



Schedule3W is ideal for scheduling staff, part-time and student workers, substitutes and volunteers. 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. AutoSched will automatically schedule (aka fill) designated Service points.

Just drag or right click to change.

Create clean, professional schedules showing who, when and where. Sharing the schedules is easy! Optional Web View module provides browser access to live database plus auto refreshed Internet Calendars (e.g. in Outlook, Gmail, etc.). Of course you can email PDFs and print.

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).

Hosting  
Option

# Schedule 3W

new 5.1.27  
Web Update  
AutoSched

who · when · where

## staff scheduling made faster and easier

### With Schedule3W, you can:

- Use a locally installed or **Cloud Hosted** approach.
- Schedule people into any number of locations.
- Do one level scheduling where the day is the sum of individual shifts (e.g. 1-3 circ desk, 3-5 childrens)
- Do **multi 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) and optionally **duties** (e.g. PIC).
- Optionally, set staffing levels: the circ desk needs 2 people 8-11am, 3 people to 6pm and 1 to 10pm. Vary by day of week and season!
- Enter employee contact information plus desired # of hours per week, pay rate, lunch rule, e-mail, type, status, skills and, per location, skill level and priority.
- Optionally, enter when people want to work and when they can't.
- 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*.
- Schedule past midnight.
- Track vacations and sick time and easily enter replacements.
- Easily change shift times, locations or employee assigned for a day or until a date or on-going. Great delete date range option.
- 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.
- Email all employees their schedules, and optionally, a message any time you add, delete or change a shift.
- Passworded multi level access including display only and only scheduling specific locations.
- 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.
- **Web Update for Schedulers** for scheduling using a browser.
- **Web Update for Employees** for self scheduling & away requests
- **SMS/Text** Messaging.
- **LDAP** Authentication.
- **AutoSched** for automatically scheduling service point shifts.

© Dymaxion Research Limited 2018/03/15

# 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 day and wall calendar month formats also!

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

	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

	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 to January 12

	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

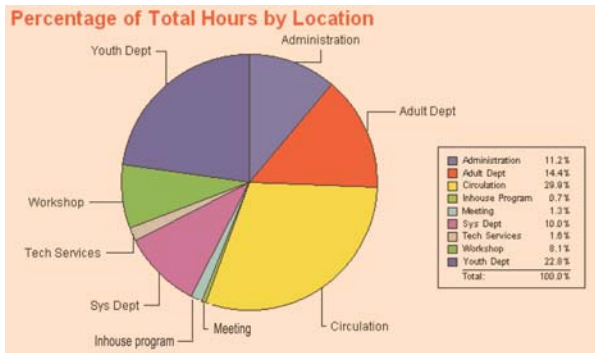
At a glance see if all service points are covered in #of People Working by Hour:

Monday, January 7

	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 overstaffed, red is under.

Review hours by service point and/or employee:



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

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 / Web Update of live schedule:

Graph:  Employees x Time  Days x Time for an Employee Table:  Employees x Date  Location x Date  
List by:  Employee  Location  Date/Loc

Options

Show dates: 08 Mar To: 08 Mar  New

All Employees All Locations

Display Reset Save defaults Help

Popup calendar

Also with Web View:

Bookmark popular displays!

Live Internet Calendars feed to **ICAL** Outlook, GMail, etc.

Vacation/away request entry