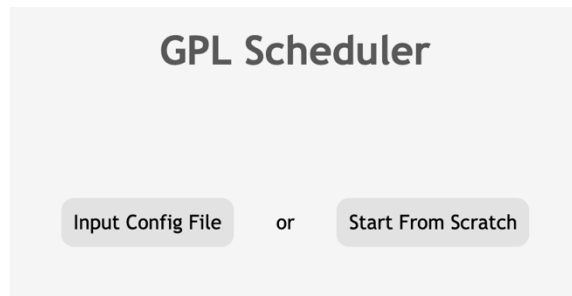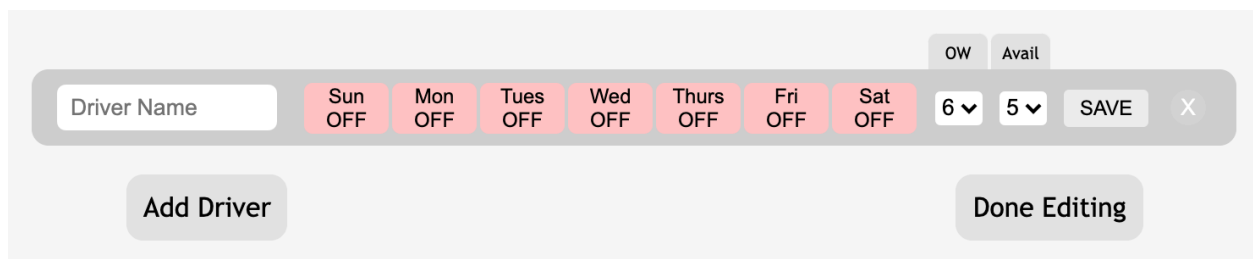**Employee Scheduler Instructions**
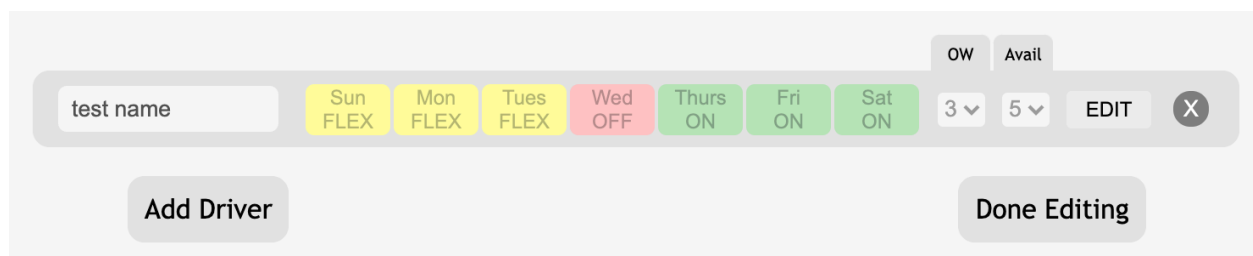
Link: https://joeuzdz.github.io/GPL-Scheduler/
Use Google Chrome for proper formatting.

- For first time use, choose "Start From Scratch."

- The following row will show up to insert driver information:

- Give a first and last name for "Driver Name."

- Click the "weekday tiles" to change driver availability for the given day.
  - "ON" means this driver will be scheduled this day permitting it does not interfere with any scheduling rules.
  - "OFF" means this driver will not be scheduled for this day.
  - "FLEX" means this driver can either be "ON" or "OFF" and the scheduler will decide which based on the rest of the schedule.

- "OW" stands for "Off Within."
  - It is the number of days the driver must be off within to abide with scheduling rules.
  - For example, a driver can only work five days in a row. If the driver worked on Wednesday, Thursday, Friday, and Saturday of the previous week. They would have an "OW" value of 2 because they need to be off within 2 days this week to abide by the rule. The scheduler will ensure they are off either Sunday or Monday.
  - An easy way to calculate this is by subtracting the number of days they worked at the end of the previous week from 6.

- "Avail" is the number of days the driver works each week.
  - A full-time driver will have an "Avail" value of 5.

- Make sure to hit "SAVE" when you are done making edits to the driver information. You can then hit "EDIT" again if you need to make additional edits.

- You can delete a row of driver information by hitting the "X" when the driver information is in its saved state and not during an edit.

- Click "Add Driver" to add more drivers.

- After all driver's information is entered, press "Done Editing."
  - You will get an alert on the screen if not all driver's information is in the saved state. Click "SAVE" on all rows and click "Done Editing" again.
  - NOTE: you can no longer make edits to the driver's information after clicking "Done Editing." If you need to make an edit, download the config file (see below) after clicking "Create Schedule" and use it as input file to allow further editing.

- Click "Create Schedule" to create the schedule.

Optimal Schedule							
Last	First	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	driver	OFF	ON	ON	ON	ON	ON	OFF
10	driver	ON	ON	OFF	ON	ON	ON	OFF
11	driver	ON	OFF	OFF	ON	ON	ON	ON

Optimal Schedule   Secondary Schedule

- Two schedules are created: an "Optimal Schedule" and a "Secondary Schedule."

- Click on the corresponding schedule button to view that schedule.
- An "Optimal Schedule" is a schedule that makes sure each driver either has at least a weekend day off **or** a "weekend" in the middle of the week (two days off in a row from Monday to Friday) if the drivers availability permits it.
- The "Secondary Schedule" takes into account all possible schedules for each driver.
  - This schedule is included because it can reduce the route difference between days, and this could be preferred over the "Optimal Schedule" if its route difference is too high.
  - For example, the route difference of this schedule is one.

Total Routes	26	27	27	26	26	26	26

- Below the schedules will be two download buttons:

Download Optimal Config File   Download Optimal CSV File
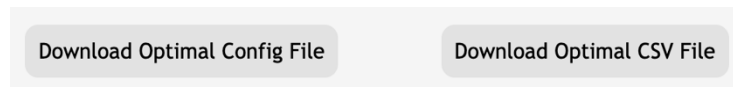
- If you are viewing the "Optimal Schedule" you can only download "Optimal" files. The same goes for the "Secondary Schedule." This is important for calculating new "OW" values for the next week (see below).
- Downloading the config file will provide you an input file for the next weeks schedule. (Click the "Input Config File" at the beginning instead of "Start From Scratch")
  - This is beneficial for two reasons:
    1. You do not need to reinput all drivers' availabilities, you can just make the necessary edits for request-offs or add/delete drivers according to personnel changes.
    2. The "OW" values will be automatically calculated based from this week's schedule and you do not have to calculate it yourself.
- Downloading the csv file will allow you to view the schedule in excel.
  - Right-click the downloaded csv file in your file explorer and click "Open With…" -> Excel.