



timeApplicator

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Schedule Draft

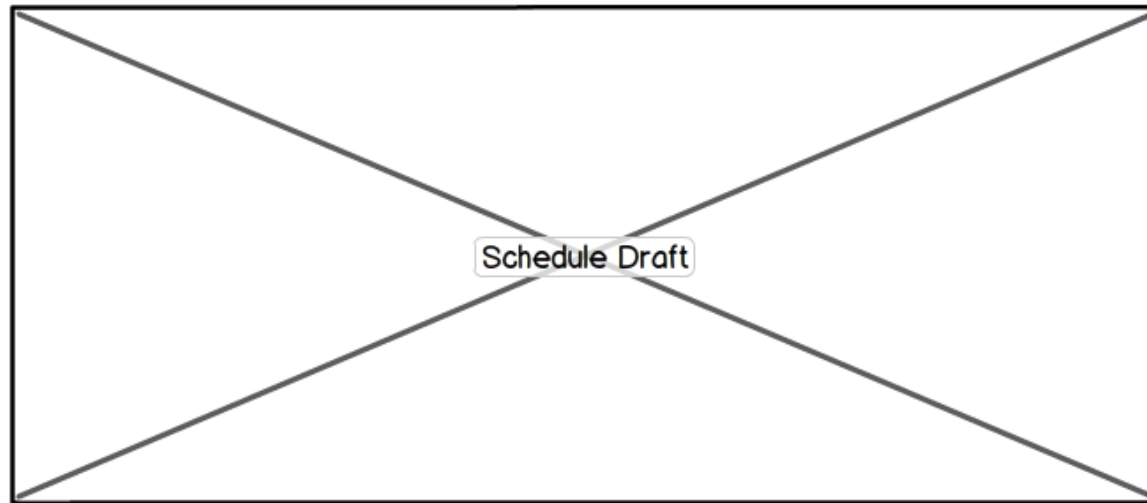
Employee

Day Off Requests

Availability

Start Draft

The schedule draft for the week of: 11/10



Schedule Draft

Save as:

Text  
SCV  
Word  
Excel  
PDF

prev

week of Oct 11

next

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1

The current week schedule draft is loaded by default.

2

You can see the previous schedule drafts as well.

3

The "next" button is disabled by default. When you click the "prev" button to see the previous drafts, the "next" button becomes enabled until you reach the latest draft you made.

4

You can save the displayed schedule draft at your machine as a text, csv, word, excel, or pdf file and work on that later.



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Schedule Draft

Employee

Day Off Requests

Availability

Start Draft

1/3. Please, select one of your employees:

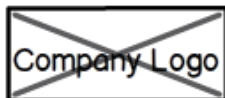
Employee name:

- |   |  |
|---|--|
| <input type="radio"/> Phillipa Rubic            | <input type="radio"/> McKenzi Azo        |
| <input type="radio"/> Alex Smirnoff             | <input type="radio"/> Kayleen Stankovich |
| <input type="radio"/> Stacy Bolt                | <input type="radio"/> Edward Thompson    |
| <input type="radio"/> Ellen Debari              | <input type="radio"/> Perl Fredrickson   |
| <input checked="" type="radio"/> Cortny Wozniak |  |
| <input type="radio"/> Sasha Panman              |  |
| <input type="radio"/> Julia Stevston            |  |
| <input type="radio"/> Autumn Winter             |  |
| <input type="radio"/> Nao Onuki                 |  |

Day offs request and availability time can be applied at the next steps.

Submit

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Schedule Draft

Employee

Day Off Requests

Availability

Start Draft

2/3. Please, select day offs:

Select a Date Range

May 2011

June 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				4

1

To

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Select Today

Select Today

Day Off assigned

By selecting a particular day and clicking on it, it's automatically assigned as a day off for the submitted employee.

All day off requests are stored in the database. If you scroll the calendar to the past, you will observe the previously assigned day offs.

Website

X

http://www.timeappteamup.ca

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12

1

2

3

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22

23

Schedule Draft

Employee

Day Off Requests

Availability

Start Draft

3/3. Please, select availability for the week of: 

11/10

DD/MM

☐ Any time

☒ Mornings

☐ Lunch

☐ Evenings

Days/week: 

5

or

Thursday

☐ 5:30 - 14:00

☐ 7:00 - 15:00

☐ 12:00 - 18:00

☒ 15:00 - 23:00

Friday

☒ 5:30 - 14:00

☐ 7:00 - 15:00

☐ 12:00 - 18:00

☐ 15:00 - 23:00

1 Saturday

☐ 7:30 - 15:00

☐ 8:00 - 15:00

☐ 15:00 - 23:00

☐ 15:00 - 23:00

Sunday

☐ 7:30 - 13:00

☐ 8:00 - 14:00

☐ 13:00 - 21:00

☐ 14:00 - 21:00

2 Monday

☒ 5:30 - 14:00

☐ 7:00 - 15:00

☐ 12:00 - 18:00

☐ 15:00 - 23:00

Tuesday

☒ 5:30 - 14:00

☐ 7:00 - 15:00

☐ 12:00 - 18:00

☐ 15:00 - 23:00

Wednesday

☒ 5:30 - 14:00

☐ 7:00 - 15:00

☐ 12:00 - 18:00

☐ 15:00 - 23:00

All changes are saved automatically.

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1

Usually, each week in a coffee shop starts on Thursday due to delivery and pay roll schedule specifics.

2

Usually, Mon, Tue, and Wed have similar task schedules. That's why they kind of grouped together. Plus, there is not enough space to display the whole week in a single line.

3

This calendar displays weeks only, not days. Each new week starts on Thursday.

4

When a user leaves the "Availability" tab, all changes are saved automatically. Consequently there is no need in "Save" button.

5

When you click the "Start Draft" button, the new schedule draft(s) is(are) done automatically for the corresponding week(s) based on provided day offs and availability.