



TREME

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”

The screenshot shows the 'XTREME Schedule Processing' application window. The 'Menu' button is highlighted in the top left corner. The 'Add Employee' option is selected in the dropdown menu. The main interface displays a 'Department Schedule Report' for 'Dream Killers' and 'Tomas Cerny' for the week of 12/04 - 12/10. The schedule table has columns for days of the week and rows for shifts: Day (8:00am - 5:00pm), Swing (4:00pm - 12:00am), and Night (11:00pm - 9:00am). A red arrow points to the 'Add Employee' option in the menu.

- 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”

The screenshot shows the 'XTREME Schedule Processing' application window. The 'Menu' button is highlighted in the top left corner. The 'Remove Employee' option is selected in the dropdown menu. The main interface displays a 'Department Schedule Report' for 'Dream Killers' and 'Chuck Norris' for the week of 12/04 - 12/10. The schedule table has columns for days of the week and rows for shifts: Day (8:00am - 5:00pm), Swing (4:00pm - 12:00am), and Night (11:00pm - 9:00am). Red arrows point to the 'Remove Employee' option in the menu and the department and employee dropdowns.

- v. Confirm removal by clicking “Yes”

2. Creating a Schedule

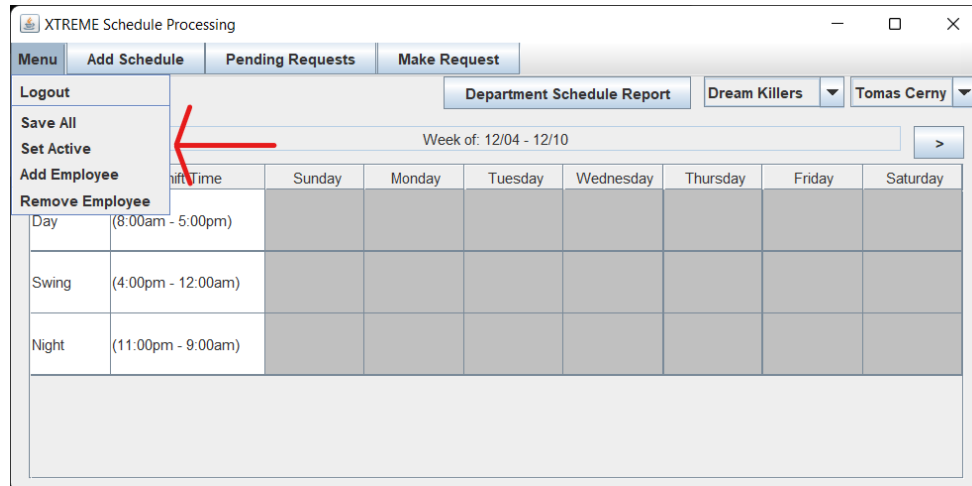
- Select the department you want to create a schedule for by using the drop-down menu on the right of the screen
- Click “Add Schedule”

- Enter the name of the schedule
- Enter the number of employees per shift, the days to generate, and the shifts needed

- 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”



XTREME Schedule Processing

Menu Add Schedule Pending Requests Make Request

Logout Department Schedule Report Dream Killers Tomas Cerny

Save All

Set Active

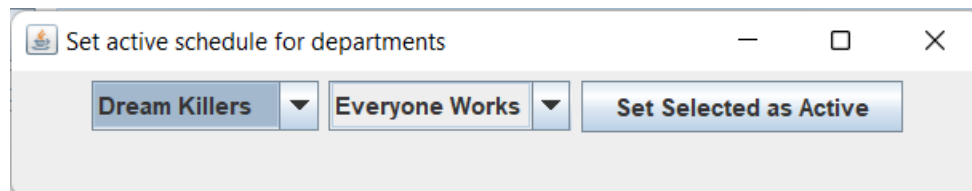
Add Employee

Remove Employee

Week of: 12/04 - 12/10

Shift Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day (8:00am - 5:00pm)							
Swing (4:00pm - 12:00am)							
Night (11:00pm - 9:00am)							

- d. Select the department and schedule to be activated
- e. Click “Set Selected as Active”



Set active schedule for departments

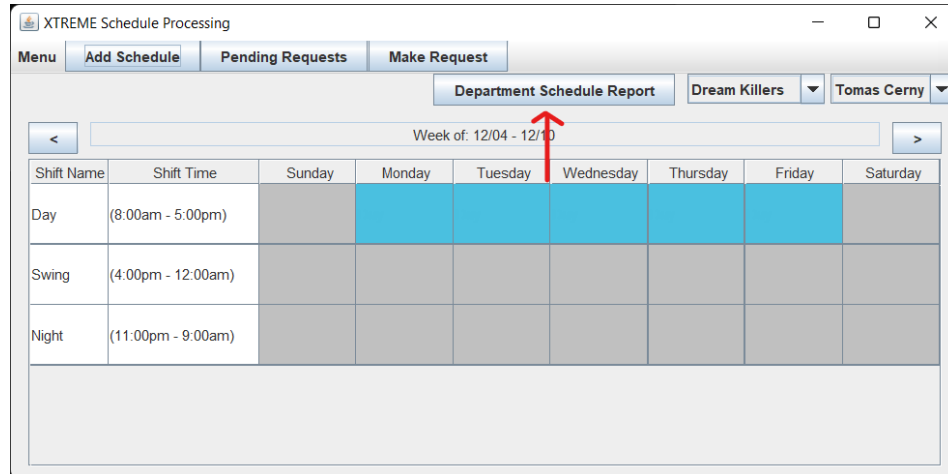
Dream Killers Everyone Works Set Selected as Active

- f. Once active, you may exit the screen

4. Displaying Scheduled Employees

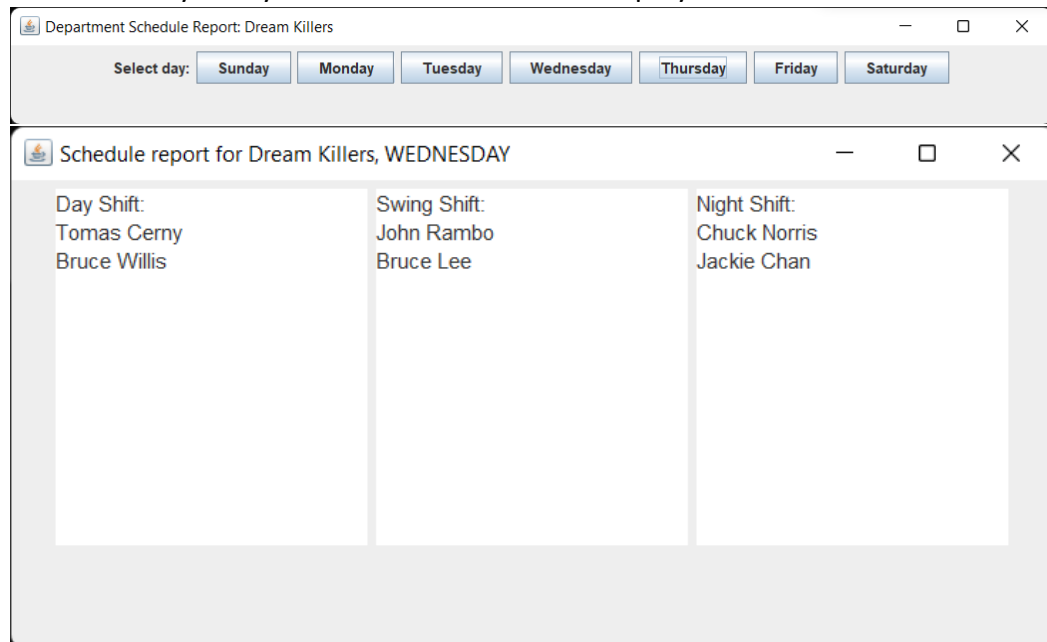
Note: Must have created and activated schedule

- a. Click “Department Schedule Report”



Shift Name	Shift Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	(8:00am - 5:00pm)							
Swing	(4:00pm - 12:00am)							
Night	(11:00pm - 9:00am)							

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



Department Schedule Report: Dream Killers

Select day:

Schedule report for Dream Killers, WEDNESDAY

Day Shift:	Swing Shift:	Night Shift:
Tomas Cerny	John Rambo	Chuck Norris
Bruce Willis	Bruce Lee	Jackie Chan

5. Managing Requests

- a. After logging into an administrative account, click “Pending Requests”

XTREME Schedule Processing

Menu **Add Schedule** **Pending Requests** Make Request

Department Schedule Report Dream Killers Tomas Cerny

Week of: 12/04 - 12/10

Shift Name	Shift Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	(8:00am - 5:00pm)							
Swing	(4:00pm - 12:00am)							
Night	(11:00pm - 9:00am)							

- b. Select the “view” button on the request
- Click “Approve” to approve the selected request
- OR
- Click “Deny” to deny the selected request

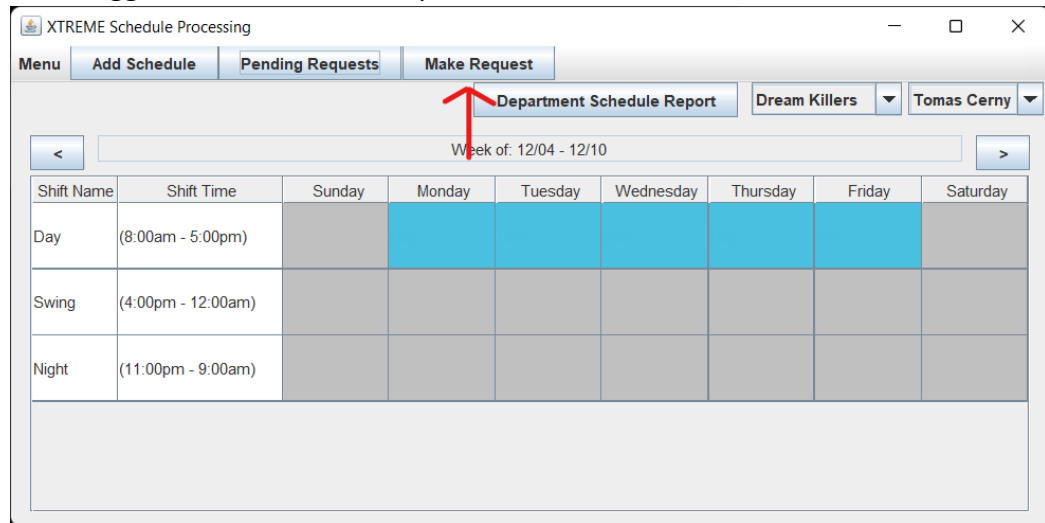
Reason for Request: Wanting more OT

Deny Request Approve Request

- c. Once finished, click “Finished” to save changes

6. Creating Requests

- a. Once logged in, click “Make Request”



XTREME Schedule Processing

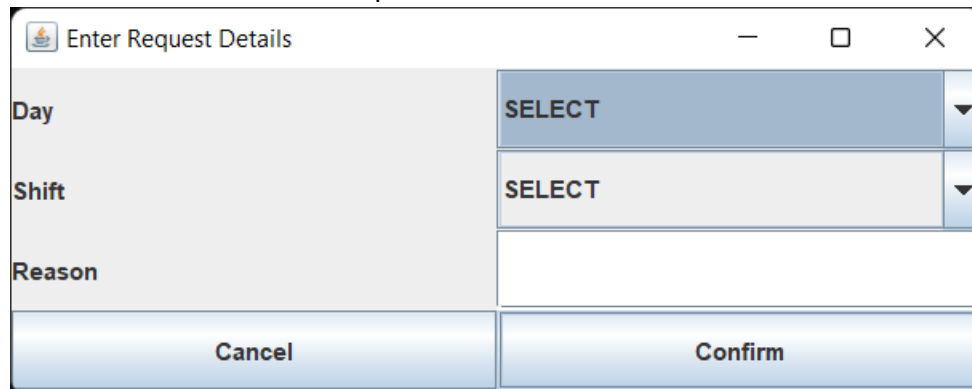
Menu **Add Schedule** **Pending Requests** **Make Request**

Department Schedule Report Dream Killers Tomas Cerny

Week of: 12/04 - 12/10

Shift Name	Shift Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	(8:00am - 5:00pm)							
Swing	(4:00pm - 12:00am)							
Night	(11:00pm - 9:00am)							

- b. Select the reason for the request



Enter Request Details

Day SELECT

Shift SELECT

Reason

Cancel Confirm

- 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®