

Schedules

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Introduction

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

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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