

Pantalla inicial gerente

WhenToWork.com - Manager Home Page - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/home?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com - Man...

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

WhenToWork.com

gg
Acct. #21269357

SIGN OUT

Welcome
inaki goris, Manager

[Click here for details about our latest new features](#)

SCHEDULES

EMPLOYEES

TRADES

TIME-OFF

MESSAGING

BULLETIN BOARD

REPORTS

WHO'S WORKING RIGHT NOW

SETTINGS - ADD/EDIT MANAGERS

MAKE A PAYMENT / PRINT INVOICE

SIGN-OUT

What's New!
May 20, 2008 07:38am

SEND URGENT ALERT

Employee Home
Page Notice

Add/Edit
Notice

(No message currently appearing on employees' home page.)

Free Trial Quick Links
Links will open in a new window

3 Step Setup Overview

Watch DEMOS

Create a New LINKED ACCOUNT

Log Into a Sample Account

Topic Based - Searchable Help

Questions, comments, problems or suggestions?

Page 3 Sec 1 3/3 At 1" Ln 1 Col 2 REC TRK EXT OVR

start

10:38 AM

WhenToWork.com - Messaging - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrmessaging.htm?SID=19860533694285&Show=Sent

File Edit View Favorites Tools Help

WhenToWork.com - Mess...

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008
07:39am

gg
Sent Messages

SIGN OUT

New Messages

Write a Message

Old Messages

Sent Messages

To

Subject (click to read message)

Date

☐ (All Employees)

Hoy es pay day!!

May-20, 2008

Select All | Clear All

Save Delete

Questions, comments, problems or suggestions?

CONTACT WhenToWork

Mensajes

WhenToWork.com - Employee List - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgremplist.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 07:40am 99 Employee List SIGN OUT

Add New Employee Add/Edit Positions E-Mail Sign-In Instructions Tradeboard Print Export

Select Columns to View Send Selected: Schedule Reminder Message Positions: All Positions Total Employees: 9

| | View | Edit | First | Last | Phone | E-Mail* | Max Wkly Hours | Max Wkly Days | Max Day Hours | Max Day Shifts | Hire Date | Priority Group |
|--------------------------|------|------|---------|----------|-------|---------|----------------|---------------|---------------|----------------|------------|----------------|
| <input type="checkbox"/> | | | Jules | BB | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |
| <input type="checkbox"/> | | | Manu | Ginobili | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |
| <input type="checkbox"/> | | | Tony | Gonzalez | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |
| <input type="checkbox"/> | | | John | Perez | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |
| <input type="checkbox"/> | | | Peter | Tirens | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |
| <input type="checkbox"/> | | | charles | bkley | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |
| <input type="checkbox"/> | | | Pedro | gOMEZ | | | 40 | 7 | 14 | 1 | May-20, 08 | 1 |

Employees

WhenToWork.com - Employee Information - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrnewemp.htm?SID=19860533694285

File Edit View

WhenToWork.com May 20, 2008 07:40am

Add New Employee

Select Columns to View

Click for this Help Topic Close

Add A New Employee
Enter details & click Add This Employee.

First Name: Last Name:

Positions: Add New Position | Select All | Clear All

☐ Bus Person ☐ Cook ☐ Dishroom
☐ Host ☐ Prep ☐ Server

Add This Employee

The entries below are not required.

Auto-Fill setting for this employee

Option 1 (Default): Maximum 40 Hours/Week 7 Days/Week
14 Hours/Day 1 Shifts/Day

Option 2 (by Seniority): 05/20/2008 Hire Date

Option 3 (by Scheduling Group): First Scheduling Group

E-Mail: Pay Rate: Phone: 2nd Phone: Cell: Employee #: Address: Address 2: City, State, Zip: Comments:

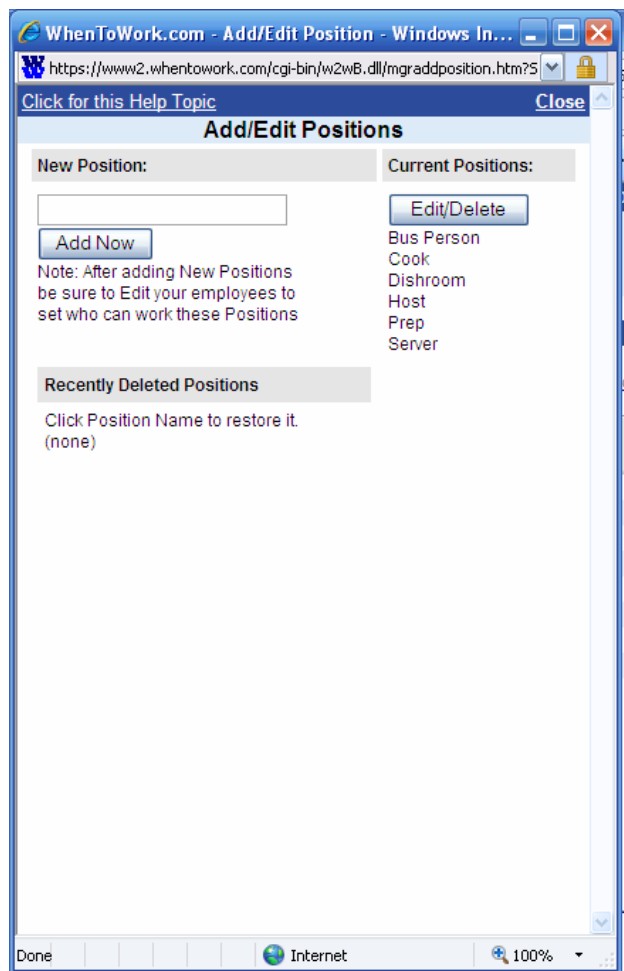
=Changes
 = "None" m

Internet 100%

Add Employee

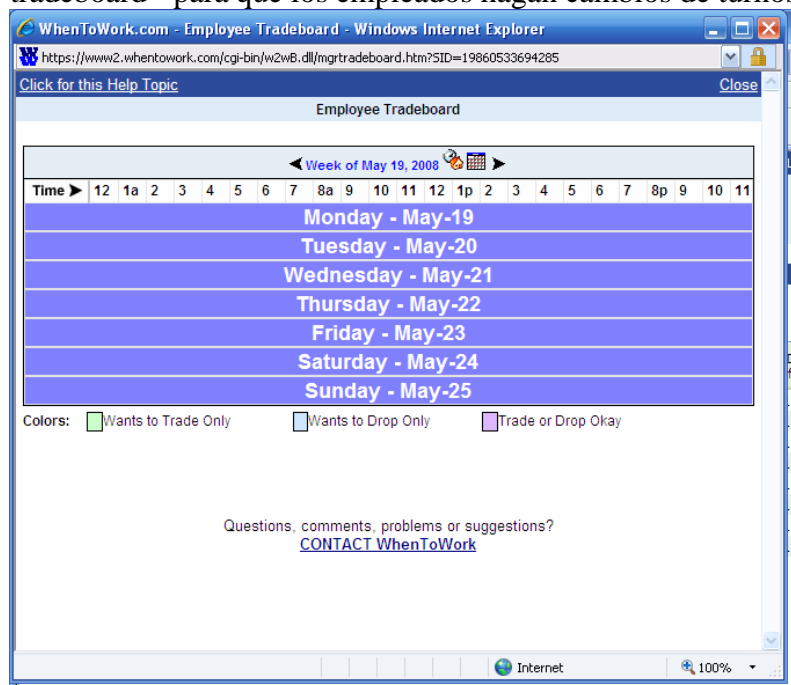
Base de datos de empleados exportada

| Employee Name | First Name | Last Name | Address | Address 2 | City | State | Zip | Phone | Phone 2 | Cell | Email | Employee Number | Last Logon | Logon Count | Hire Date | Schedule Group | Comments | Max Hours Wk | Max Days Wk | Max Shifts Day | Max Hours Day | Pay Rate | |
|---------------|------------|-----------|---------|-----------|------|--------|-----|---------------|-------------|------|-------|-----------------|------------|-------------|-----------|----------------|----------|--------------|-------------|----------------|---------------|----------|-----|
| Jules BB | Jules | BB | | | | | | | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 0 |
| Manu Ginobili | Manu | Ginobili | | | | | | 300.call.manu | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 12 |
| Tony Gonzalez | Tony | Gonzalez | | | | | | | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 0 |
| Vivi Gorais | Vivi | Gorais | | | | | | 305-335-4444 | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 7.5 |
| John Perez | John | Perez | | | | | | | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 0 |
| Peter Tirens | Peter | Tirens | | | | Kansaa | | | 999.245.441 | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 9 |
| charles bkley | charles | bkley | | | | | | | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 0 |
| Pedro gOMEZ | Pedro | gOMEZ | | | | | | | | | | | | | 0 | 5/20/2008 | 1 | | 40 | 7 | 1 | 14 | 0 |



Add Edit positions

Para agregar posiciones o cambiar nombres delas mismas tradeboard -para que los empleados hagan cambios de turnos



WhenToWork.com - Employees - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgremlistprint.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com 99 Employees Printed On May 20, 2008

| Name | Phone | E-Mail | Max | | Hire Date | Priority Group |
|---------------|-------|--------|-------|------|-----------|----------------|
| | | | Hours | Days | | |
| Jules BB | | | 40 | 7 | 5/20/2008 | 1 |
| Manu Ginobili | | | 40 | 7 | 5/20/2008 | 1 |
| Tony Gonzalez | | | 40 | 7 | 5/20/2008 | 1 |
| Vivi Gorais | | | 40 | 7 | 5/20/2008 | 1 |
| John Perez | | | 40 | 7 | 5/20/2008 | 1 |
| Peter Tirens | | | 40 | 7 | 5/20/2008 | 1 |
| charles bkley | | | 40 | 7 | 5/20/2008 | 1 |
| Pedro gOMEZ | | | 40 | 7 | 5/20/2008 | 1 |

Done Internet 100%

print employees

export employees - para exportar la base de datos de los empleados

WhenToWork.com - Export Data - Windows Inte...

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrexport?SID=1

Click for details on this topic Close

Export Employee List

Include Columns:

| | |
|---|---|
| <input checked="" type="checkbox"/> Employee Name | <input checked="" type="checkbox"/> Employee Number |
| <input type="checkbox"/> First Name | <input type="checkbox"/> Last Logon |
| <input type="checkbox"/> Last Name | <input type="checkbox"/> Logon Count |
| <input checked="" type="checkbox"/> Address | <input type="checkbox"/> Hire Date |
| <input checked="" type="checkbox"/> Address 2 | <input type="checkbox"/> Schedule Group |
| <input checked="" type="checkbox"/> City | <input type="checkbox"/> Comments |
| <input checked="" type="checkbox"/> State | <input type="checkbox"/> Max Hours/Week |
| <input checked="" type="checkbox"/> Zip | <input type="checkbox"/> Max Days/Week |
| <input checked="" type="checkbox"/> Phone | <input type="checkbox"/> Max Shifts/Day |
| <input checked="" type="checkbox"/> Phone 2 | <input type="checkbox"/> Max Hours/Day |
| <input checked="" type="checkbox"/> Cell | <input type="checkbox"/> Pay Rate |
| <input checked="" type="checkbox"/> Email | |

Filename:

EXPORT.XLS

Format:

Excel Spreadsheet (XLS)

Create Export File

Employee hours etc. are available from the "Stats" schedule view Export

Internet 100%

En la base de datos no esta la informacion de disponibilidad

Trades cambios de turno

WhenToWork.com Trades Page - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrtrades.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 07:48am gg Trades SIGN OUT

[Click Here to View The Employee Tradeboard](#)

These employees request approval to trade shifts:

| | Approve | Reject |
|----------------------|---------|--------|
| No Trades Requested. | | |

These employees request approval to cover a shift:

| | |
|----------------------|--|
| No Covers Requested. | |
|----------------------|--|

timeoff request – pedidos de vacaciones

WhenToWork.com - Time-Off Requests - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrtimeoffrequestslist.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 07:48am gg Time-Off Requests SIGN OUT

PRINT

List by

Daily View (1 Week)

To add a new time off request change "List By" Dropdown to "By Employee" and click a name (or use the "By Employee" schedule view and click the Employee/Day).

Week of May 19, 2008

| Monday May 19, 2008 | Tuesday May 20, 2008 | Wednesday May 21, 2008 | Thursday May 22, 2008 | Friday May 23, 2008 | Saturday May 24, 2008 | Sunday May 25, 2008 |
|------------------------|-------------------------|---------------------------|--------------------------|------------------------|--------------------------|------------------------|
| | | | | | | |

Questions, comments, problems or suggestions?
[CONTACT WhenToWork](#)

messaging – para comunicarse con los empleados

WhenToWork.com - Messaging - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrmessaging.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 07:49am gg New Messages [Click here to view and send WhenToWork messages](#) SIGN OUT

No Messages Found.

New Messages
Write a Message
Old Messages
Sent Messages

add shift – agregar un turno en un pop up window. Si se hace doble click en un dia de un empleado

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 07:49am 99 Unpublished Schedule SIGN OUT

Schedule View: By Employee Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of May 19, 2008

Change Layout DRAG/ DROP Drop shift onto UNDO Drag / Drop Refresh after each change

Trial User Tip: Please add your shifts OR use the "Add Shifts" button above. Then in future weeks

(Unassigned Shifts)

Jules BB Not Scheduled

Manu Ginobili Not Scheduled

Tony Gonzalez Not Scheduled

Vivi Gorais Not Scheduled

John Perez Not Scheduled

Peter Tirens Not Scheduled

charles bkley Not Scheduled

May-19 - Mon May-20 - Tue May-21 - Wed May-22 - Thu May-23 - Fri May-24 - Sat May-25 - Sun

Quick Shift ADD (Unassigned Shift)

Start Time: 6 End Time: 12 Display Color: Color

Enter Paid Hours: or Auto Calculate

Position: Cook

Optional Text:

Optional Category: none

Add this shift to:

Mon Tue Wed Thu Fri Sat Sun

Assign to Existing Unassigned Shift Add Shift

schedule – muchas formas de ver la misma informacion y hacer cambios

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com - Unpu...

(Unassigned Shifts)

6am - 12pm Cook 6am - 12pm Cook 6am - 12pm Cook 6am - 12pm Cook 6am - 12pm Cook 6am - 12pm Cook

Jules BB 3 shifts - 21.00 hours 11am - 6pm Server 11am - 6pm Server 11am - 6pm Server

Manu Ginobili 1 shift - 7.00 hours 11am - 6pm Server

Tony Gonzalez Not Scheduled

Vivi Gorais 7 shifts - 133.00 hours 5am - 12am Host 5am - 12am Host 5am - 12am Host 5am - 12am Host 5am - 12am Host 5am - 12am Host

John Perez Not Scheduled

Peter Tirens 3 shifts - 33.00 hours 9am - 8pm Cook 9am - 8pm Cook 9am - 8pm Cook

charles bkley 4 shifts - 56.00 hours 8am - 10pm Cook 8am - 10pm Cook 8am - 10pm Cook 8am - 10pm Cook

Pedro gOMEZ Not Scheduled

On PUBLISHED schedules this view includes next to name

Employee viewed schedule Schedule e-mailed Employee confirmed e-mail receipt

Schedule Notes: Click here to Add/Edit Notes for this schedule Schedule History

Note to Employees: Managers Note:

Questions, comments, problems or suggestions? CONTACT WhenToWork

May-19 - Mon May-20 - Tue May-21 - Wed May-22 - Thu May-23 - Fri May-24 - Sat May-25 - Sun

Apr-7 Apr-14 Apr-21 Apr-28 May-5 May-12 Week of May 19, 2008 May-26 Jun-2 Jun-9 Jun-16 Jun-23 Jun-30

se puede saltar a otras semanas, se puede mover turno de un empleado a otro o un dia a otro (drag and drop)

Scheduling options

Add shift - se puede agregar un turno definiendo empleado y posicion

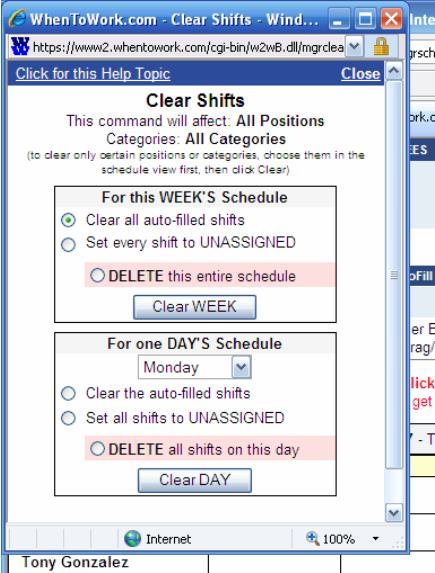
The screenshot shows the 'Add Shift' page in a Windows Internet Explorer browser. The page title is 'WhenToWork.com - Add Shift'. The URL is 'https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrunpubaddshift.htm?SID=19860533694285&T'. The form has a 'Close' button in the top right. The main heading is 'Add Shift' with an 'Add This Shift' button. Below this, there is a 'Select A Position' dropdown, 'Start Time' and 'End Time' input fields, and a 'Select All | Clear All' link. A section for 'Add this shift to:' includes checkboxes for days of the week (Mon-Sun) and a checkbox for 'Paid Hours or Auto Calc' (checked). Below this is a 'Category' dropdown (set to 'None'), a 'Color' dropdown, and a 'Workers Needed' input field. A 'Description' text area is also present. The 'Assign Employee(s) to Shift(s)' section shows a list of employees: 'None - (AutoFill)', 'Jules BB', 'Manu Ginobili', 'Tony Gonzalez', 'Vivi Gorais', 'John Perez', 'Peter Tirens', 'charles bkley', and 'Pedro gOMEZ'. A note explains that the shift can be left as 'None - Unassigned' or assigned to specific employees by Ctrl-clicking their names. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Import shifts

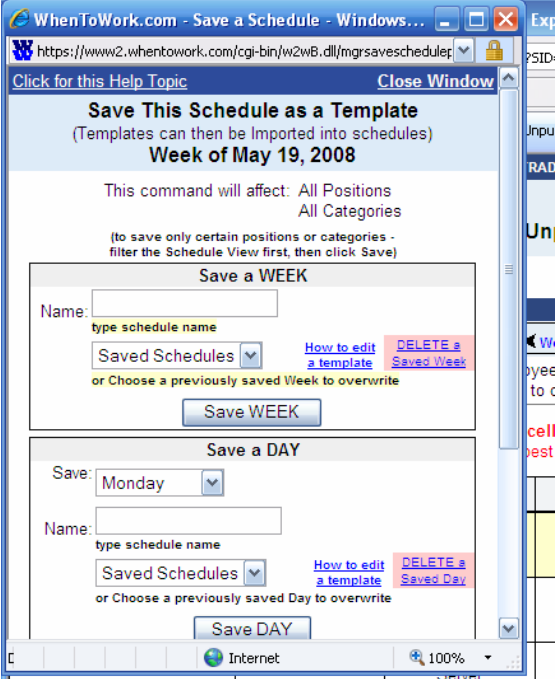
The screenshot shows the 'Import Schedule Entries' page in a Windows Internet Explorer browser. The page title is 'Import Schedule Entries - Windows Internet Explorer'. The URL is 'https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrscheduleimport.htm?SID=19860533694285&T'. The page has a 'Click for this Help Topic' link and a 'Close' button. The main heading is 'Import Shifts Into Week of May 26, 2008'. Below this, a note states: 'This command will affect: - All Positions (to import only certain positions/categories - All Categories choose them in the schedule view first, then click import)'. There are two main sections: 'Import a WEEK' and 'Import a DAY'. The 'Import a WEEK' section includes an 'Import a Template' dropdown, a 'DELETE a Template' button, an 'or Import Previous Week' dropdown (set to 'May 19, 2008'), a 'Show # of Shifts For Each Week' link, a checkbox for 'Unassign all imported shifts', radio buttons for 'add these shifts to any shifts already created' (selected) and 'replace any existing shifts in this week', an 'Optional text to appear on all imported shifts' text area, and an 'Import WEEK' button. The 'Import a DAY' section includes an 'Import FROM Day Template' dropdown, a 'DELETE a Template' button, an 'or Import FROM Previous Date' dropdown, an 'Import INTO Day' dropdown (set to 'Mon'), a checkbox for 'Unassign all imported shifts', radio buttons for 'add these shifts to any shifts already created' (selected) and 'replace any existing shifts on this Day', an 'Optional text to appear on all imported shifts' text area, and an 'Import DAY' button. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

Buena funcionalidad para copier hhorarios anteriores. Se puede agregar o reemplazar el horario entero.

Clear shifts – borra horarios de ciertos días o semanas en el systema



Save template - graba en la memoria una semana tipica con un nombre asignado por el gerente.



WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedunpubemplistprint.htm?SID=19860533694285

99

WhenToWorkSM.com

Schedule for
Week Of May 19, 2008

Printed On
May 20, 2008

| | Monday May-19 | Tuesday May-20 | Wednesday May-21 | Thursday May-22 | Friday May-23 | Saturday May-24 | Sunday May-25 |
|--|--------------------|----------------------|---------------------|----------------------|--------------------|----------------------|----------------------|
| Jules BB Working 3 shifts 21.00 hours | | | | 11am - 6pm Server | | 11am - 6pm Server | 11am - 6pm Server |
| Manu Ginobili Working 1 shift 7.00 hours | | 11am - 6pm Server | | | | | |
| Vivi Gorais Working 7 shifts 133.00 hours | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host |
| Peter Tirens Working 3 shifts 33.00 hours | 9am - 8pm Cook | 9am - 8pm Cook | 9am - 8pm Cook | | | | |
| charles bkley Working 4 shifts 56.00 hours | | | | 8am - 10pm Cook | 8am - 10pm Cook | 8am - 10pm Cook | 8am - 10pm Cook |

Done Internet 100%

Print schedule

WhenToWork.com - Publish a Schedule - Windows In...

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrpostaschedule.htm?S...

Click for this Help Topic Close

Publish the schedule beginning: May 19, 2008

Your **Settings** page option is currently set to:
YES, send notifications, so your employees will receive email
schedule notifications for each week you Publish. "Stats" & "By
Employee" will also show ☐=Schedule e-mailed ☒=Employee
confirmed receipt

Schedules from May 19, 2008 through the week of:

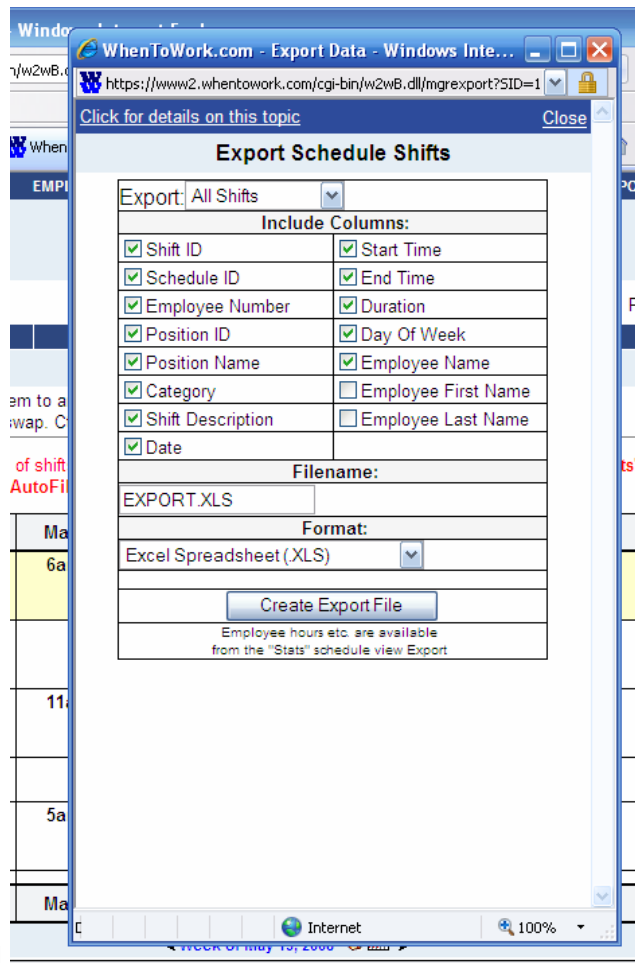
| | Week Starting | Assigned Shifts | Assigned Hours | Unassigned Shifts | Unassigned Hours |
|--|------------------|--------------------|-------------------|----------------------|---------------------|
| | May 19, 2008 | 18 | 250.00 | 6 | 36.00 |

1 week

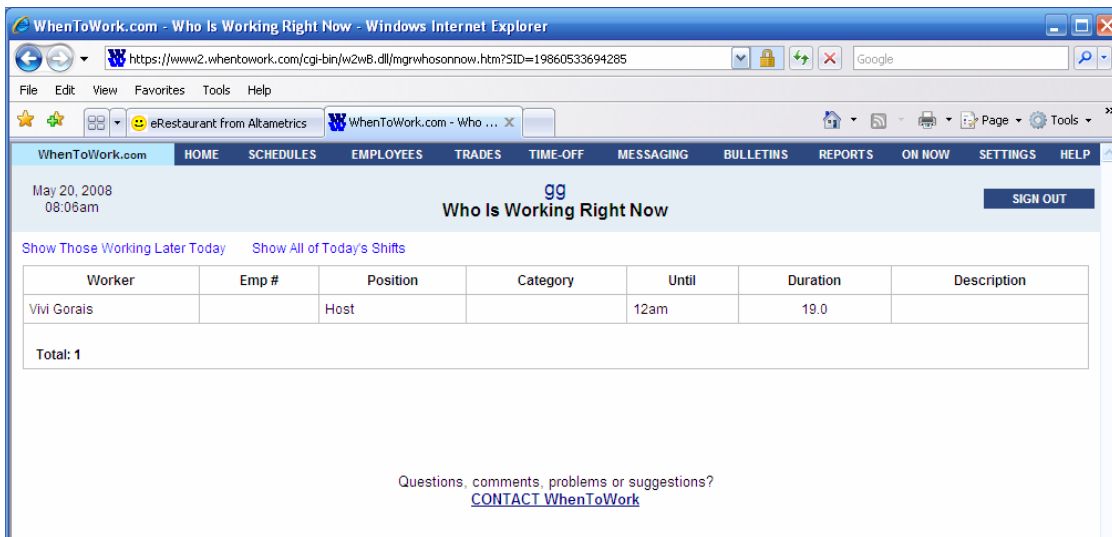
Questions, comments, problems or suggestions?
[CONTACT WhenToWork](#)

Done Internet 100%

Publish / e-mail schedule



Export schedule to excel



On now

Mira quien esta en el horario ahora mismo

settings

WhenToWork.com - SETTINGS - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrcoinfo.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com - SETT...

WhenToWork.com

HOME

SCHEDULES

EMPLOYEES

TRADES

TIME-OFF

MESSAGING

BULLETINS

REPORTS

ON NOW

SETTINGS

HELP

May 20, 2008
08:07am

gg
SETTINGS

SIGN OUT

Info & Settings

My Notifications

Employee Permissions

Add/Edit Managers

Make a Payment

Save Changes

COMPANY INFORMATION

Account #: 21269357

Current Total Employees: 8

Expires: Jun 20, 2008

Company Name: gg

Address:

City State Zip:

Phone:

YOUR INFORMATION

First Name: inaki

Last Name: goris

E-Mail & Text Message: (See My Notifications Tab)

ID & Password: Change ID or Password

SCHEDULE SETTINGS

Schedule START DAY: Monday Click Here to Change

AutoFill MINIMUM TIME OFF Between Shifts hours

SEND NOTIFICATIONS when Publish or Unpublish schedules: Yes No

Time Zone: GMT-8 Pacific US

Adjust for Daylight Savings Time: Yes No

COMPANY LOGO

Click Here To Upload Your Company Logo

Current logo appearing on reports: None

Save Changes

Page 23 Sec 1 23/23 At 5.6" Ln 3 Col 42 REC TRK EXT OVR

start

In...

Mi...

w...

Ej...

W...

Wi...

Mi...

D...

Mi...

11:07 AM

my notifications

WhenToWork.com - SETTINGS - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrmnotifications.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008
08:08am

gg
SETTINGS

SIGN OUT

Info & SettingsMy NotificationsEmployee PermissionsAdd/Edit ManagersMake a Payment

Send My Notifications
via E-mail or Text Message

| E-MAIL Address | Notifications |
|---|--|
| ignaciogoris@hotmail.com | <div>Select / ADD Notifications</div> <div>Delete This Address</div> |
| <div>Add New E-Mail Address</div> | |
| TEXT MESSAGE Address | Notifications |
| <div>Add New Text Message Address</div> | |

WhenToWork does not charge to send text email, but your text provider may charge to receive text messages - please note that some of these notification options could generate a lot of text messages - so choose carefully and be sure you check your carrier's charges and limitations before setting up.

employee permissions

WhenToWork.com - SETTINGS - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrmnotifications.htm?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008
08:08am

gg
SETTINGS

SIGN OUT

Info & SettingsMy NotificationsEmployee PermissionsAdd/Edit ManagersMake a Payment

Save Changes

Display

| | |
|-------------------------------------|---|
| Can see SHIFT COLORS on schedules | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
| Can see CATEGORIES on schedules | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
| Can see the EMPLOYEE COMMENTS field | <input type="radio"/> Yes <input checked="" type="radio"/> NO |

Preferences

| | |
|--|---|
| Can Set their own Prefer & Dislike work time PREFERENCES | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
| Can Set their own CANNOT WORK times | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
| Can Set their Preferences for POSITIONS | <input checked="" type="radio"/> Yes <input type="radio"/> NO |

Viewing Other Employees & Their Schedules

| | |
|--|---|
| Can View EVERYONE'S SCHEDULE* <small>(use your corresponding view "Change Layout" link to set employee displays)</small> | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
| Can see UNASSIGNED SHIFTS on Everyone's schedule view* | <input type="radio"/> Yes <input checked="" type="radio"/> NO |
| Can View STAFF LIST and MESSAGE OTHER EMPLOYEES* <small>(if set to No - Employees CANNOT see everyone's schedule)</small> | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
| Can View Other Employees' AVAILABILITY* | <input checked="" type="radio"/> Yes <input type="radio"/> NO |

Bulletin Board

| | |
|--|---|
| Can Add Entries to the BULLETIN BOARD* | <input checked="" type="radio"/> Yes <input type="radio"/> NO |
|--|---|

Time Off

| | Never | With Manager Approval | NEW! At Will |
|--------------------|-----------------------|----------------------------------|-----------------------|
| Can ENTER TIME OFF | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Tradeboard
(to turn off Tradeboard set all options to "Never")

| | Never | With Manager Approval | At Will |
|---|----------------------------------|----------------------------------|-----------------------|
| Employees can Trade each others Shifts:* | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Employees can Drop/Cover each others Shifts:* | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Employees can Unassign themselves from Shifts: NEW! | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

add edit managers

WhenToWork.com

HOME

SCHEDULES

EMPLOYEES

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TIME-OFF

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ON NOW

SETTINGS

HELP

May 20, 2008
08:08am

gg
SETTINGS

SIGN OUT

Info & Settings

My Notifications

Employee Permissions

Add/Edit Managers

Make a Payment

Add/Delete & Set Permissions for Additional Managers

To add a new manager enter their name/email and click "Add New" then click "Edit" next to their name - change their permissions below and click Save Changes.
NOTE: Do NOT add yourself as a manager here.

| First Name | Last Name | E-Mail | |
|------------|-----------|--------|-------------------------|
| | | | Add New |

Schedules

☐ Add Shifts
☐ Import Shifts
☐ AutoFill Shifts
☐ Clear/Unassign or Erase Schedules
☐ Edit Shifts & Notes
☐ Save/Name Schedules
☐ Publish Entire Schedules*
☐ Unpublish Entire Schedules*
☐ Add/Edit/Delete Categories

Employees

☐ Add New Employees
☐ View Employee Payrates
☐ Edit/Delete Employees
☐ Add/Edit/Delete Positions

Trades

☐ Approve/Deny Trades

Time Off

☐ Approve/Deny Time Off Requests

Company Settings

☐ Change Company Settings

Notifications

☐ Can be notified of other managers' actions.

[Select All](#) | [Clear All](#)

*Publishing & Unpublishing affect ALL positions - normally only one manager should have permission to perform these functions
(only the main manager on the account can Add/Edit Managers)

el gerente que puede darle acceso a otros gerents y ademas que pueden hacer

eRestaurant from Altametrics

WhenToWork.com - SETT... X

Info & Settings

My Notifications

Employee Permissions

Add/Edit Managers

Make a Payment

There is no penalty for renewing early.
Your payment is always added to the end of your current expiration date.

Account #: 21269357
Expires: Jun 20, 2008

STEP 1 - Enter the maximum number of employees you anticipate during the duration:

8

Current Number of Employees in your Account: 8

STEP 2 - Choose a duration option

1-10 Employees

| 1 month (auto-renewing) | Pay Ahead & Save 3 months total price | Pay Ahead & Save More 6 months total price | Best Value! 1 year total price (USD) |
|----------------------------|---|--|--|
| <input type="radio"/> \$15 | <input type="radio"/> \$40 | <input type="radio"/> \$60 | <input type="radio"/> \$100 |

No setup charges or hidden fees.
This is the total cost for all of your managers and employees to use our service.

STEP 3 - Print an invoice for your records

Create Invoice

STEP 4 - Choose payment method

Pay ONLINE

Pay by CHECK

Note: No refunds are given for partial use of time period or reduction in the number of employees.
Exceeding the number of employees chosen will result in additional costs. [WhenToWork Terms of Service](#)

Purchase Orders: We do not require a PO but if you would like to send us one you can send it via:

E-Mail

FAX: (866) 487-3922

or by Mail:
WhenToWork
1100 Irvine Blvd, #128

payment

Para hacer pagos on-line del servicio de creacion de horarios

WhenToWork.com - Reports

Standard Reports & Views

Click View (change the layout if needed) and then click Print on that page

| | |
|--|--------------------------------|
| Which employees have viewed, emailed, confirmed receipt of, their schedule | By Employee Schedule View |
| Weekly Schedule Statistics & Summary | Statistics Schedule View |
| Weekly Availability/Coverage | Availability Schedule View |
| Analyze shifts (Click Analyze Shifts button to see if any shifts are in violation of current constraints and how they compare to employee like, dislike and cannot work times) | Sortable List Schedule View |
| List Unassigned Shifts (Use the Include dropdown) Or see Multi-shift Edit, By Employee views or use the SEARCH function) | Sortable List Schedule View |
| Estimate your Weekly Payroll | Statistics Schedule View |
| Monthly Schedule | Calendar-Monthly Schedule View |
| Time-Off Summary | Time Off Section |
| List of Employees | Employee List |
| Account Payment History | Settings/Billing-Payments |

Note: all standard reports are also available from within the program's various sections

Custom Reports

Choose a Date Range

or click on calendars to select dates below

begin date

end date

Schedule Information Reports

Include: All Positions

Include: All Categories

☐ Include Pay Rate & Approx. Costs

| | | |
|---|-------|--------|
| By Employee - Summary | Print | Export |
| By Employee - Detailed | Print | Export |
| By Position - Summary | Print | Export |
| By Position - Detailed | Print | Export |
| By Category - Summary | Print | Export |
| By Category - Detailed | Print | Export |
| Daily Sign-in Sheet | Print | |
| Shift Details (Export to third party TIME CLOCK solutions - ex. ADP ezLaborManager) | | Export |

Time Off Report

| | | |
|----------------|-------|--------|
| Summary Report | Print | Export |
|----------------|-------|--------|

Suggest a report

reports

Select time period display – para solo mostrar ciertas horas determinadas del dia

WhenToWork.com - Availability Times - Windows Internet Ex...

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrtimefilter.htm?SID=198605336

Click for this Help Topic

Select Time Period to Display

Start Time 4am (0400)

End Time 10pm (2200)

Optional: Name and save this time display.

Name

Display

Existing Time Displays

(You have no times defined)

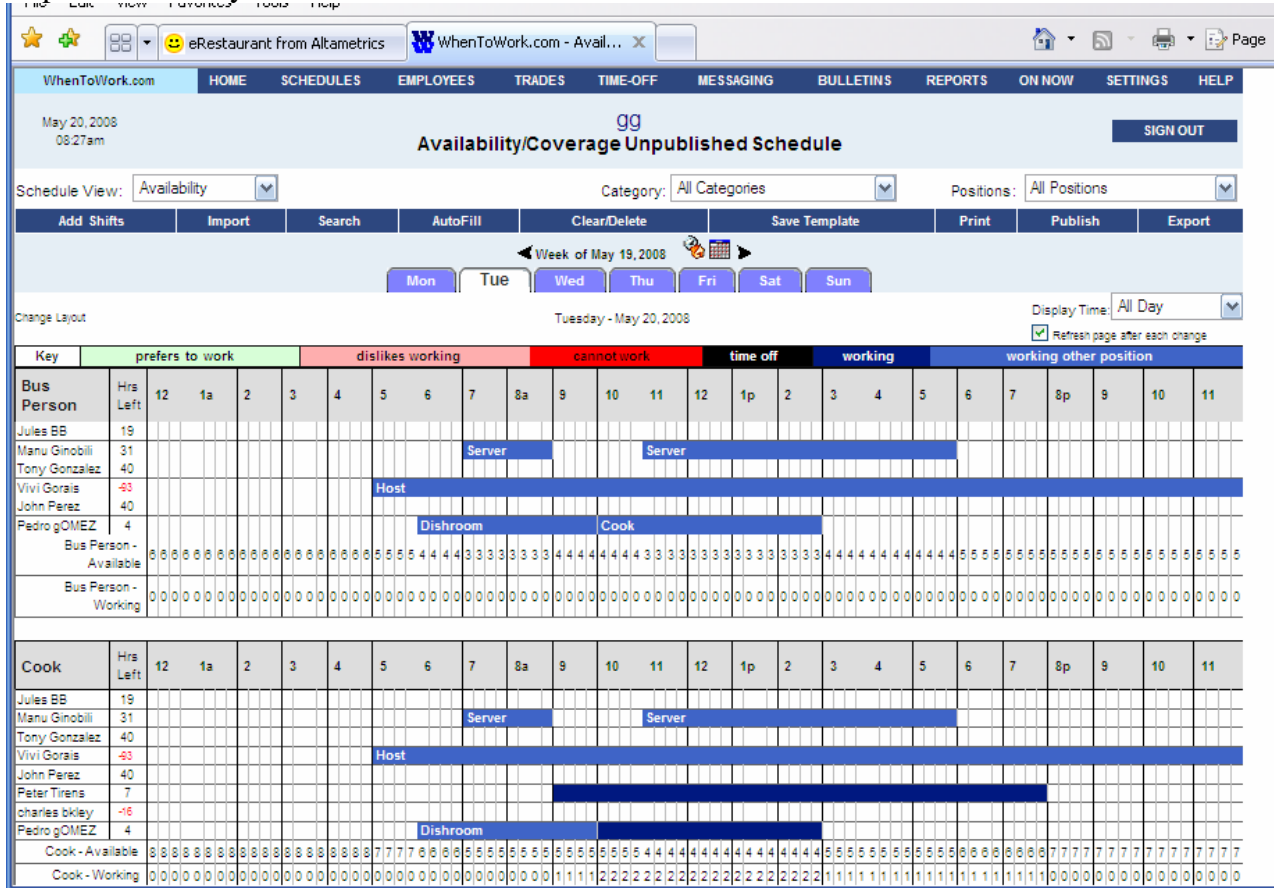
Questions, comments, problems or suggestions?

[CONTACT WhenToWork](#)

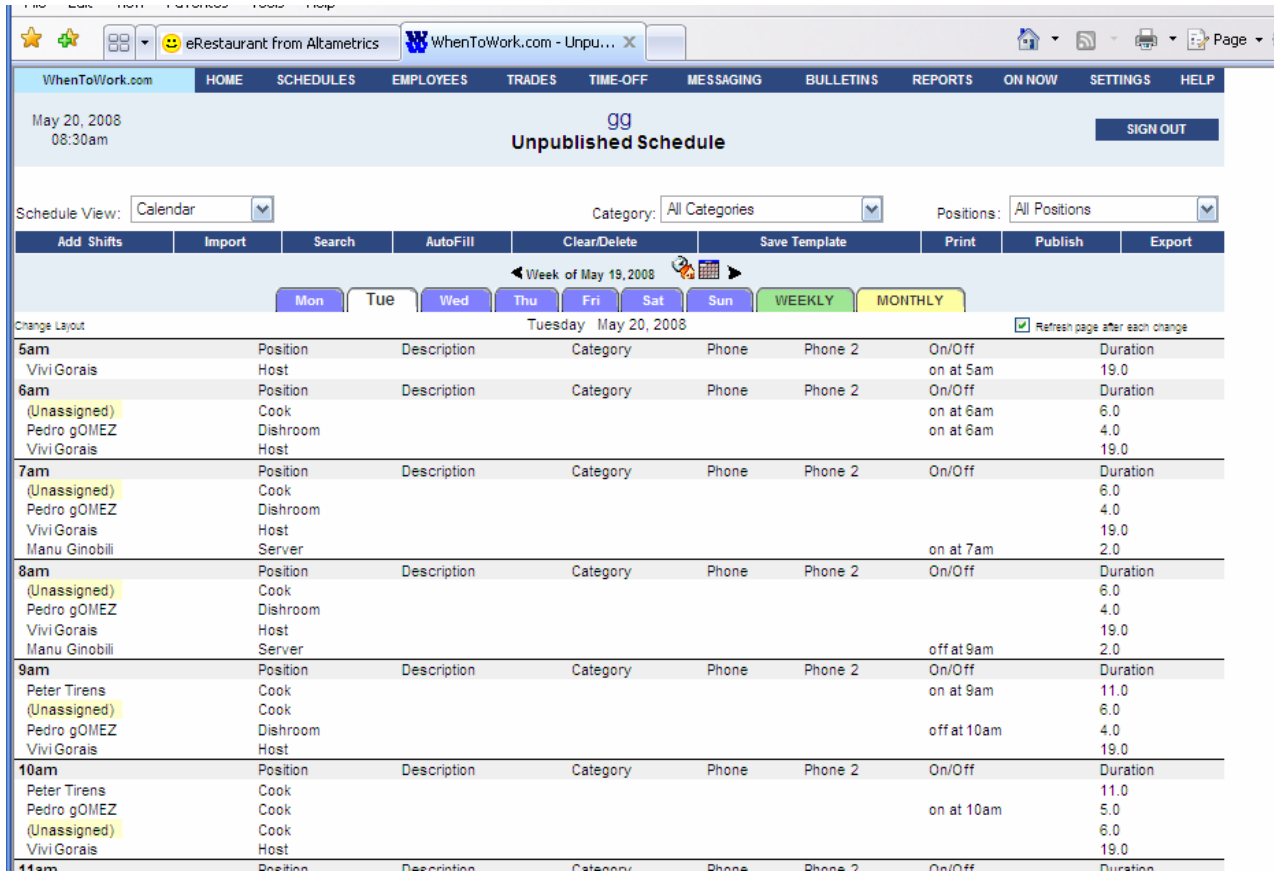
Internet 100%

Bus Person Available

Report availability



Calendar



By position

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com - Unpu...

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 08:31am gg Unpublished Schedule SIGN OUT

Schedule View: By Position Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of May 19, 2008 Mon Tue Wed Thu Fri Sat Sun WEEKLY

Change Layout Tuesday - May 20, 2008 Refresh after each change

| Position | Shift | Hours | Count |
|-----------------|------------|------------|------------------------|
| Cook | | | 3 shifts - 22.00 hours |
| (Unassigned) | 6am - 12pm | 6.0 hours | |
| Peter Tirens | 9am - 8pm | 11.0 hours | |
| Pedro gOMEZ | 10am - 3pm | 5.0 hours | |
| Dishroom | | | 1 shift - 4.00 hours |
| Pedro gOMEZ | 6am - 10am | 4.0 hours | |
| Host | | | 1 shift - 19.00 hours |
| Vivi Gorais | 5am - 12am | 19.0 hours | |
| Server | | | 2 shifts - 9.00 hours |
| Manu Ginobili | 7am - 9am | 2.0 hours | |
| Manu Ginobili | 11am - 6pm | 7.0 hours | |

Schedule Notes: [Click here to Add/Edit Notes for this schedule](#) [Schedule History](#)

Note to Employees: **Managers Note:**

By employee

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com - Unpu...

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 08:34am gg Unpublished Schedule SIGN OUT

Schedule View: By Employee Category: All Categories Position: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of May 19, 2008

Change Layout DRAG/ DROP shifts to move them to another Employee or day. Drop shift onto another shift to swap. Ctrl Drag/Drop to copy a shift. [More...](#) UNDO Drag/Drop Refresh after each change

Trial User Tip: Please add your initial schedule of shifts: Click the cell for a day/employee to add shift OR use the "Add Shifts" button above. Then in future weeks use **Import** to bring in the initial schedule and **AutoFill** to get the best work assignments for that week.

| | May-19 - Mon | May-20 - Tue | May-21 - Wed | May-22 - Thu | May-23 - Fri | May-24 - Sat | May-25 - Sun |
|---|--------------------|---|--------------------|----------------------|--------------------|----------------------|----------------------|
| (Unassigned Shifts) | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | |
| Jules BB 3 shifts - 21.00 hours | | | | 11am - 6pm Server | | 11am - 6pm Server | 11am - 6pm Server |
| Manu Ginobili 2 shifts - 9.00 hours | | 7am - 9am Server 11am - 6pm Server | | | | | |
| Tony Gonzalez Not Scheduled | | | | | | | |
| | May-19 - Mon | May-20 - Tue | May-21 - Wed | May-22 - Thu | May-23 - Fri | May-24 - Sat | May-25 - Sun |

Week of May 19, 2008

WhenToWork.com - Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 08:34am

gg Schedule SIGN OUT

Schedule View: Category Chart Category: All Categories Positions: All Positions

Print

Week of May 19, 2008

Change Layout / Time Period Refresh page after each change

| | 19 Mo | 20 Tu | 21 We | 22 Th | 23 Fr | 24 Sa | 25 Su | 26 Mo | 27 Tu | 28 We | 29 Th | 30 Fr | 31 Sa | Jun 1 Su |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|----------|
| Jules BB | | | | ON | | ON | ON | | | | | | | |
| Manu Ginobili | | ON | ON | | | | | | | | | | | |
| Vivi Gorais | ON | ON | ON | ON | ON | ON | ON | | | | | | | |
| Peter Tirens | ON | ON | ON | ON | ON | ON | ON | | | | | | | |
| charles bkley | | | | | | | | | | | | | | |
| Pedro gOMEZ | ON | ON | ON | ON | ON | | | | | | | | | |

Key
ON No Category

category chart

In-out chart

WhenToWork.com - Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 08:35am

gg Schedule SIGN OUT

Schedule View: In-Out Chart Category: All Categories Positions: All Positions

Print

Week of May 19, 2008

Change Layout / Time Period Refresh page after each change

| | 19 Mo | 20 Tu | 21 We | 22 Th | 23 Fr | 24 Sa | 25 Su | 26 Mo | 27 Tu | 28 We | 29 Th | 30 Fr | 31 Sa | Jun 1 Su |
|---------------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|----------|
| Jules BB | | | | 11a-8p | | 11a-8p | 11a-8p | | | | | | | |
| Manu Ginobili | | 7a-8p | | | | | | | | | | | | |
| Vivi Gorais | 5a-12a | 5a-12a | 5a-12a | 5a-12a | 5a-12a | 5a-12a | 5a-12a | | | | | | | |
| Peter Tirens | 9a-3p | 9a-3p | 9a-3p | | | | | | | | | | | |
| charles bkley | | | | 8a-10p | 8a-10p | 8a-10p | 8a-10p | | | | | | | |
| Pedro gOMEZ | 6a-3p | 6a-3p | 6a-3p | | | | | | | | | | | |

Questions, comments, problems or suggestions?
[CONTACT WhenToWork](#)

Sortable list analyze shifts

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 08:35am

Unpublished Schedule

SIGN OUT

Schedule View: Sortable List Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of May 19, 2008

Mon Tue Wed Thu Fri Sat Sun WEEKLY

Tuesday - May 20, 2008

Change Layout Delete Selected Shifts Set Selected Shifts to Unassigned Include: All Shifts

Click on column titles to sort by that column. Indicates current sort column.

☐

☐

☐

☐

☐

☐

☐

| Pref | Position | Time | Duration | Worker | Category | Description |
|------|----------|----------|----------|---------------|----------|-------------|
| | Host | 5am-12am | 19.0 | Vivi Gorais | | |
| | Dishroom | 6am-10am | 4.0 | Pedro gOMEZ | | |
| | Cook | 6am-12pm | 6.0 | | | |
| | Server | 7am-9am | 2.0 | Manu Ginobili | | |
| | Cook | 9am-8pm | 11.0 | Peter Tirens | | |
| | Cook | 10am-3pm | 5.0 | Pedro gOMEZ | | |
| | Server | 11am-6pm | 7.0 | Manu Ginobili | | |

Select All | Clear All

Delete Selected Shifts Set Selected Shifts to Unassigned

☐ prefer

☐ prefer & dislike

☐ overlaps cannot work

☐ no min time between shifts

☐ overlapping shifts

☐ no pref

☐ dislike

☐ over max shifts for day

☐ over max hours for day

☐ OFF

conflicts with vacation

Schedule Notes: Click here to Add/Edit Notes for this schedule

Note to Employees:

Managers Note:

Schedule History

Multi-shift edit

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=19860533694285

File Edit View Favorites Tools Help

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 08:36am

Unpublished Schedule

SIGN OUT

Schedule View: Multi-Shift Edit Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of May 19, 2008

Mon Tue Wed Thu Fri Sat Sun WEEKLY

Tuesday - May 20, 2008

Save Changes To DELETE multiple shifts use the Sortable List View Include: All Shifts

Click on column titles to sort by that column. Indicates current sort column.

| Position | Worker | Time | Duration | Color | Category | Description |
|----------|---------------|---------|----------|-------|----------|-------------|
| Host | Vivi Gorais | 5am12am | 19.0ac | black | none | |
| Dishroom | Pedro gOMEZ | 6am10am | 4.0ac | Color | none | |
| Cook | | 6am12pm | 6.0ac | black | none | |
| Server | Manu Ginobili | 7am9am | 2.0ac | Color | none | |
| Cook | Peter Tirens | 9am8pm | 11.0ac | black | none | |
| Cook | Pedro gOMEZ | 10am3pm | 5.0ac | Color | none | |
| Server | Manu Ginobili | 11am6pm | 7.0ac | black | none | |

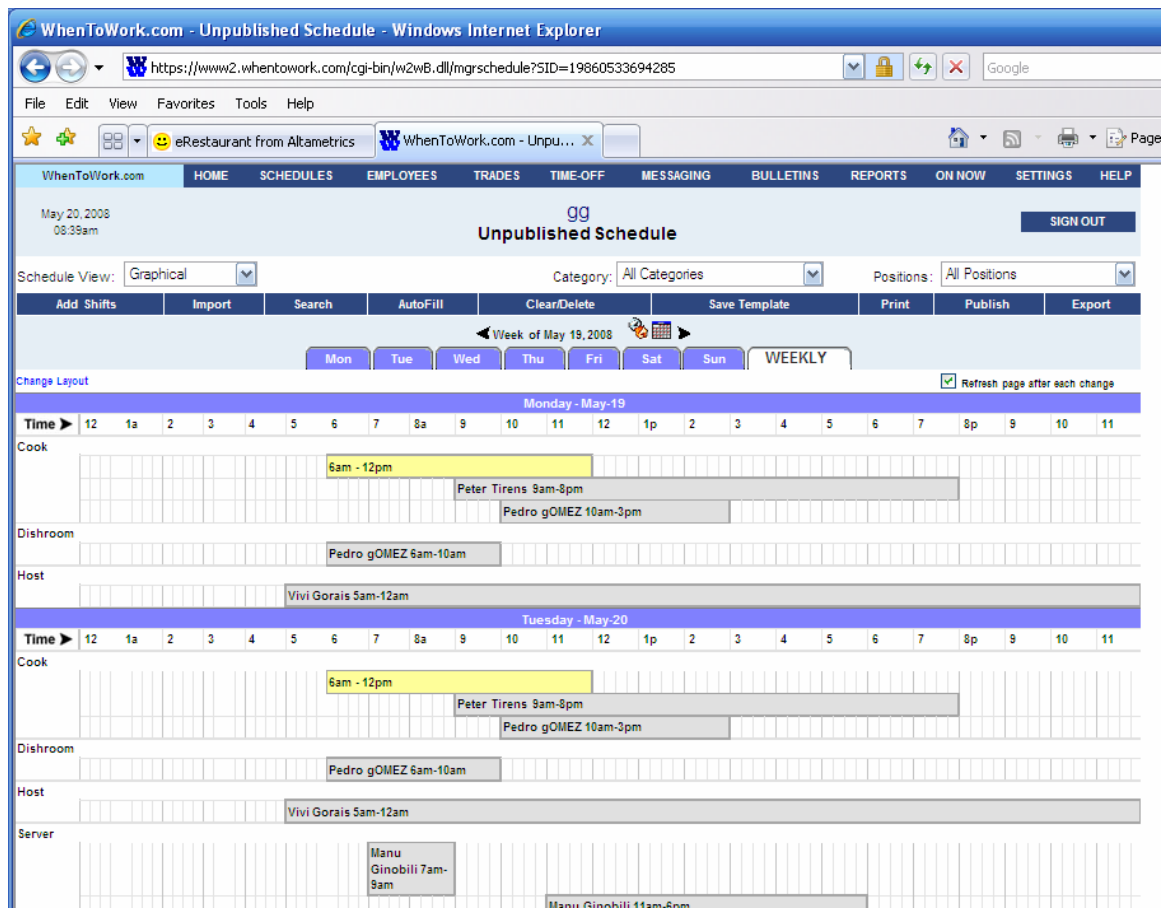
Save Changes

Schedule Notes: Click here to Add/Edit Notes for this schedule

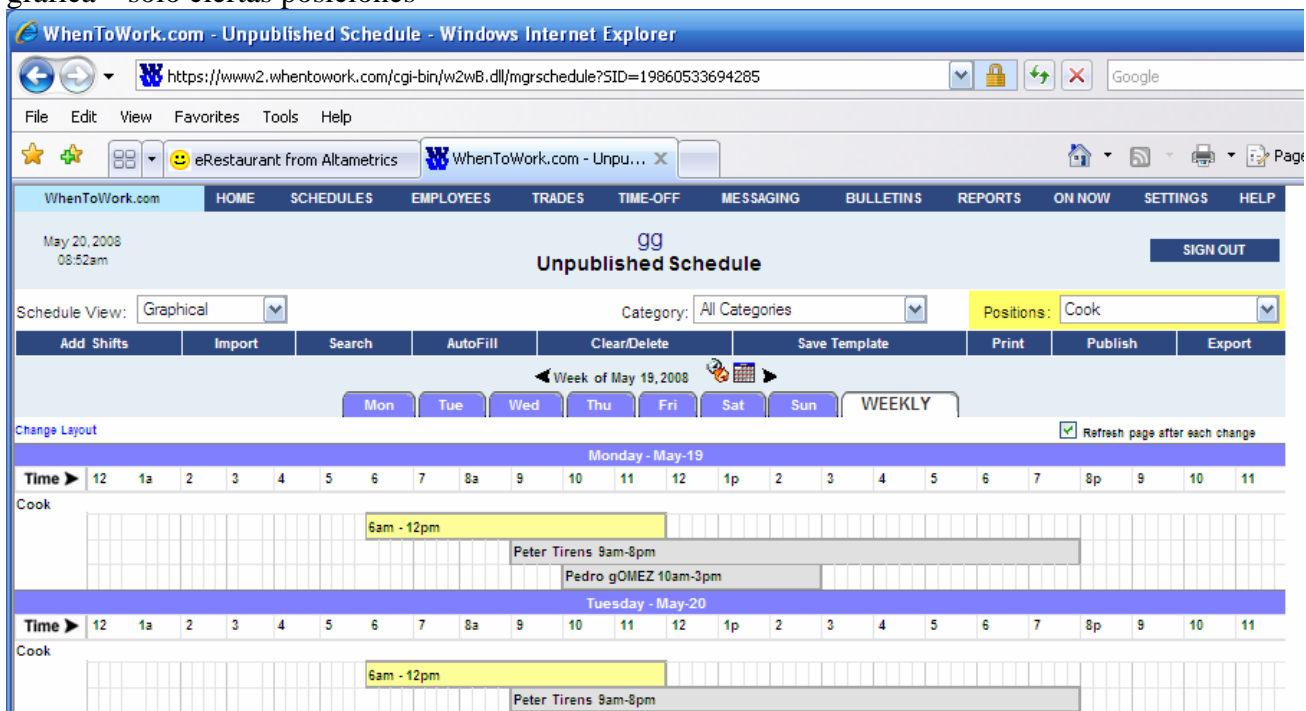
Note to Employees:

Managers Note:

Schedule History



graphical
grafica – solo ciertas posiciones



Work preference setting

WhenToWork.com - Choose Times I Prefer to Work - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrpreferencesday.htm?SID=19860533694285&EmployeeId=211028864&Date=05/19/08&DayName=Monday

DATE SPECIFIC Preferences for Vivi Gorais
Monday, May 19, 2008

You must click "Save Changes" when done

Repeat for 1 week (this week only)

Click on a roller to choose a preference, then "PAINT" the time blocks on the grid above with that color.

OR Use this form to enter preferences into the grid.

Prefer ☐ Begin: 12am 00 End: 12am 00
 Dislike ☐
 No Preference ☐
 Cannot Work ☒

Time > 12a 1 2 3 4 5 6a 7 8 9 10 11 Noon 1 2 3 4 5 6p 7 8 9 10 11

Sat May-24
Sun May-25

Internet 100%

[EDIT This Employee](#)

Work preferences view

WhenToWork.com - Employee Details - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wb.dll/mgrempinfo.htm?SID=19860533694285&From=&IPV=5&EmployeeId=211028864

[Close](#)

◀ Prev **Vivi Gorais** Next ▶

[E-MAIL Sign-In Instructions](#)

Information **Schedules - Preferences** **Time Off**

[View MONTHLY Schedule](#) - [Recent Shift Change Notifications](#) [EDIT This Employee](#)

◀ Week of May 19, 2008 ▶

| Mon - May-19 | Tue - May-20 | Wed - May-21 | Thu - May-22 | Fri - May-23 | Sat - May-24 | Sun - May-25 |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host | 5am - 12am Host |

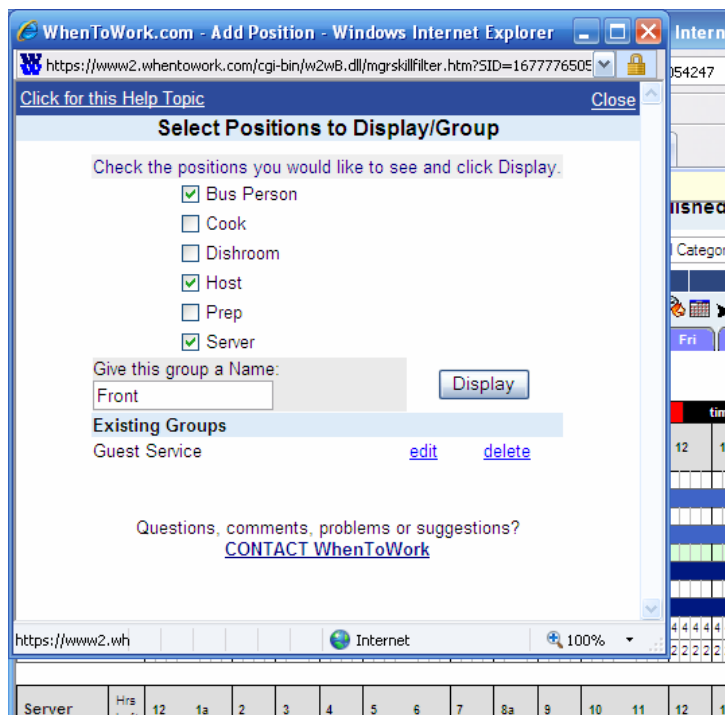
Working 133.0 hours [Click to PRINT Schedule](#)

Work Time Preferences

| Time > | 12a | 1 | 2 | 3 | 4 | 5 | 6a | 7 | 8 | 9 | 10 | 11 | Noon | 1 | 2 | 3 | 4 | 5 | 6p | 7 | 8 | 9 | 10 | 11 |
|------------|-----|---|---|---|---|---|----|---|---|---|----|----|------|---|---|---|---|---|----|---|---|---|----|----|
| Mon May-19 | | | | | | | | | | | | | | | | | | | | | | | | |
| Tue May-20 | | | | | | | | | | | | | | | | | | | | | | | | |
| Wed May-21 | | | | | | | | | | | | | | | | | | | | | | | | |
| Thu May-22 | | | | | | | | | | | | | | | | | | | | | | | | |
| Fri May-23 | | | | | | | | | | | | | | | | | | | | | | | | |
| Sat May-24 | | | | | | | | | | | | | | | | | | | | | | | | |
| Sun May-25 | | | | | | | | | | | | | | | | | | | | | | | | |

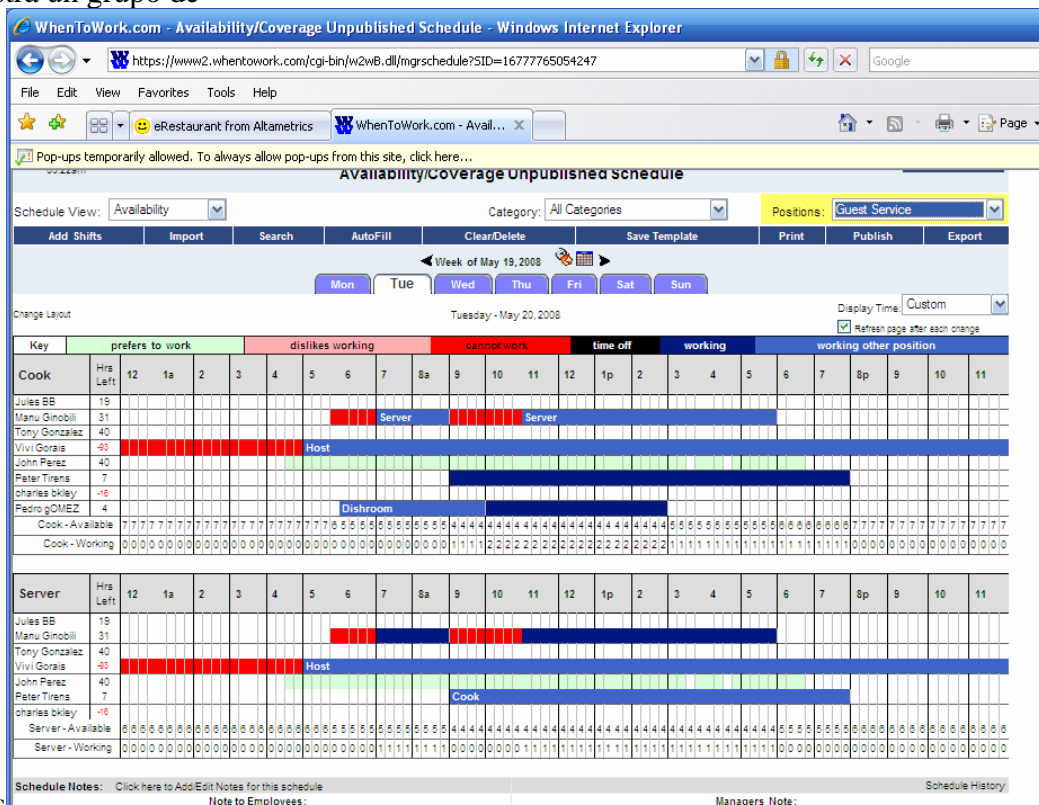
Date has specific preferences: prefers, dislikes, cannot work and no preference

Graficamente se puede "pintar" disponibilidad. La misma forma seria bueno para extender turnos o borrar turnos



Agrupar posiciones

Buena forma de implementar. Podemos en la definicion crear grupos o que los grupos los cree el gerente. Solo muestra un grupo de



posiciones

Seria bueno poder hacer esto y ademas sumar las horas de posiciones que estan en el mismo grupo.

Doble turnos

WhenToWork.com - Unpublished Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/mgrschedule?SID=16777765054247

Google

File Edit View Favorites Tools Help

★ ☆

eRestaurant from Altametrics

WhenToWork.com - Unpu...

Page

WhenToWork.com

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON NOW SETTINGS HELP

May 20, 2008 09:28am

gg

Unpublished Schedule

SIGN OUT

Schedule View: By Employee

Category: All Categories

Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of May 19, 2008

DRAG/ DROP shifts to move them to another Employee or day.
Drop shift onto another shift to swap. Ctrl Drag/Drop to copy a shift. [More...](#)

UNDO Drag / Drop

Refresh after each change

Trial User Tip: Please add your initial schedule of shifts: Click the cell for a day/employee to add shift OR use the "Add Shifts" button above. Then in future weeks use Import to bring in the initial schedule and AutoFill to get the best work assignments for that week.

| | May-19 - Mon | May-20 - Tue | May-21 - Wed | May-22 - Thu | May-23 - Fri | May-24 - Sat | May-25 - Sun |
|--|--------------------|--|--------------------|----------------------|---|--------------------|----------------------|
| (Unassigned Shifts) | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | 6am - 12pm Cook | |
| Jules BB 3 shifts - 21.00 hours | | | | 11am - 6pm Server | May-23-Fri (Click to add a shift) Server | | 11am - 6pm Server |
| Manu Ginobili 300.call.manu 2 shifts - 12.00 hours | | 7am - 12pm Server 11am - 6pm Server | | | | | |
| Tony Gonzalez Not Scheduled | | | | | | | |
| | May-19 - Mon | May-20 - Tue | May-21 - Wed | May-22 - Thu | May-23 - Fri | May-24 - Sat | May-25 - Sun |

Week of May 19, 2008

Mostrados separados OK, pero esta sobreponiendose..