

# Schedules

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Schedules are located in the following areas based on software:

- **ATVS** - In the tree menu in the right side, Schedules will be listed, maximize the ATVS window for access to the new schedule icon or edit/hand icon
- **Time Guardian Pro 3.7 or lower** - In the tree menu in the right side, under today > setup > schedule > template schedule, create the template to define hours then attach the template by creating a schedule. The schedule is then assigned to the employee.
- **Time Guardian version 4 or lower** - Go to setup > wizard > schedule tab
- **Time Guardian version 5 or Plus** - Go to edit > setup wizard > schedule tab
- **Time Attendant** - go to setup > wizard > schedule tab
- **TruTime** - Schedule tab > template schedule, template must then be assigned to employee's master file

Online URL: <http://tkb.amano.com/article.php?id=382>