

# HOTSCHEDULES RELEASE 4.0.54.1

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# New Features & Improvements | Web

## New Scheduler - Displaying Shifts

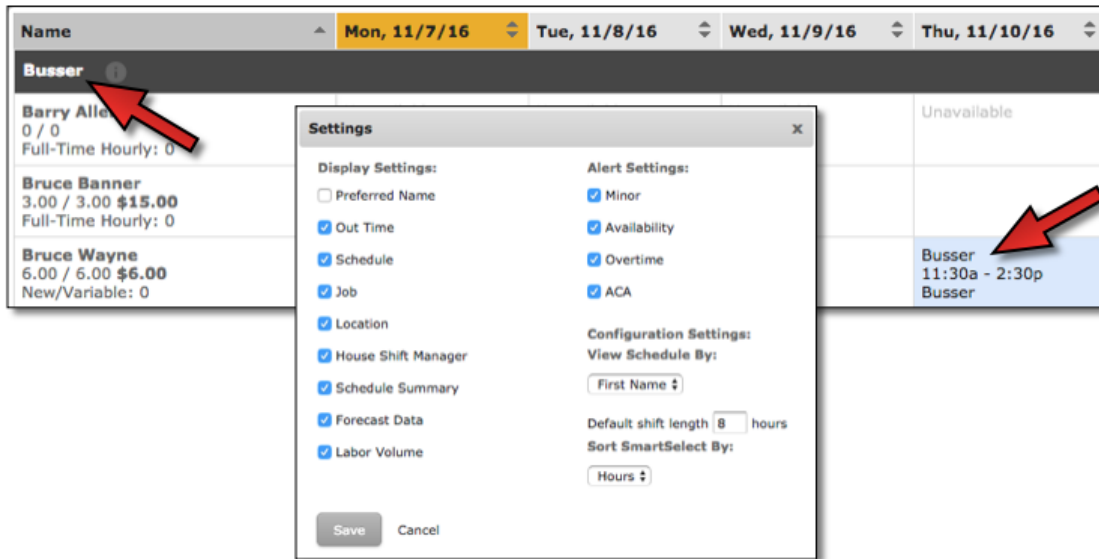
Previously, a schedule's name would not display on a scheduled shift when viewing that specific schedule, but it was causing confusion for sites using the same name for Schedules and Job Codes. In the example below, Busser appears as the Job Code, followed by the start/end times, and the Job Code's Location (Fry).

Name	Mon, 9/19/16	Tue, 9/20/16	Wed, 9/21/16	Thu, 9/22/16
<b>Busser</b>				
<b>Barry Allen</b> 4.00 / 4.00 \$45.00 Full-Time Hourly: 1.5	Partially Available 1:00p - 6:00p		Partially Available 7:45a - 12:00a	Partially Available 12:00a - 6:00p
<b>Bruce Banner</b> 0 / 5.00 \$61.90 Full-Time Hourly: 0.5	Unavailable	Partially Available 12:00a - 1:00p , 6:00p - 12:...		
<b>Bruce Wayne</b> 0 / 0 New/Variable: 0.2	Partially Available 2:00p - 6:00p	Partially Available 12:00a - 1:00p , 2:00p - 12:...		
<b>Cordelia Chase</b> 11.09 / 18.09 \$130.76 Part-Time: 0	Partially Available 1:00p - 12:00a		Partially Available 12:00a - 1:00p , 6:00p - 12:...	<b>Busser</b> 2:00p - 5:35p Fry

When viewing the same employee on the Wait Staff schedule, the Busser shift would display "Busser" as the Schedule, followed by the start/end times, the Busser Job Code, and the Location.

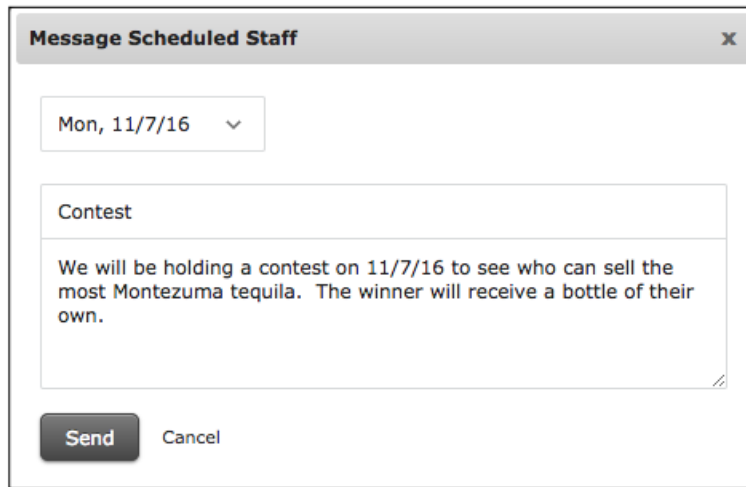
Name	Mon, 9/19/16	Tue, 9/20/16	Wed, 9/21/16	Thu, 9/22/16
<b>Wait Staff</b>				
<b>Barry Allen</b> 0 / 4.00 \$35.00 Full-Time Hourly: 1.5	Partially Available 1:00p - 6:00p		Partially Available 7:45a - 12:00a	Partially Available 12:00a - 6:00p
<b>Bobby Drake</b> 0 / 0 Do Not Track		Partially Available 1:00p - 12:00a		
<b>Bruce Banner</b> 0 / 5.00 \$61.90 Full-Time Hourly: 0.5	Unavailable	Partially Available 12:00a - 1:00p , 6:00p - 12:...		
<b>Bruce Wayne</b> 0 / 0 New/Variable: 0.2	Partially Available 2:00p - 6:00p	Partially Available 12:00a - 1:00p , 2:00p - 12:...		
<b>Cordelia Chase</b> 7.00 / 18.09 \$130.76 Part-Time: 0	Partially Available 1:00p - 12:00a		Partially Available 12:00a - 1:00p , 6:00p - 12:...	<b>Busser</b> 2:00p - 5:35p Busser Fry

To alleviate confusion, all shifts will now appear with the Job Code listed first, followed by the start/end times, assigned Schedule, and Location (if assigned) regardless of what Schedule is being viewed. However, users are able to personalize their view by selecting which to display in their Settings.

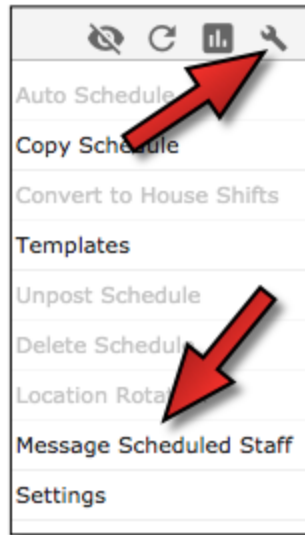


## New Scheduler - Messaging Scheduled Employees

With the Message Scheduled Staff permission, users are now able to send a HotSchedules message to all employees that are scheduled on a selected day.



Users can access the messaging modal from within the New Scheduler by clicking the Tools menu and then selecting **Message Scheduled Staff**.

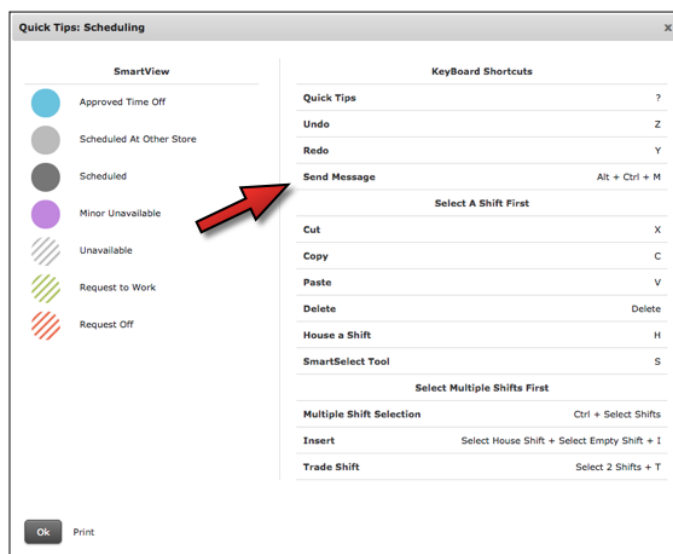


The modal is also available by clicking ALT+CTRL+M on a PC, or Option+Command+M on a Mac.

Managers are able to change who the message will be sent to by changing the date within the modal, and whoever is scheduled on that day will receive the message. When accessing the messaging modal during the current week, the date in the modal will default to the current day, but can display a different day in the week if the Schedule is filtered by that day. When sending a message to the scheduled staff of a future week, the default date will be the date the week begins on, but can still display a filtered day.

## New Scheduler - Updating Quick Tips With Messaging

The Quick Tips modal has been updated to include the keystroke of the new feature mentioned above, so users can find how to send messages to scheduled staff if they forget.

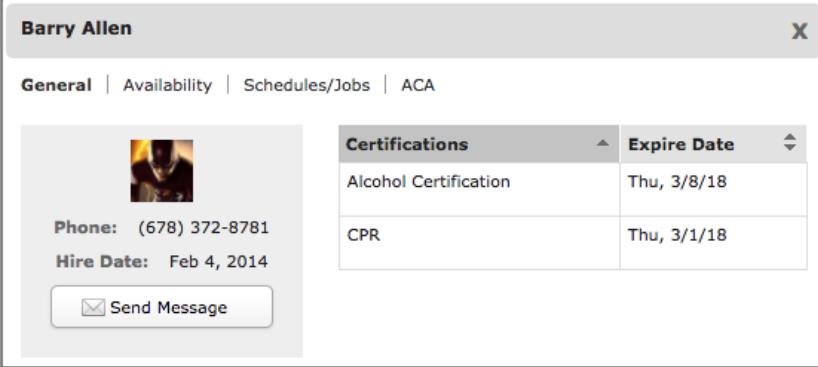


## New Scheduler - Using the Enter Key

Tapping the Enter or Return key on a keyboard while adding a new shift will save the shift and close the modal.

## New Scheduler - Employee Information Updates

The option to send an SMS message after clicking an employee's name in the New Scheduler has been removed, and the date of hire has been added beneath the employee's phone number. Managers are still able to send a HotSchedules message by clicking the **Send Message** button.



The screenshot shows a modal window for an employee named Barry Allen. The modal has a title bar with the name and a close button (X). Below the title bar are tabs for 'General', 'Availability', 'Schedules/Jobs', and 'ACA'. The 'General' tab is selected. On the left side, there is a profile picture placeholder, a phone number '(678) 372-8781', a hire date 'Feb 4, 2014', and a 'Send Message' button with an envelope icon. On the right side, there is a table of certifications.

Certifications	Expire Date
Alcohol Certification	Thu, 3/8/18
CPR	Thu, 3/1/18

## Update SMS Privacy Statement and Email Links

Informational updates have been made to the communication process for users choosing to opt-in to the SMS feature.