

HOTSCHEDULES RELEASE 4.0.54.2

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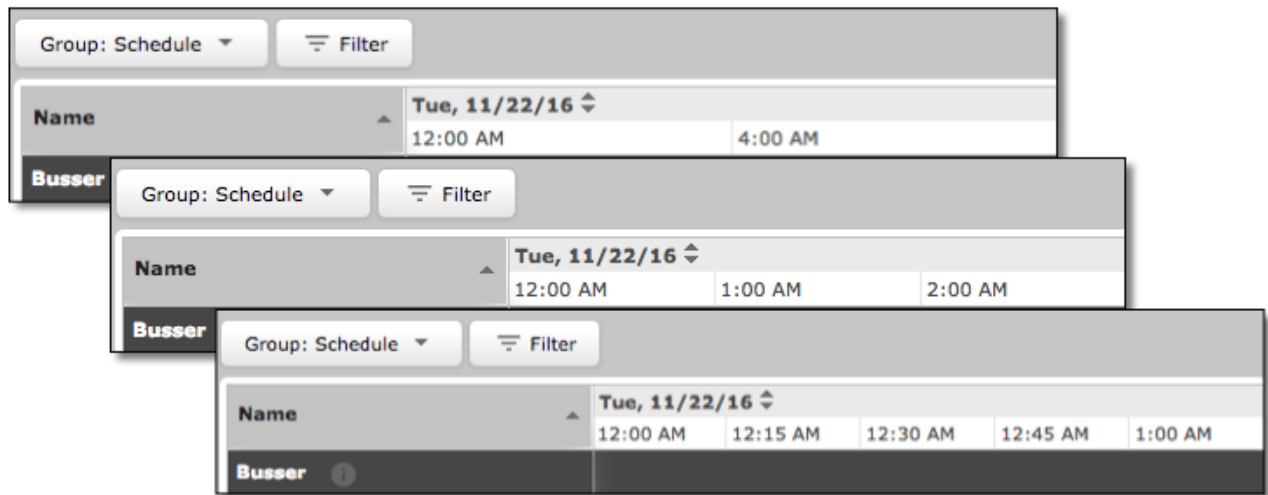
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New Features & Improvements | Web

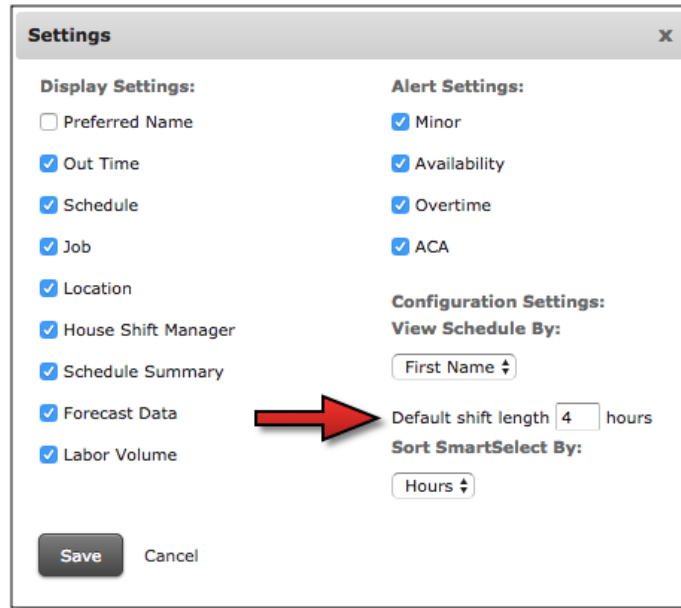
New Scheduler - Quickly Creating Shifts in SmartView

When users are viewing SmartView and have it grouped by Schedules (and not Locations or Employees), they can now quickly add shifts by simply double-clicking in an open field. Instead of bringing up the Add Shift modal, the shift will automatically be created based on the following:

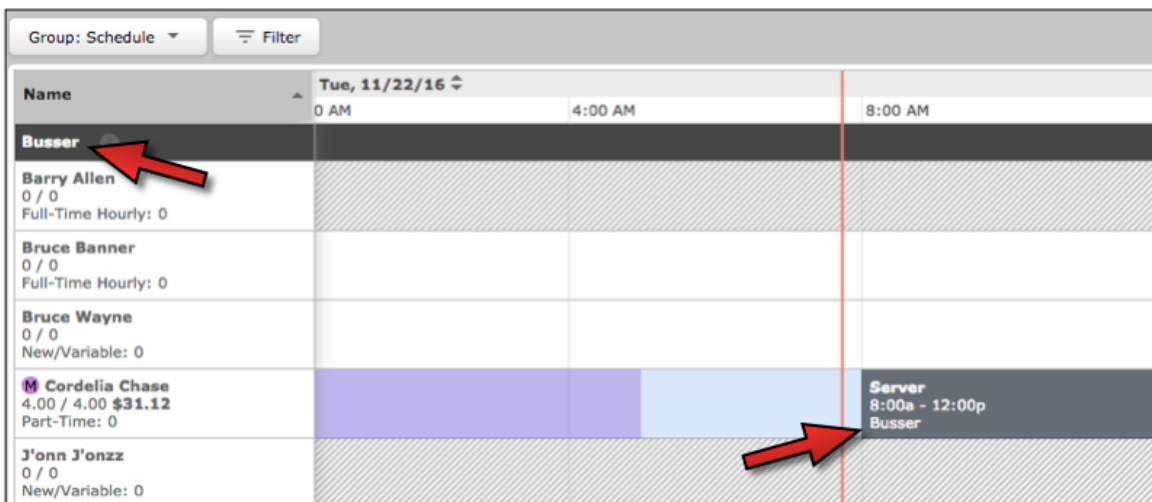
- The **start time** will coincide with the placement of the mouse when the shift is created and the granularity of the SmartView.
 - The default is to show 4-hour increments, but users can zoom to smaller intervals by holding the CTRL (PC) or Control (Mac) key and scrolling the wheel on their mouse.
 - Depending on what granularity is displaying, double-clicking will create a shift at the beginning of the increment.
 - For example, if the 4-hour increment is displaying the start of the shift will always be at 8:00, 12:00, or 4:00, but if the 15-minute increment is displaying, shifts can begin at 1:00, 1:15, 1:30, 1:45, etc.
 - Users can always click and drag the shift left or right to a desired start time, or they can double-click the shift to access the Edit Shift modal to further modify the shift (see below).



- The **end time** depends on what is set as the Default Shift Length from within the Scheduler Settings (Found within the Tools icon), otherwise it will end at 8 hours.



- The **Schedule** assignment will be whatever Schedule is being viewed when the shift is created.



- If the employee being scheduled has a Primary Job, that will be the **Job** assigned. Otherwise, Jobs are assigned alphabetically for each employee. For example, in the screenshot below, if Server wasn't marked as Primary, the employee would be assigned the Busser Job.

The screenshot shows the 'Jobs/Schedules' tab with the following data:

Job	Primary	Skill Level	Hourly Rate
<input checked="" type="checkbox"/> Busser	<input type="radio"/>	01	\$ 5.00
<input checked="" type="checkbox"/> Cook	<input type="radio"/>	01	\$ 0.00
<input checked="" type="checkbox"/> Host	<input type="radio"/>	01	\$ 0.00
<input checked="" type="checkbox"/> Manager	<input type="radio"/>	01	\$ 0.00
<input checked="" type="checkbox"/> Prep	<input type="radio"/>	01	\$ 0.00
<input checked="" type="checkbox"/> Server	<input checked="" type="radio"/>	01	\$ 7.78

Double-clicking a shift will always display the Add/Edit Shift modal, so users are able to make any necessary adjustments.

The 'Edit Shift' modal displays the following information:

Tue, 11/22/16 | **Wed, 11/23/16**

12:00 AM	4:00 AM	8:00 AM	12:00 PM	4:00 PM	8:00 PM	12:00 AM
		Server				

Start: 8:00 AM | End: 12:00 PM | Job: Server | Location: Unassigned | Schedule: Busser | Total: 4 Hrs/\$31.12

Buttons: Save, Cancel

Total per day: 4.00 Hrs/\$31.12

New Scheduler - Copying Schedules

When copying schedules, users are now given an option to create House Shifts in the event of an availability conflict in the new week or copy existing House Shifts from the week being copied.

Copy Schedule

Source Week: 9/26/16 - 10/2/16

Target Week: 10/24/16 - 10/30/16

Select all

Busser Not started

Host Not started

Kitchen Not started

Create House Shifts for Availability Conflicts

Copy House Shifts

Copy Cancel

It should be noted that these settings are defaulted to be unchecked, so in the event there is an availability conflict in the week being copied to, the shifts will still be assigned. Once a setting is enabled though, it will remain so for that user until otherwise changed.

Updated URL for Questions on the Login Screen

When users have issues or questions regarding their HotSchedules account, they have always been able to click the Question Mark button below the Login screen to be taken to the HotSchedules Help Center. To assist in finding an answer quicker, and because there are many pages within the Help Center, the URL has been updated to take users directly into the HotSchedules portion of the site.

HotSchedules

Username

Password

Remember me

LOG IN

[Forgot Username or Password](#)

By continuing you agree to our [Terms and Conditions](#)

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Request Cutoff Time Updates

Enhancements have been applied to the Request Information area of the Company sub-tab of the Settings tab to more accurately define cutoff times.