

Schedule Page Overview

The Schedule Page shows all scheduled visits for each day

Edit Schedule (1): This allows you to make changes to the schedule including, changing visit types inventorying a visit, and skipping the pick order (changes can be made to multiple POSs at once)

Edit Ranges(1): This allows you to add a Pick Order or Holiday Adjustment to a POS or an entire account

Filters (2): You can filter each visit by Routes, Accounts, Locations, and POS

Print Schedule (3): This will create a PDF of a driver's schedule. Be sure to select a route(s) before selecting Print Schedule

Add POS (3): Adds a POS to the schedule

Edit Sequence (3): Allows you to edit the order in which a driver's route is performed; drag and drop to rearrange the order of the stops

Arrows (4): These arrows are used to move from month to month

The screenshot shows the Schedule Page interface for June 2022. At the top, there is a navigation bar with a hamburger menu icon, two buttons labeled 'Edit Schedule' and 'Edit Ranges' (annotated with a red box and '1'), the word 'Schedule' in the center, and on the right, the text 'Print Schedule, Add POS, Edit Schedule' (annotated with a red box and '3') and a red three-dot menu icon (annotated with a red box and '4'). Below the navigation bar is a filter bar with four buttons: 'Routes', 'Accounts', 'Locations', and 'POS' (annotated with a blue box and '2'). The main content area displays a calendar for June 2022 with days of the week and dates from 01 to 30. Below the calendar, there are several account entries with their respective visit schedules represented by colored blocks and icons. The entries include: '* Teche Electric - Morgan City*' (with a sub-entry 'T E - Morgan City'), 'Test for small mm' (two instances), 'TestLS TestLS', '^Bristow-Admin', '1.3.10 Testing', and 'BLF MM'. Annotations include a red box with '4' pointing to the left and right arrow icons in the top right corner of the calendar area.