

Auto Schedule 5/2, 4/4, 4/3

The Action Tracker system allows you to set up an automatic schedule for team members, with a start date for the schedule.

At this stage the following automatic charts are available for use:

- **5/2 - five-day work schedule**
- **4/4 - 4 weekdays and 4 weekends**
- **4/3 - 4 weekdays and 3 weekends**

To set the automatic schedule you should go to “My Team” and open the profile of the selected contractor.

Select from the drop-down list in the contractor's profile

The screenshot shows a contractor's profile form with several fields. A dropdown menu is open for the 'Schedule/Schedule Period Start' field, showing options: 5/2, 4/4 (highlighted), and 4/3. A red arrow points to the 4/4 option. Below the dropdown is a 'Ukraine Holi' label. At the bottom of the form are two buttons: 'Save changes' (green) and 'Cancel' (red).

User ID	Default hours	Primary email (messages sent here)
Yurii QA QA	09:00 AM - 07:00 PM	
Nickname	Payment type/Alternation date	Email 2
Yurii QA QA	Hourly rate / mm/dd/yyyy	
Supervisor	Timezone	Email 3
	-6	
Department	Schedule/Schedule Period Start	Email 4
	mm/dd/yyyy	
Position	5/2 day Schedule	Email 5
test	4/4 / Ukraine Holi	
Contract signed	4/3	
01/02/2023	Office	
	Pause Threshold	
	01:00:00	
	Compensation/Sick leave limits	

Save changes **Cancel**

It is important to set the start date of the chart and save the changes afterwards. The work shifts are set, followed by weekend shifts.

User ID
Yurii QA QA

Nickname
Yurii QA QA

Supervisor
 [Redacted]

Department
 [Redacted]

Position
test

Contract signed
01/02/2023

Default hours
09:00 AM - **07:00 PM**

Payment type/Alternation date
Hourly rate / **mm/dd/yyyy**

Timezone
-6

Schedule/Schedule Period Start
4/4 [**03/01/2025**]

Country/Holiday
 [Redacted]

City
 [Redacted]

Office
 [Redacted]

Pause Thresh
01:00:00

Compensation
 [Redacted]

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

Primary email (messages sent here)
 [Redacted]

Email 2
 [Redacted]

Email 3
 [Redacted]

Email 4
 [Redacted]

Email 5
 [Redacted]

Save changes

Cancel

The Action Tracker system will recalculate and update schedule. You can view the entered data in the calendar or in the "Team Schedule" menu. You can see that 4 regular shifts and 4 day off are set.

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1 15:00:00 01:00:00
2 15:00:00 01:00:00	3 15:00:00 01:00:00	4 15:00:00 01:00:00	5	6	7	8
9 15:00:00 01:00:00	10 15:00:00 01:00:00	11 15:00:00 01:00:00	12 15:00:00 01:00:00	13	14	15
16	17 15:00:00 01:00:00	18 15:00:00 01:00:00	19 15:00:00 01:00:00	20 15:00:00 01:00:00	21	22
23	24	25 15:00:00 01:00:00	26 15:00:00 01:00:00	27 15:00:00 01:00:00	28 15:00:00 01:00:00	29
30	31	1	2	3	4	5

Team Schedules

< March 2025 >

Start typing here

Filter By:

RESET

NAME/NICK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Actions		
[Name]																																		
[Name]																																		
[Name]																																		
[Name]																																		

Pay attention:

- A manually schedule has a higher priority than an automatic one..
- If the schedule has already been set manually, the automatic schedule will not replace it, but will only supplement it.
- The automatic schedule can only be applied to one contractor at a time.

Revision #5

Created 26 February 2025 12:28:02 by ATMan

Updated 12 September 2025 12:48:28 by ATMan