

ScheduleSource LOCATION Self Training Document: Release 2014.3
New Features & Enhancements

Note: The bullets in blue match the bullet item list on the Release Notes pages.

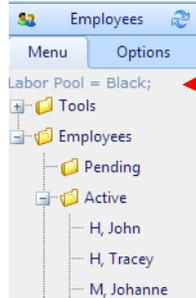
Location Portal:

1. Employee Section:

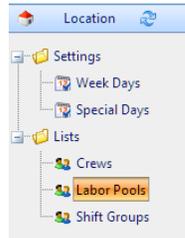
- **User can filter Employee section by Labor Pool.**
 - 1) Under the Options tab, a filter box will appear with a drop down list of all labor pools that have been created in this location.



- 2) Applying a labor pool filter will reduce the Menu list of employees to only those in the specified labor pool. The Menu tab will automatically reopen showing the filter chosen.

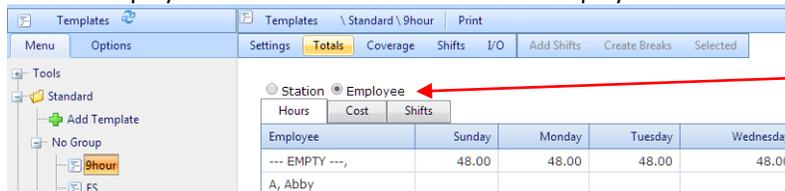


- 3) Labor Pools must first be created in the Location section for the Filter to appear.



2. Template Section:

- **Totals are now available by Employee (as well as by Station), with a radio button for selection.**
 - 1) Open the template.
 - 2) Open the Totals tab.
 - 3) Choose 'Employee' radio button to view totals for employees.



3. Time:

➤ **Absent/On page now includes column for Alert/Note/Clock Reason.**

- 1) Review: Open the absent/on page.
- 2) New Column: Status

Absent/On

Start	End Station	Hours	VS	Type	On	Actuals Off	Project / Task	Status	Hours
			All Attendance						4.00

➤ **Attendance Roll up does not include inactive employees by default.**

- 1) Reports: Open the Attendance Report
- 2) An Employee Status filter has been added. The default will be active. You can also choose Inactive or All from the drop-down filter list.

Employee Status:

➤ **Attendance Roll up filters can now be saved.**

- 1) Reports: Open the Attendance Report
- 2) The filters in the blue shaded boxes apply only to this page. Set Filters.
 - Click Apply to view data.
 - Click Save to save the filter for the next time you return to this page.

Attendance Roll Up Dates: Preset One year Custom 9/23/2014 HireDate: Status: Confirmed/O Employee Status: Active Inactive All Apply Save

3) Reminder: **FILTER ()**

- This is the time Filter applies to All pages in the time section.

Time Filter
 Employee: Lastname, Firstname... [Clear]
 Set Filter

- It is an employee filter that when used will filter the data on every page opened to just that one employee.
- This filter is not saved.