# **HOTSCHEDULES RELEASE 4.0.49.1**

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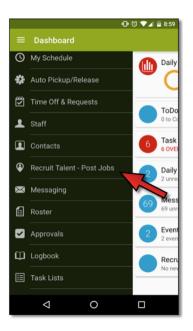
# New Features & Improvements | Mobile

## **Registering for Recruit**

Android users now have the ability to add a profile picture to their Recruit account after registering through the HotSchedules app.

## **Recruit Side Panel Wording**

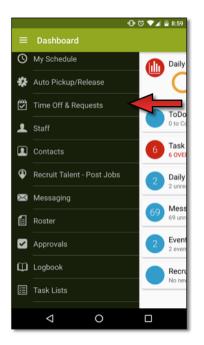
The Recruit menu item has been re-labeled as "Recruit Talent - Post Jobs."





#### **New Time Off**

Paid Time Off is now available for Android users! From the new Time Off & Requests menu item, users will be able to submit Paid and Unpaid Time Off, as well as make Requests depending on the company's permissions.



Although the ability to create Blocked Days is limited to the web, users can tap the Blocked Days icon (1) to view if there are any days unavailable to make Requests or to submit Time Off. Tapping the Plus icon (2) will reveal the user's options which are based on enabled permissions.

31 R 🖬	79'	🕕 😳 💎 🖬 🖬 2:12	31 🖬 79'		•	🕒 🐯 🛡 🖌 🖺 2:10	31 🖬 79"		🕕 🖏 🛡 🖌 🖬 2:12
			÷ в	locked Days			≡ Time C		
	Request Off 4/14/16 All Day	2	<u>*</u>	4/15/16 - A College event you	II Day brings lots of b	usiness. We need	- 4/	equest Off / <b>14/16</b> I Day	
<u> </u>	Paid Time Off 4/24/16 - 4/30/16		<u>x</u>	4/18/16 - A National Taco		II hands on deck!	Create	Time Off - Select Ty	pe
	All Day Pending Approval	I			-		Unpaid	Time Off	0
	Unpaid Time Off		×	7/4/16 - All 4th Of July	Day		Paid Tir	me Off	0
<u> </u>	5/1/16 - 5/2/16		000	10/31/16 -	All Davi	I	Reques	t Off	0
	All Day Approved		×	Halloween	All Day		Reques	t to Work	0
				11/24/16 - Thanksgiving					CANCEL
						I			
						I			
						I			
	⊲ 0			$\triangleleft$	0		⊲	0	



No matter which option the user chooses, the layout is the same.

📥 64'	o د	ð マ 🖌 🖪 9:06
× Create Paid 1	ime Off	SAVE
Earliest available day: Wedne Deadline to request this day:		11:50 PM
Type Paid Time Off		
Starts Wed, 5/25/16	Ends Wed, 5/25/1	16
Shifts All Day		
Reason Graduation ceremony!		
$\triangleleft$	0	

If a user attempts to make a Request or submit Time Off on a Blocked Day, they will receive an error.

Error	
No available shift to request due to a blocked day and/or an existing request.	
ок	



Users can delete their submissions one-by-one, or in bulk by checking the boxes to reveal a Trash icon.

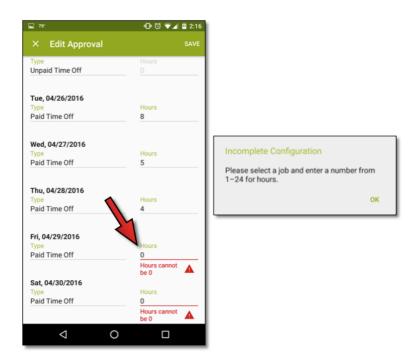
31 🖬 79		🕒 ত 🛡 🖌 🛢 2:04
← 4	Selected	
Ē	Paid Time Off 4/11/16 All Day Approved	
+	Request to Work 4/11/16 Late Night, AM	
<b>=</b>	Request Off 4/13/16 - 4/14/16 All Day	•
<b>=</b>	Unpaid Time Off 5/12/16 - 5/18/16 All Day Pending Approve	
	⊲ (	

Users with access to the Approvals page can view all pending Paid/Unpaid Time Off submissions. By tapping on a specific Time Off, users can now view all overlapping requests (both approved and pending).

79' 🕕 전 🐨 🖬 2:14	🗳 79' 🕐 🖏 🖬 2:14
$\equiv$ Approvals	← Time Off
Paid Time Off Pedro Mijo Mon 4/18/2016 - Fri 4/22/2016 All Day	Unpaid Time Off New Guy Request: Thu, 04/21/16 - Wed, 04/27/16 Shifts: All Day Created: Tue, 04/05/16 @ 08:02 AM
Unpaid Time Off New Guy Thu 4/21/2016 - Wed 4/27/2016 All Day	Reason: Approve Deny Pending/Approved Requests
Paid Time Off Clara Hostin Tue 4/19/2016 - Wed 4/20/2016 All Day Paid Time Off Johnny Lopez Sun 4/24/2016 - Sat 4/30/2016	Paid Time Off Less Paid Time Off Less Johnny Lopez Request: Sun, 04/24/16 - Sat, 04/30/16 Shifts: All Day Pending Apptoval Created: Wed, 04/06/16 @ 02:04 PM Reason: Honeymoon!
All Day	Unpaid Time Off More Rando Dude Request: Sun, 04/17/16 - Fri, 04/22/16 Shifts: All Day Approved
	Paid Time Off More



When users go to approve Paid Time Off, they must select how many hours the employee will be getting paid for. If they fail to do so, they will receive an error message.



# New Features & Improvements | Web

## New Scheduler: Highlight New Shifts in New Scheduler

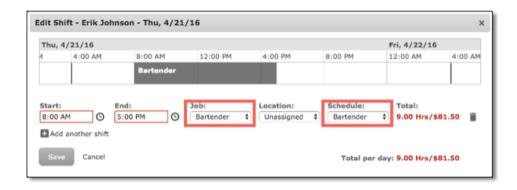
After double-clicking a cell to reveal the New Shift modal and adding a new shift, the cell will highlight green for a brief amount of time to show the shift that was added.

Group: Schedule * 🛛 🔻 Filter							ClassicView SmartView
Name	- Mon, 4/18/16 0	Tue, 4/19/16 0	Wed, 4/20/16 0	Thu, 4/21/16	Fri, 4/22/16 0	Sat, 4/23/16	© Sun, 4/24/16 ©
Bartender 💿							
22.25 / 39.25 <b>\$147.47</b> Full-Time Hourly: 31.1	10:30a - 4:00p Bar 2	10:30a - 4:00p Server	4:00a - 9:30a , 4:00p	-4:00a	4:00p - 10:00p Bar 2	9:30a - 3:30p Bar 1	11:15a - 4:00p Bar 2
					Server 10:30a - 4:00p Server 1	Server 10:00a - 4:00p Server Late Check	
Illie Maye 17.75 / 29.25 <b>\$257.71</b> Part-Time: 22	Partially Available 4:00a - 4:00p	Bartender 6:00a - 11:00a	Partially Available 4:00a - 4:00p	Partially Available 4:00a - 4:00p	Bartender 10:30a - 4:00p Bar 2	Bartender 4:30p - 11:45p Bar 2	Server 10:30a - 4:00p Server
					Server 11:00a - 5:00p Server 1		
Trik Johnson 28.00 / 52.00 \$510.95 Aut-Time: 25.1	Bartender 4:00p - 11:30p Bar 1	Bartender 4:00p - 10:00p Bar 2	Server 4:45p - 11:00p Server	Bartender 8:00a - 5:00p	Server 11:00a - 5:00p Server	Bartender 10:30a - 4:00p Bar 2	Partially Available 4:00a - 4:00p
	Sierver 11:00a - S:00p Sierver 1	Server 4:45p - 10:30p Server 3	4		4		
Fred Hall 19.00 / 37.50 \$330.00 Part-Time: 25.2		Server 3:45p + 10:00p Server Late Check	Bartender 10:30a = 4:00p Bar 2	Bartender 4:00p - 11:30p Bar 1			Bartender 9:30a - 3:30p Bar 1 5erver 10:00a - 4:00p 5erver
							Late Check
	louse Shift Manager 📀	Schedule Summa	ry Forecast Data	a Labor Bud	iget   Labor Vo	lume	V HODE
usser 1:00a - 4:00p of Isthern			Mon, 4/18/16				
1chen			Tue, 4/19/16				
usser 1:00p - 4:00p Husser sid Rohen Köchen	Busser 3:45p - 11:00p Gold Kitchen Kitche	r 11:00p 6:00e - 10 AH Prep m Kitchen	00a				



#### New Scheduler: Default Job and Schedule Auto-Selected

When adding shifts in the New Scheduler, the default Job Code and Schedule is automatically selected for users for a faster experience.



#### New Scheduler: More Insight on Forecast Locks

Previously, users who navigated to a Schedule with Forecast Locks enabled, would only be informed of the locks by hovering their mouse over the Information icon next to the name of the Schedule. The locks are now more clearly communicated with a temporarily-revealed orange bar at the bottom of the screen, and a stationary warning on the Schedule's black header that also acts as a link to the Forecasting pages.

n, 5/22/16 0 neration Required
neration Required
tally Available 0p - 4:00a
tally Available Sp = 4:00a
V HIDE



#### New Scheduler: Viewing Shifts on Other Schedules

Shifts that belong to schedules that aren't being worked on will display in gray so the user can easily tell where and when an employee is scheduled for each day of the week. Furthermore, users are still able to edit the shift of a different schedule by double-clicking the cell.

Driver C Adam Meredith 0 / 0 Unassigned		
Bradley Ricks 8.00 / 16.00 <b>\$106.08</b> Unassigned	Driver 12:00a - 8:00a	In Store 2:00p - 10:00p In Store

#### New Scheduler: Blue ToolTip Updates as Shift is Updated

Whether a user is working on a schedule in ClassicView or SmartView, when he/she drags a shift to encompass a new timeframe, the blue ToolTip will update in real time for a better understanding of what changes are being made.

Edit Shift - Br	adley Ricks -	Wed, 4/13	/16				x
Wed, 4/13/1	16			_		Thu, 4/14,	/16
4:00	AM	MA OC	12:00 PM	4:00 PM 1	:30p - 9:30p 4	12:00 AM	4:00 AM
Driver			In S	itore @			
Start:	End:		Job:	Location:	Schedule		
1:30 PM	9:30 PM	G	In Store	No location	n ‡ Driver	\$ 8.00 Hrs	/\$58.48 📋
Save Ca	ancel				Total	ner day: 8 00 Hrs	/esg 49
Save Ca	Mon, 4/11					per day: 8.00 Hrs	Tue, 4/12/16 +
ame	Map. 4/11	16 ¢ 8:00	) AM	12:00 PM	Total	per day: 8.00 Hrs	
ame tver O fam Meredith	Mon, 4/11		MA	12:00 PM			Tue, 4/12/16 🗘
ame for Maredith 70 sasigned antipy Ricks 00 / 56.00 \$106.08	Mon, 4/11		) AM	32:00 PM			Tue, 4/12/16 +
Ame Cam Meredith Cam Meredith Calley Ricks 20 / 16.0 \$196.08 assigned randon Harbert 0	Mon, 4/11		AM I		4:00 PM		Tue, 4/12/16 +
_	Mon, 4/11		0 AM Briver 8:458 - 4:4	Driver 10:00e			Tue, 4/12/16 🗘



#### New Scheduler: Updated Shift Display

When viewing shifts on the schedule they were created for, the name of the schedule will no longer appear as it does for shifts on other schedules (marked with gray text).

Name	- N	1on, 4/11/16	\$ Tue, 4/12/16	\$ Wed, 4/13/16	\$ Thu, 4/14/16	\$
Driver 🕜						
Adam Me 0 / 0 Unassigned						
Bradley Ricks 8.00 / 16.00 \$106.08 Unassigned		2	Driver 12:00a - 8:00a	In Store 2:00n = 10:00p In Store		

All House Shifts will now have the Schedule label on them to avoid any confusion.



#### **New Scheduler: Creating New Templates**

For users with the Template Generator permission, a new Create Empty Template link has been created in the Templates modal which provides access to the Template Generator where those users can create a blank template from scratch.

Templates		x
Custom Template	es Forecast Templates	
→ Driver (0)		
<ul> <li>Create from</li> <li>Create employed</li> </ul>	m schedule (2 Shifts) pty template	
Name:	Description: Create	
→ In Store (2)		
Manager (1)		
▹ Non Ops (0)		
Close		



Once the user has added a name and a description for the template and clicked Create, he/she is taken to the Template Generator page where he/she can return to the schedule at any time by clicking the Return to Scheduling link.

Return to Scheduling	$\checkmark$						⊕ View Stats 🖕 *	Switch Template 👻 👼 Pr
Create Row	Location	Konday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(Total Shifts) 1		(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
РИ								
Job	Location	Honday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(Total Shifts) T	Total Hours	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00

#### New Scheduler: Available Slots for House Shifts

By clicking a House Shift, available employees are highlighted in green allowing users to easily identify where the shift can be placed.

		_
Name	- Mon, 4/11/16	Tue, 4/12/16
Busser 🕕		
Bruce Banner 0 / 25.00 <b>\$309.25</b> Full-Time Hourly: 0.6		Partially Available 12:00a - 1:00p , 6
Cordelia Chase 0 / 26.00 <b>\$202.54</b> Part-Time: 0	Partially Available 1:00p - 12:00a	
Flash Allen 0 / 25.00 <b>\$218.75</b> Full-Time Hourly: 1.4	Partially Available 11:00a - 2:30p	Server 10:00a - 4:00p Wait Staff
James Howlett 0 / 7.00 \$86.73 New/Variable: 0	Partially Available 1:00p - 12:00a	
Mary Ann Summers 0 / 25.00 \$175.00 New/Variable: 0		Partially Available 1:00p - 12:00a
New J'onzz 0 / 31.00 New/Variable: 0		
Roy Harper 0 / 26.00 <b>\$312.00</b> New/Variable: 1.4	Server 5:00p - 12:00p Wait Staff	
Roy Hinkley 0 / 27.25 New/Variable: 0	Server 5:00a - 12:15p Wait Staff	Server 1:00p - 8:00p Wait Staff
Scott Summers 0 / 25.00 \$200.00		Server 5:00p - 12:00p
=	House Shift Manager	2   Schedule Sur

#### New Scheduler: Scrolling Behavior

The schedule grid will now scroll when a shift is dragged upward or downward.

## New Scheduler: Drag and Drop Interface Updates

The dragging and dropping actions and layout is now more consistent in ClassicView, SmartView, and the Add/Edit Shift modal.



#### New Scheduler: Auto-Scheduler Behavior

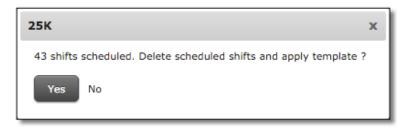
When the Auto-Scheduler is run for a specific schedule, the modal will no longer go away upon assigning the shifts. This allows the user to run the Auto-Scheduler for another schedule without having to go through the process of selecting the Tools menu again before doing so.

#### New Scheduler: Manage Forecasting Groups

Users can now easily manage their Forecast Groups from the Templates modal by selecting Forecast Templates and Manage Groups. From here, they can apply a grouping of templates to the schedules for that week.

Forecast by:     Group     Schedule     Select A Group	e Groups	
2 Schedules		
Oriver	Template: 25K	
In Store	Template: heather (1)	
🗹 Manager	Template: Donnie	
Apply Cancel		

Upon clicking Apply, if there are shifts scheduled, the user will receive a warning that by proceeding, they will be deleting any previously-scheduled shift.





#### PayControl: Semi-Weekly Pay Period Rules Available in the ASC

The two new Pay Period rules (Semi-monthly 1st and 15th, and Semi-monthly 1st and 16th) are now available for customers to use now that ASC users are able to generate their payroll using the options.

Reports	Communication	Configure	Logbook	Forecasting	PayControl	Payroll
Payroll Rep	orting					
Find  Store Name	Bi-weekly Weekly Semi-mo	Bi-weekly		•	Export	¢

