AM–3:47 PM Confirmed Maya Thompson (confirmed), Noah	11:47 AM–3:47 PM Awaiting replies Maya Thompson (waiting)

Step 2 · Schedule: use the property selector and the task controls shown.

Application screenshot with training data.

Version 2026-10-12 | Page 2