

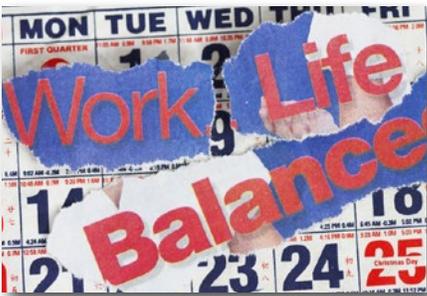


Training Scheduling and Employee Configuration



Accurately Schedule Employees and Save Time! Explore and Navigate UniFocus' Scheduling Tool.

Is demand not being met due to improper staffing? Are customers becoming increasingly dissatisfied and taking their business elsewhere? Is employee morale suffering because availability is not being met? The Scheduling and Employee Configuration course demonstrates optimum utilization of UniFocus' scheduling module, included in the labor management system, to simplify and accelerate the process.



Scheduling employees without the correct tools is a cumbersome procedure, which reduces the time managers spend

attending to customers or completing other essential tasks. Attendees will learn how to use the scheduling tool to ensure accurate schedules in a fraction of the time.

Instructors are committed to providing students with the confidence and skills necessary to

successfully operate the scheduling tool to improve all aspects of their organization.

Trainees will examine an overview of LMS Scheduling, gain tips for an easier user experience, and edit weekly schedules generated by the program.

Learn how to:

- View and electronically edit weekly schedules
- Add or modify a scheduled employee
- Schedule personnel based on availability
- Identify conflicts in the weekly schedule
- Utilize cross-trained employees
- Modify hours to be worked, including time-off requests
- Print completed weekly schedules
- Configure an employee's work availability

Avoid potential dollars walking out the door, control labor costs, and satisfy employees by employing UniFocus' intuitive scheduling tool. Learn how to simply navigate and properly utilize the module with expert training, ultimately enhancing the weekly scheduling process and improving business.



Format: Instructor-led classroom, instructor-led webinar, self-paced | **Schedule today:** training@UniFocus.com

UniFocus is exclusively dedicated to providing the Hospitality, Service, Retail, and Healthcare Industries with the most comprehensive Workforce Management systems, Financial Management tools and Survey Solutions, available worldwide.

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