

Job slots and scheduling

March 2016

Job slots

Job slots are a way of building out what you need in a schedule. While assignments tell who you have coming to do a task, slots are the opposite - where you need people to do a task.

Job slots and assignments into them tool

This tool gives you a "grid" of the slots in your system.

How to read it:

- Required - How many people you want doing the task
- Assigned - How many people are scheduled
- Remaining - How many people you still need.

Job	Day	Start	Duration	Required	Assigned	Remaining	Supervisor	Location
Coffee Shop/CS Money Counter	Fri	03/11/2016 08:00 AM (B)	4:00	1	0	1		General
Coffee Shop/CS Money Counter	Mon	03/14/2016 08:00 AM (A)	4:00	1	0	1		General
Coffee Shop/CS Money Counter	Wed	03/16/2016 08:00 AM (A)	4:00	1	0	1		General
Info/Reg/Flower Delivery/New Lobby Info Desk	Thu	03/10/2016 12:00 PM (B)	4:00	2	1	1	Turner, Barbara R	General
							Female	
Info/Reg/Flower Delivery/New Lobby Info Desk	Tue	03/15/2016 12:00 PM (A)	4:00	2	0	2		General

Creating slots:

Use the **Add job slot** link on the top left or right-click in the grid for similar options.

You'll note the box to create a job slot looks a lot like the recurring assignment rules.

Job: Coffee Shop/Coffee Geeks Do not show for lookup on VSys Live

First slot date: 03/12/2014 Last slot date: 03/12/2016 People needed: 1

Start time each day: 12:00 AM End time each day: 12:00 AM Duration of each: 00:00 Weeks: (all)

Days of the week: Sat

Locations: General Supervisor: Supervisor Required people types: (no requirement)

Required groups: (no requirement)

Comments:

Show on main calendar in VSys Live while volunteers still needed

Use Job VSys Live settings

Limit VSys Live dates

No duration provided

Test Create Cancel

Job slots calendar tool (advanced)

This version gives you a calendar tool to visually see the schedules.

How to read it:

- Green - filled or overfilled
- Yellow - partially filled
- Red - empty

The screenshot shows the 'VSys One (Melissa's test data)' application window. The main content is a calendar for March 2016. The left sidebar contains several sections: 'Add' with a 'Click to add slots' dropdown (circled in red), 'Add people', 'Filters' (Jobs, Locations, Slot statuses, Supervisors), 'Show' (Date, Display, Name format, Show), and 'Tools' (Apply, Print). The calendar grid shows slots for various jobs and locations, with status indicators in parentheses. A red arrow points from the 'Click to add slots' dropdown to a slot on the calendar grid.

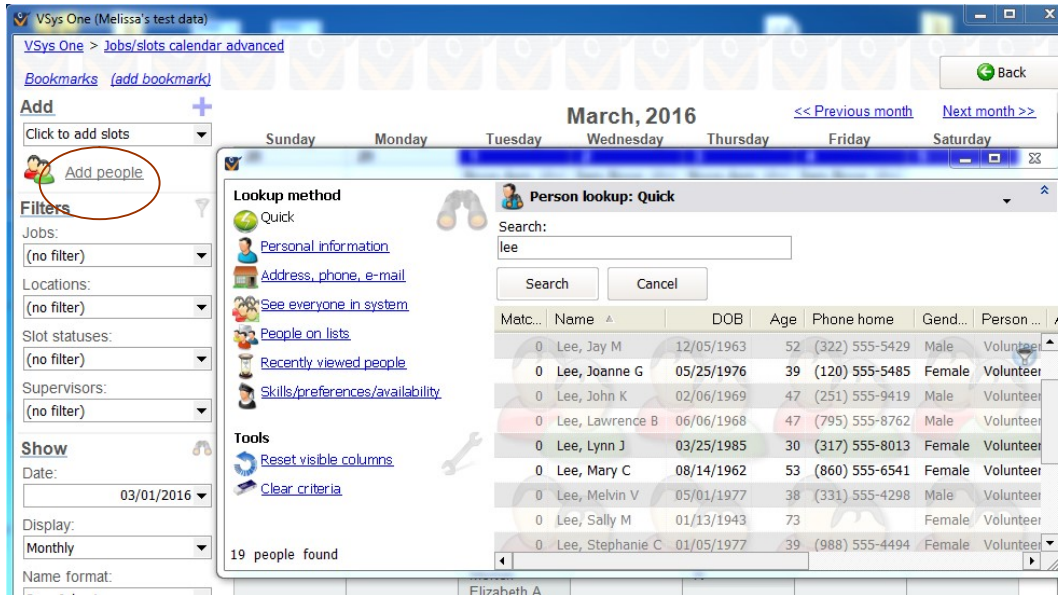
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28			Noon-4pm (4hr) New Lobby Info Desk General (0/2)	8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (0/2)	8am-Noon (4hr) CS Money Counter General (0/1)	
6		8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (1/2) Morton Elizabeth A	8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (1/2) Turner Barbara R	8am-Noon (4hr) CS Money Counter General (0/1)	
13		8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (0/2)	8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (0/2)	8am-Noon (4hr) CS Money Counter General (0/1)	
20		8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (2/2) Lewis Andrea, Morton Elizabeth A	8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (1/2) Turner Barbara R	8am-Noon (4hr) CS Money Counter General (1/1) Lewis keeley	
27		8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (0/2)	8am-Noon (4hr) CS Money Counter General (0/1)	Noon-4pm (4hr) New Lobby Info Desk General (0/2)		

Creating slots:

Start from the **Click to add slots** dropdown and select the job.

Drag it where you want it on the calendar.

Adding People: Use the **Add people** link



The screenshot shows the VSys One interface with a calendar for March 2016. On the left sidebar, the 'Add people' link is circled. A 'Person lookup: Quick' dialog box is open, showing a search for 'lee' and a list of 19 people found. The list includes columns for Match, Name, DOB, Age, Phone home, Gender, and Person type.

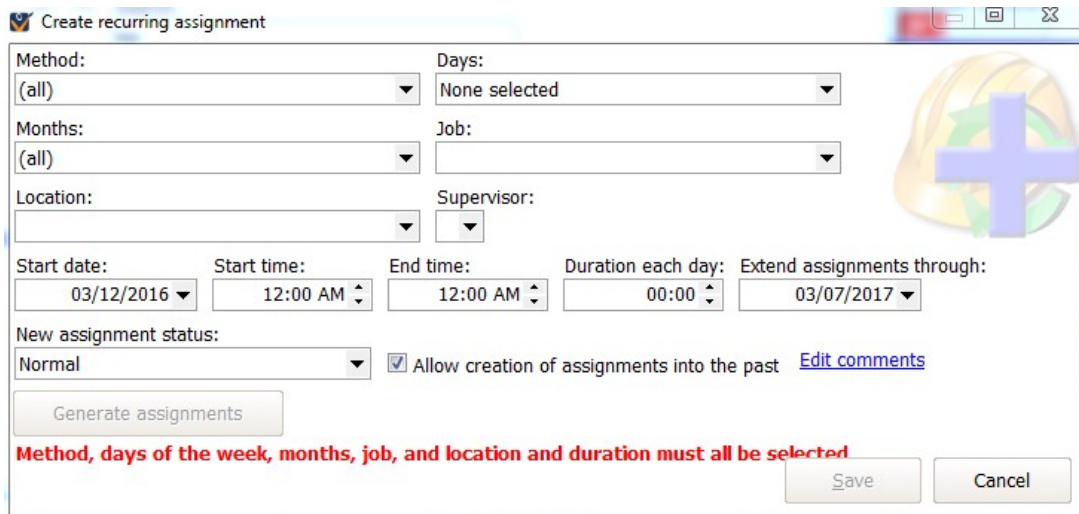
Matc...	Name	DOB	Age	Phone home	Gend...	Person...
0	Lee, Jay M	12/05/1963	52	(322) 555-5429	Male	Volunteer
0	Lee, Joanne G	05/25/1976	39	(120) 555-5485	Female	Volunteer
0	Lee, John K	02/06/1969	47	(251) 555-9419	Male	Volunteer
0	Lee, Lawrence B	06/06/1968	47	(795) 555-8762	Male	Volunteer
0	Lee, Lynn J	03/25/1985	30	(317) 555-8013	Female	Volunteer
0	Lee, Mary C	08/14/1962	53	(860) 555-6541	Female	Volunteer
0	Lee, Melvin V	05/01/1977	38	(331) 555-4298	Male	Volunteer
0	Lee, Sally M	01/13/1943	73		Female	Volunteer
0	Lee, Stephanie C	01/05/1977	39	(988) 555-4494	Female	Volunteer

One time:

- Click on **Add people**
- Look up the person
- Drag someone into the slot

Recurring Assignments:

- Click on **Add people**
- Look up the person
- Drag them onto an empty part of the grid and select what type of assignment



The 'Create recurring assignment' dialog box contains the following fields and options:

- Method: (all)
- Days: None selected
- Months: (all)
- Job: [empty]
- Location: [empty]
- Supervisor: [empty]
- Start date: 03/12/2016
- Start time: 12:00 AM
- End time: 12:00 AM
- Duration each day: 00:00
- Extend assignments through: 03/07/2017
- New assignment status: Normal
- Allow creation of assignments into the past
- [Edit comments](#)
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Method, days of the week, months, job, and location and duration must all be selected