



## Edit a schedule pattern

Schedule Patterns can be assigned to one or more employees, to a schedule group, or to a set of employment terms.

### Edit a schedule pattern

To edit a schedule pattern, complete the following steps.

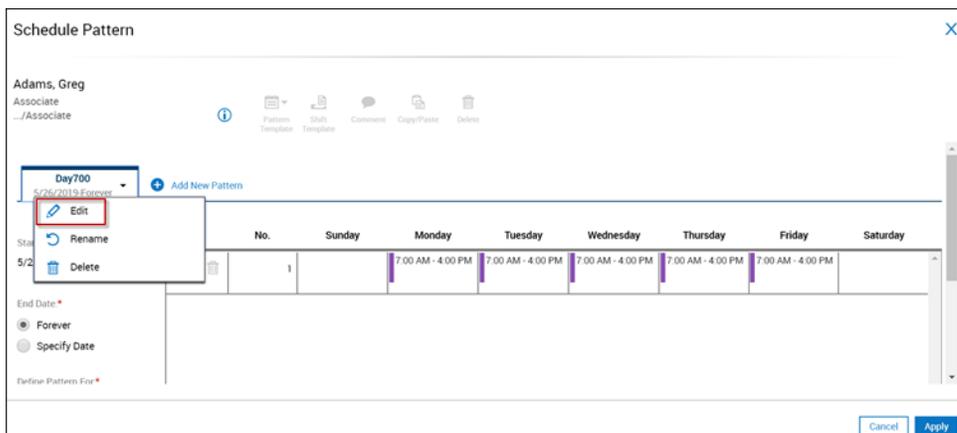
#### Define the employee pattern or patterns to modify

To open the Schedule Pattern glance for specific employees having the same schedule pattern, do one of the following:

- Double-click an employee.
- Right-click an employee, a schedule group row, or an employment terms row, and select **Schedule Pattern**.
- Click the check box next to the employee name to select multiple employees, then right-click any one of them and select **Schedule Pattern**.
- Use shift-select or Ctrl-select to select multiple employees, then right-click any one of them and select **Schedule Pattern**.

#### Define the type of modification

1. Note the tabs above the pattern table. Click the tab of the pattern you want to edit.
2. On the tab, select down arrow to open the pattern menu, then select **Edit**. The **Edit** pattern dialog appears. Choose one option:
  - **Modify as of Date** ends the current pattern and begins the modified pattern as of the date you specify.
  - **Overwrite Pattern** erases the current pattern from the last sign-off date to the end date and replaces it with the modified pattern.



3. Click **Apply** to confirm your choice and continue by modifying options for the pattern.

## Modify schedule pattern options

Make whatever modifications you need and leave the other settings as they are.

1. Specify a **Start Date** and (optionally) an **End Date** to indicate the effective period of the pattern.
2. In the **Define Pattern For** field, specify the length of the cycle that repeats (in days or weeks).
3. Create a shift for any cell using one of the following methods.
  - Right-click the cell and select **Insert Shift Template**, then select a template. You can also select multiple cells (using shift-click or control-click), right-click one of them, click **Insert Shift Template**, then select a template.
  - Click **Shift Template** at the top of the glance, then select a template, then click the cell where you want to create the shift. You can add the same shift template simply by clicking additional cells. When you are finished creating that type of shift, click **Shift Template** to deactivate the quick action.
  - Right-click the cell and select **Add Shift**, then define the shift parameters. You can also select multiple cells (using shift-click or control-click), right-click one of them, and click **Add Shift** to open the **Add Shift** panel. Define the shift parameters to insert the same kind of shift in each selected cell.
  - You can also use the quick action **Copy-Paste** to copy a shift and paste it in a different date cell. See Quick Actions for editing Schedule Patterns, below.
  - **Note:** Create shifts in the cell of the day they begin. For example, a shift that begins at 11:30 pm Monday is created in the Monday cell, even though most of the shift is on Tuesday.
4. Define the availability pattern for any cell. Right-click the cell and select **Edit Availability**, then define the Availability parameters for that cell. You can also select multiple cells (using shift-click or control-click), right-click one of them, and click **Edit Availability** to open the **Edit Availability** panel. Define the availability parameters to apply to all the selected cells.
5. Create a paycode for any cell. Right-click a cell or a shift and select **Add Paycode**, then define a paycode, and select **Apply**. **Note:** Leave any cell blank to represent a day that has no shift or paycode.

## Apply the pattern changes

6. Click **Apply**. The **Schedule Pattern** glance closes, and the pattern is applied for the loaded period.
7. On the main schedule page, click **Save**. The pattern is rolled out for its entire length.