



Schedule3W is ideal for scheduling staff, part-time and student workers, substitutes and volunteers. Schedule3W allows you to schedule *who* should work, knowing *when* they want and don't want to work, and *where* they are needed.

Schedule3W saves you time. Repeating and alternating schedules make for fast entry. Just drag or right click to change. Create clean, professional schedules showing who, when and where. Sharing the schedules is easy! Generate on paper or as PDFs to e-mail or post to a web page or shared drive. One click to e-mail each person their own schedule or any shift change. Optional Web View module provides browser access to live database plus iCalendar exporting to calendars (e.g. Outlook).

Schedule3W reduces scheduling errors. Enter how many people are needed by time of day. The red and blue vector bar tells you if you're over or under staffed. Enter the number of hours in a person's work week and avoid scheduling over or under hours. It's that easy!

Affordable! Special pricing for education and libraries!

For more information, or how to download a demo, please visit [www.schedule3w.com](http://www.schedule3w.com).

New Web  
Bar Grids

# Schedule 3W

new v4.3  
W7 Optimized

## who · when · where staff scheduling made faster and easier

from the creators of the award-winning MEDIANET software

### With Schedule3W, you can:

- Schedule different locations:
  - libraries: reference, circ desks and children's department
  - restaurants: tables, bar, kitchen
- Do one level scheduling where the day is the sum of individual shifts (e.g. 1-3 circ desk, 3-5 reference)
- Do **two level scheduling** where you first schedule someone in to work (e.g. 9-5) and then assign periods at specific service points (e.g. 9-11 and 2-4 at circ. desk)
- Optionally, set staffing levels, e.g.: the help desk needs 2 people 8-11am, 3 people to 6pm and 1 person to 10pm. Also vary by day of week and holidays!
- Enter employee contact information plus desired # of hours per week, pay rate, lunch rule, e-mail, type, status and, per location, skill level and priority.
- Optionally, enter when employees want to work and when they can't work.
- Schedule single or recurring shifts for employees using:
  - location-by-day or week views
  - employee or location grids
  - employee-by-week view
  - fast entry form
- Choose employees from a list of available employees with their total hours that week, difference from standard week and date/time of previous and next shift.
- Assign tasks to shifts by adding notes like *lockup* or *supervisor*.
- Schedule past midnight.
- Easily change shift times, loca-

- tions or employee assigned for a day or until a date or on-going. Great delete date range option.
- Track vacations and sick time and easily enter replacements.
- See at a glance an employee analysis calendar screen showing work locations, including vacation and sick time. One click displays dates, times and totals.
- Generate helpful reports:
  - where employees are working
  - who is staffing each location
  - actual and projected staff costs and hours with pie charts
  - and many moreEasily tailor by location, staff and date range. Optionally, have recent changes **highlighted** and include shift notes.
- E-mail all employees their schedules, and optionally, a message any time you add, delete or change a shift.
- Passworded multi level access optionally allowing employee updating of availability.
- Inexpensive **multi-user** licenses.

### Optional add-ons:

- **Web View** module gives passworded browser access to the live schedule for all or selected locations and/or employees. Runs as a Windows Service!
- **Medianet** Integration module for assigning setup/teardown staff.

### System Requirements:

- Windows 98 through Windows 7
- 50mb of disk, 256mb memory, 900mhz CPU
- Internet access

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# Sample Schedule3W Reports

At a glance see where people are working. Great for posting on the wall or on the Web.

Youth Dept	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours
Carol	Tech 9-4:30	10-6 Tech 10-2	1-9	10-6 Tech 10-2	Vacat 10-6			39.5
Jeanne	1-9 Prog 7-8	1-9 Meet 2-4 Prog 7-8	10-6			8-4		32

Two level scheduling

14, 31 and wall calendar month formats also!

Where working - Employee x Time Period for - Monday, January 7, 2008

	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-9
Collins, Renee	Sys +8	Sys	Sys	Sys	Sys	Meet	Meet			
Smith, Carol		Tech	Tech	Tech	Tech	Youth	Youth	Youth	Youth	

Optional location color

Time down the side formats too

At a glance see who is covering each location:

Schedule Grid By Time Period by Date - Monday, January 7, 2008

	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-9	
Circulation	Jan +8 Winnie +8 Sue +8	Jan Winnie Sue	Jan Winnie Sue	Jan Winnie Sue	Jan Winnie -1:30 Sue	Jan Sue	Jan Sue	Jan Sue	Chris MJ	Chris MJ	Chris MJ
Youth Dept	Carol	Carol	Carol	Carol	Carol Jeanne	Carol Jeanne	Carol Jeanne	Carol Jeanne	Carol -4:30 Jeanne	Jeanne	Jeanne

You pick the time periods

Arriving at 8:00

Optionally override the title and/or add a footnote

Leaving at 4:30

Who's working - Location x week for January 6, 2008 to January 12, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	
Circulation	Jan 8-4 Sue 8-4 Winnie 8-1:30 Chris 4-9 MJ 4-9	Sue 8-4 MJ 8-3 Chris 3-9 Kay 4-9	Sue 8-4 Jan 8-4 Winnie 4-9 Kay 4-9	Sue 8-4 Jan 10-7 Kay 4-9	Sue 8-5 Kathi 10-7 Chris 5-9	Kay 8-4 * Jan 10-4			141.5
Youth Dept	Carol 9-4:30 Jeanne 1-9	Carol 10-6 Pat 10-2	Wendy 8-4 Pat 8-4	Pat 7-4 Wendy 7-3	Wendy 7-3 Tanja 7-3	Jeanne 8-4			132.5

Choose font and text size, Notes and Day totals

Highlight changes since date/time

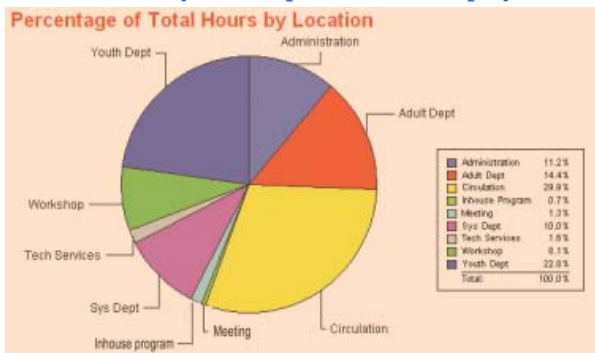
At a glance see if all service points are covered in #of People Working by Hour:

Monday, January 7, 2008

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Adult Dept		1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Circulation		3	3	3	3	3	2	2	2	2	2	2	2	2	2		

Another mode compares number scheduled to desired staffing level. Blue overstuffed, red is under.

Review hours by service point and/or employee:



Cost Summary: Location - Dec. 01, 2007 to Dec. 31, 2007

Location	Total Hours
Administration	336.00
Adult Dept	432.00
Circulation	899.00
Inhouse Program	20.00
Meeting	40.00
Sys Dept	302.00
Tech Services	48.00
Workshop	244.00
Youth Dept	684.00
<b>Grand Totals</b>	<b>3,005.00</b>

Optional Web View of live schedule:

Popup calendar

From: 08 Jan 2008 To: 08 Jan 2008

Employees

Sallie Brown  Winnie Dempsey  Chris Quaker  Carol Smith

Renee Collins  Wendy Driscoll  Jeanne Sampson  Thomas Spencer

Locations: All Selected.

Sort by:  employee  location

Also with Web view:

Bookmark popular displays!

**ICAL** Download your schedule to most calendar programs

Graphical Grid Formats