# HOTSCHEDULES RELEASE 4.0.55.0

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# **Table of Contents**

New Features & Improvements   Mobile	2
First Time Login for Android Users	2
New Features & Improvements   Web	2
ASC - Assigning Preloads and Surveys to Jobs	2
ASC - Using Tags to Assign Polls and Videos	3
New Scheduler - Manage Template Groups	4
New Scheduler - Shift-Trade Error Message	4
New Scheduler - Trade -Conflict Error Message	5
New Scheduler - Updated Quick Tips	5
New Scheduler - Group by Schedule/Job	6
New Scheduler - Organize by Seniority Date	8
Updated Welcome Sheets	8



# New Features & Improvements | Mobile

### First Time Login for Android Users

Visual improvements have been made for new users logging into the Android app so that the username and email field is no longer listed as being required to configure.

# New Features & Improvements | Web

## ASC - Assigning Preloads and Surveys to Jobs

The ability to assign preloads and surveys to users of certain jobs for companies who aren't on grouped jobs has been removed. Regardless of what stores are selected to post to, non-grouped jobs will not be listed as options.

Reports	Communication	Configure	Logbook	Forecasting	PayControl
Preload Cor	ntrol				
eload Control					
<< Back to	List				
Preload Desig	n				
<b>Basic Options</b>					
Recipients					
	Preload Type:	Job		<b>v</b>	
N	ew Employees Only?:	Job			
	Select Job(s):	Store			
		Permission			
		Schedule			
		Bartend	er		
		Busser			
		CarHop			
		Cash			
		Catering	1		
		All Nor	ne i		



### ASC - Using Tags to Assign Polls and Videos

Tags are a great way for admins to find specific stores in an otherwise crowded hierarchy when assigning items such as Contacts. ASC users can create and assign tags from the Configuration tab.

Configure	Logbook	
Users		
ASC Hierarchy	1	
HS Permission Sets	Add Tag	c
Personal Settings		
Automated Reports	Tag Name*	
OT Alerts	Drive Thru	
Library	Tag Description	
Tags	Stores w/ Drive Thrus	
Events	Assign Stores	
Contacts	Stores	Tags
Meal & Break Planning	😑 - 🚞 Demonstration Sites	
	Customer Success	
	CSM Demo	
	C 🕈 HS Logbook Cafe	Carry Out
	🚍 📲 HS Grill	
	🗌 🏫 HS Grill - International	Carry Out, Table Service Only
	🕑 🏫 HS Grill - Main	Carry Out
	🗆 🛖 HS Grill - Mexico	Carry Out
	🗌 🛧 HS Logbook Cafe	Carry Out
	🗆 🕶 New Hires	
	🗌 🏫 z Noob City	

Users can now use tags to find stores when assigning polls and videos by clicking the Stores tab.

Reports	Communication	Configure	Logbook	Forecasting	PayControl	Payroll	Ranking Report	ACA	
← Add Poll									
Setup Store									
Find					Filter for stor	es That Have 🔻	Any - of the selec	ted tags:	
ASC Hierarchy			Tags		Tags			Description	
🗆 🕶 Dem	onstration Sites				Carry Ou	t		This tag help	us find Carry Out items quicker.
	S Grill				Drive Th	ru		Stores w/ Dri	ve Thrus
□ A	HS Grill - Main		Carry Out, Drive Thru		Table Ser	rvice and Delivery o	nly		
					Table Ser	rvice Only			



#### New Scheduler - Manage Template Groups

There was previously some confusion on the functionality of the Manage Groups link within the Templates modal, so it has been renamed to Manage Template Groups. The subsequent modal has also been renamed from Manage Forecast Groups to Manage Template Groups.

	Templates		
	Custom Templates <b>Forecast by</b> <b>O</b> Group C Schedule	Forecast Templates	
	Select A Gro 58k	Manage Template Groups	
	2 Schedules Vait Staff	Template: 58k TeamMembe	er
	Apply Cancel	1	
Manage 1	Template Groups		x
1 Sele	act A Group: k 🗘		
2 Nan 58k	ne Group:	]	
3 Link Bu	CSchedules with Ten	nplates: Host Kitchen	
5	Select Template 🛟	Select Template 🛟 Select 1	Template 🛟
Ma	anager	Wait Staff	
5	Select Template 🛟	58k TeamMember 🛊	
Save	Cancel Delete		

#### New Scheduler - Shift-Trade Error Message

Managers are able to trade two shifts within the Scheduler by selecting one shift, pressing and holding the CTRL or Command button on the keyboard, selecting the other shift, and clicking the T key. Visual improvements have been made to the error message when only one shift is selected followed by the T key.





#### New Scheduler - Trade -Conflict Error Message

The error message managers receive when attempting to trade shifts amongst employees who aren't assigned the job or schedule has been improved to be more intuitive.



#### New Scheduler - Updated Quick Tips

Shifts that are added to a previously posted schedule are accompanied with a yellow dot. To help managers understand the meaning, the Quick Tips modal has been updated to include the indicator dot.

C	lassicView & SmartView	ĸ	eyBoard Shortcuts
erver	Eligible For Breaks Only	Quick Tips	
.30p - 0.30p		Undo	
:30p - 8:30p	Eligible For Meals	Redo	
	Unposted Shift	Send Message	Alt + Ctrl +
		s	elect A Shift First
	rtview	Cut	
A	pproved Time Off	Сору	
s	cheduled At Other Store	Paste	
	chadulad	Delete	Dele
		House a Shift	
м	inor Unavailable	SmartSelect Tool	
//, U	navailable	Selec	t Multiple Shifts First
// //.		Multiple Shift Selection	Ctrl + Select Shi
R	equest to Work	Insert	Select House Shift + Select Empty Shift +
11.	auget Off	Trade Shift	Select 2 Shifts +



### New Scheduler - Group by Schedule/Job

The ability to group jobs by their default schedules has been added as an option for managers and operators. In other words, managers can now click the **Schedule**, **Job** group to list each schedule followed by the jobs that map to each schedule.



When the Scheduler is grouped using this option, it will display the schedule's name in the dark gray bar (1), followed by each job that defaults to the schedule in the light gray bar (2), followed by each employee who can be scheduled with the job.

Group: Schedule, Job 🔹	0			
Name	↑ Mon, 12/5/16	Tue, 12/6/16	\$ Wed, 12/7/16	*
Kitchen 👔 🚺				
Cook 2				
Reed Richards 0 / 3.00 Part-Time: 0	Server 6:00p - 9:00p Wait Staff		Partially Available 12:00a - 1:00p , 6	:0
Roy Hinkley 0 / 7.50 New/Variable: 0	Partially Available 12:00a - 1:00p , 6:0			
Prep 2				
Barry Allen 0 / 7.50 Full-Time Hourly: 0	Cook 6:15p - 9:15p Kitchen	Server 1:00p - 5:30p Wait Staff		
Bobby Drake 0 / 4.50 Do Not Track	Request to Work 8:00a - 2:00p	Partially Available 1:00p - 12:00a		



To assist with visibility, each job (and its employees) can be minimized by clicking the arrow on the right-hand side of the job's row.

Group: Schedule, Job 🔻 🛛 \Xi Fi	lter 1						ClassicView	SmartView
Name ^	Mon, 12/5/16 🔷 🌻	Tue, 12/6/16 🗘	Wed, 12/7/16 🗘	Thu, 12/8/16 🗘	Fri, 12/9/16 🗘	Sat, 12/10/16	Sun, 12/1	1/16 🗘 🗍
Kitchen 🕕								
Cook							_	Ň
Prep								~
Barry Allen 0 / 7.50 Full-Time Hourly: 0	Cook 6:15p - 9:15p Kitchen	Server 1:00p - 5:30p Wait Staff			Unavailable	Unavailable	Partially Ava 12:00a - 6:	ailable 00a , 10:

When the Scheduler is filtered to display a specific schedule, the jobs configured to default to that schedule will always appear, however, assigning an employee a job that isn't defaulted to the filtered schedule will result in displaying all the employees with that new job and who are also listed as being able to work on the filtered schedule. For example:

- In the screenshots above, the Scheduler is filtered to display just the Kitchen schedule which means that all the employees who can be scheduled with the Cook and Prep jobs will display beneath the corresponding job.
- Barry Allen can also work as a Server, so if he were assigned a Server shift on the Kitchen schedule, a Server row would appear and would display all the employees eligible to work Server shifts on the Kitchen schedule.
- If there aren't any non-defaulted jobs assigned on the Kitchen schedule, only the defaulted jobs will appear.

Group: Schedule, Job 💌 🛛 😇	Filter 1				
Name	<ul> <li>Mon, 12/5/16</li> </ul>	Tue, 12/6/16	Wed, 12/7/16	Thu, 12/8/16	\$
Kitchen					
Cook					
Prep					
Server					
Barry Allen 7.37 / 14.87 Full-Time Hourly: 0	Cook 6:15p - 9:15p Kitchen	Server 1:00p - 5:30p Wait Staff		Server 6:00a - 2:00p Kitchen	
Bobby Drake 0 / 4.50 Do Not Track	Request to Work 8:00a - 2:00p	Partially Available 1:00p - 12:00a			



## New Scheduler - Organize by Seniority Date

Managers are now able to arrange their schedules by employee seniority date. The new setting can be found by clicking Settings in the Tool menu.



The seniority date is based on an employee's Hire Date which can be viewed by clicking on a name in the Schedule, and depending on how the site is configured, can be adjusted on the employee's profile in the Staff tab.

Bobby Drake					
General Availability Schedule	s/Jobs ACA				
	Certifications	-	Expire Date	\$	
	No data available in table				
Phone: (555) 555-5555					
Hire Date: Feb 3, 2014					
Send Message					

#### **Updated Welcome Sheets**

Updates have been made to the Employee Welcome Sheets to include the new Customer Care website (help.hotschedules.com) and devices that are no longer supported (Blackberry and Windows Phone) have been removed.

