XTREME

Scheduling Services

User Guide

XTREME© Scheduling Services® is a tool used for managers/employees to view and manage shifts, make and manage personnel requests and print schedules. It is a tool used around the world and at colleges near you. The contents of this user guide contain acceptable uses for this product and will provide the ways to use XTREME© Scheduling Services®.

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1. Modifying an Employee

a. Adding an Employee

    i. After logging into your account, click the menu button in the top left corner of the screen

    ii. Click "Add Employee"

    iii. Enter the Employee's name, email, available days, and shift working

    iv. Click "Confirm" to add the employee to the system

b. Removing an Employee

    i. After logging into your account, select the employee's department from the drop-down menu on the right side of the screen

    ii. Then select the employee's name from the next drop-down menu

    iii. Click the menu button in the top left corner of the screen

    iv. Click "Remove Employee"

    v. Confirm removal by clicking "Yes"

2. Creating a Schedule
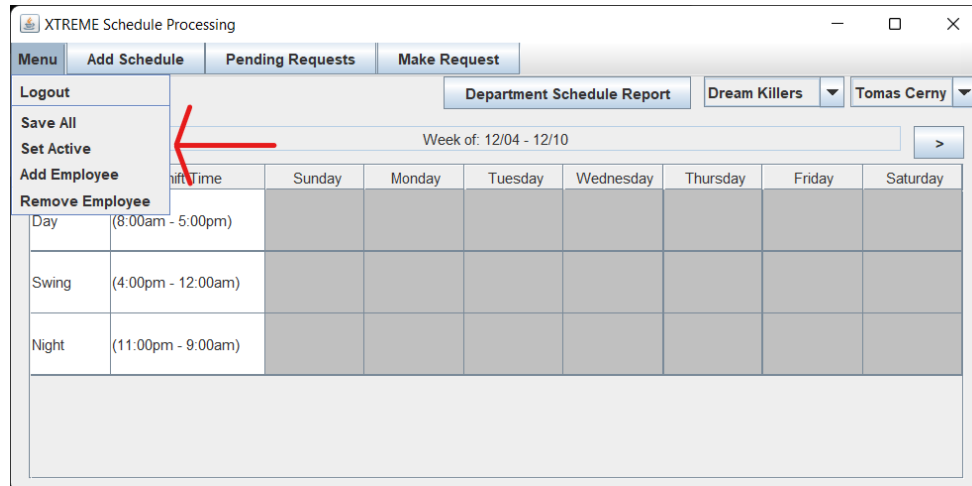
    a. Select the department you want to create a schedule for by using the drop-down menu on the right of the screen

    b. Click "Add Schedule"

    c. Enter the name of the schedule

    d. Enter the number of employees per shift, the days to generate, and the shifts needed

    e. Click "Create"

3. Setting an Active Schedule

    a. After creating a schedule, you must activate it

    b. Click the menu button in the top left of the screen

    c. Click "Set Active"

    d. Select the department and schedule to be activated

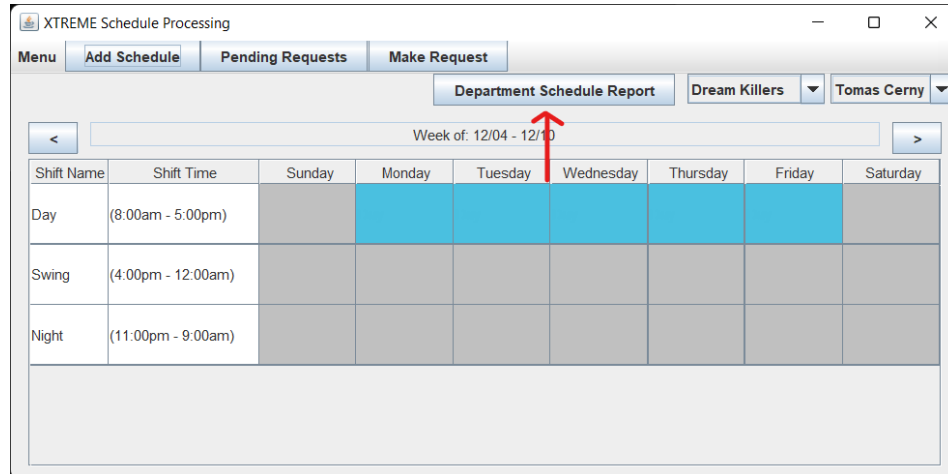   e. Click "Set Selected as Active"

    f. Once active, you may exit the screen

4. Displaying Scheduled Employees
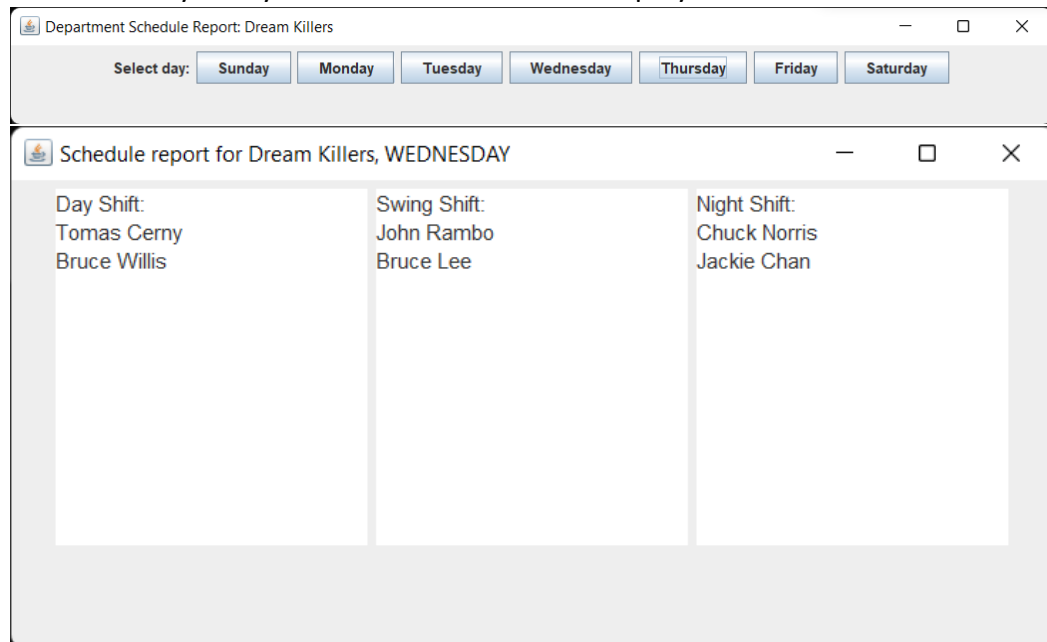
Note: Must have created and activated schedule

a. Click "Department Schedule Report"

b. Select the day that you would like to see the employees scheduled

5. Managing Requests

a. After logging into an administrative account, click "Pending Requests"

b. Select the "view" button on the request

    i. Click "Approve" to approve the selected request

               OR
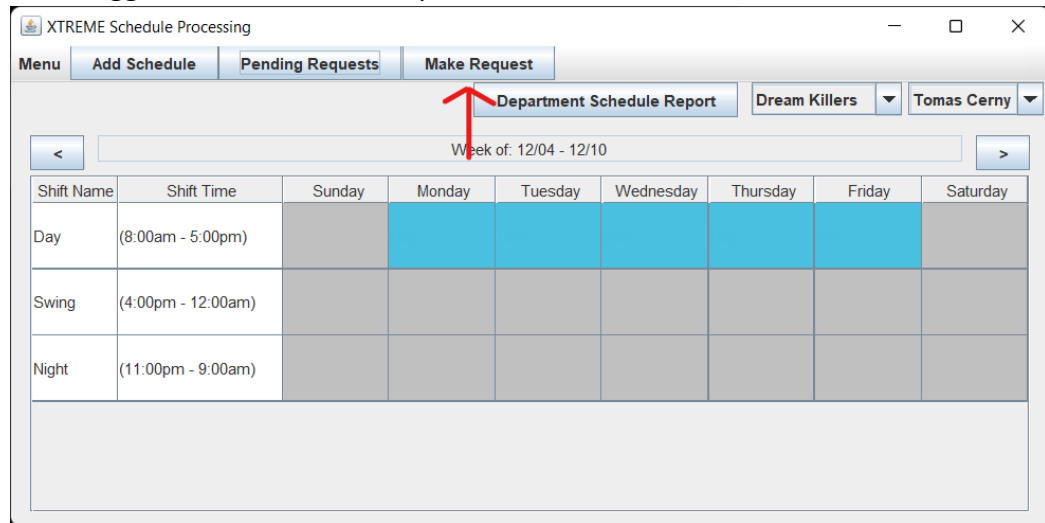
    ii. Click "Deny" to deny the selected request

c. Once finished, click "Finished" to save changes

6. Creating Requests
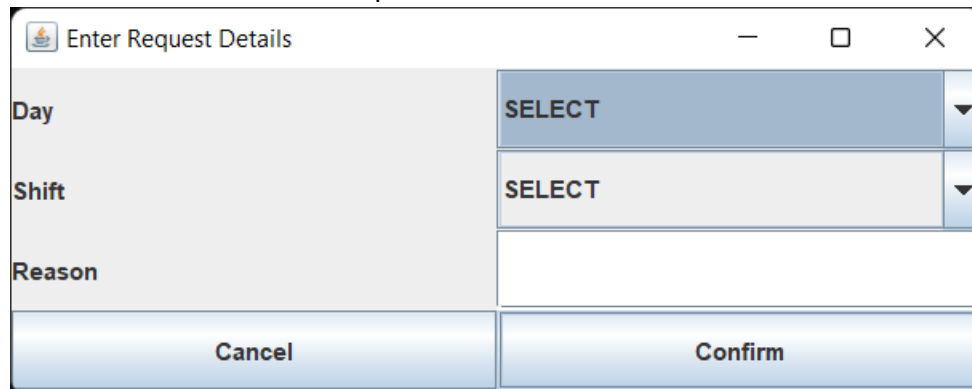
   a. Once logged in, click "Make Request"

   b. Select the reason for the request

   c. Enter the day the request is for

   d. Enter the shift the request is for

   e. Enter the reason for the request

   f. Click "Confirm" to submit the request

Further Information

To request more information or for troubleshooting issues. Please contact XTREME© online at extremeservices.com or by calling us at 888-867-5309.

Thank you for using XTREME© Scheduling Services®