**Scheduling Workbook Documentation**

**All Therapists Sheet**

Changes:

* Added more columns – can now assign 18 rooms per therapist
* Widened column W just enough so that contents of cells does not exceed boundaries

**All Schedules Sheet**

Changes:

* Added more rows – can now assign 18 rooms per therapist
* Removed all formulas except “Date”
* 31 sheets have been formatted – can accommodate the creation schedules for 31 therapists
* Page breaks have been added to ensure each sheet prints on a separate page
* Schedules are created by clicking the “Create Schedules” button to the right of the printable area
* Added a count for the number of sheets in each wing, along with a total number of sheets
* Added a box that displays the last date and time that a sheet was created

How it works:

* Grabs initials, notes and room numbers from the All Therapists sheet
* *All Schedules only creates schedules for therapists that have a room number in the first room cell after their names in All Therapists*
* Finds room numbers in All Schedules; matches rooms in 3W and 8P schedules; copies and pastes the schedule rows for each wing into the All Schedules sheets
* Each schedule created increments a counter for each wing
* The “Create Schedules” button turns off the alert requesting permission to replace previous data; the alert is turned on again after the script runs

Dependencies/Limitations:

* All Therapists sheet column and row structure
* Room numbers being entered in All Therapists sheet, beginning with the first room cell – if that cell is empty, the schedule will not be created
* 3W and 8P column and row structure
* “Date” comes from 3W schedule via formula (“Schedule Last Created” does not depend on this formula)
* For accuracy, the All Schedules sheets should not be created until the All Therapists sheets and the 3W and 8P schedules are complete
* Changes to All Therapists, 3W Schedule, and 8P Schedule do not update All Schedules sheet; “Create Schedules” button must be clicked again to create schedules that reflect those changes
* All Schedules can only accommodate 31 therapists, with a limit of 18 rooms per therapist