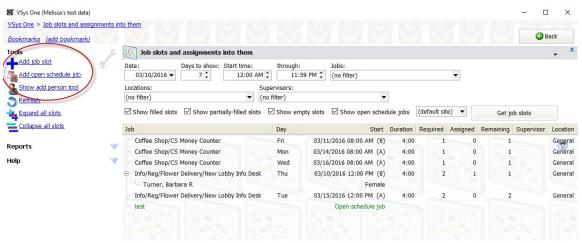# Job slots and scheduling
March 2016

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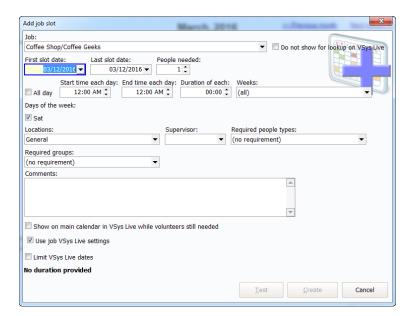This tool gives you a "grid" of the slots in your system.

How to read it:
- o Required - How many people you want doing the task
- o Assigned - How many people are scheduled
- o Remaining - How many people you still need.

Creating slots:
Use the **Add job slot** link on the top left or right-click in the grid for similar options.
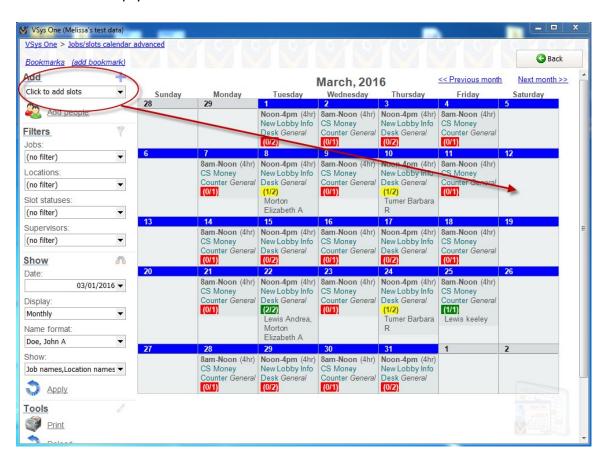You'll note the box to create a job slot looks a lot like the recurring assignment rules.

Job slots calendar tool (advanced)

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

How to read it:
- o Green - filled or overfilled
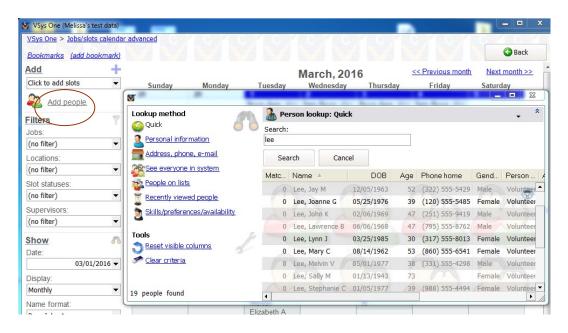- o Yellow - partially filled
- o Red - empty

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

One time:
- o Click on **Add people**
- o Look up the person
- o Drag someone into the slot

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