

An example of a “Work Schedule pattern”:

Upon reaching your “home page” on the STAFFeasy website, click on the “My Info” tab, then the “Work Schedule” link (in blue lettering) to reach the page displayed below. Click on “Add Pattern”, select the dates desired, and then choose from the drop down window options referring to “Work Status”. You can set this feature to conform to either available or unavailable periods. Please remember to update this feature promptly if your schedule ever changes in order to receive more work offers.



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Jimmy J. Stamps

Thursday, November 9, 2006

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Jimmy J. Stamps -> Work Schedule

[General Information](#) > [System Access](#) > [Contact Methods](#) > [Work Schedule](#)

Unavailable Hours

Work Status:

Available Unless Specified

Selected Weekdays	Daily Times	Recurrence Type	Start Date	End Date	Add Pattern
Mon, Wed, Fri	08:00 AM - 04:00 PM	Every Week	01/01/2006	01/01/2007	View Edit Delete

An example of the “Add Pattern” pop-up window:

(This will display upon clicking the “Add Pattern” link on the Work Schedule page)

STAFFeasy

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Work Schedule -> Add Pattern

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Apply Template:

Or

Availability Type: Available Unavailable

Weekdays: Su M Tu W Th F Sa

Daily Start Time: 8 AM min All Day

Daily End Time: 4 PM min Ends On Next Day

Recurrence Type: Every Week

Pattern Start Date: 01/01/2006

Pattern End Date (optional): 01/01/2007