User Documentation

The Webdesk EWP **Scheduling module** enables the **scheduling of work time models**, the **management of floaters** or project team members who are scheduled into other organizational units by the day or for longer periods, as well as the **scheduling of standby duty**.

Scheduling by area of activity

When **scheduling employees to specific areas of activity** , a pool of employees with equivalent qualifications is scheduled in time to specific locations. The scheduling object (specific activity or location) is therefore the focus, and the scheduler can ensure coverage by qualified employees from a pool on a weekly or monthly basis.

Scheduling of daily schedules

Analogous to the scheduling of activities, employees' time models (e.g. daily schedules) can also be scheduled or swapped. Depending on the configuration, either all or only selected daily schedules can be imported into Webdesk and used for scheduling. Scheduling can also be done on a weekly or monthly basis here. For long-term scheduling, entire series of scheduling entries can be conveniently entered for longer periods.

Integration with time management

Since this is an add-on module for Webdesk EWP, there is full **integration with time management**, a **groupware connection**, and requests and notifications via the proven workflow engine. There are **special scheduling views** as well as **scheduling calendars** for employees, schedulers, and managers.

The **scheduling structures** are **flexible**: scheduling entries can be entered for full days or by the hour, overlapping or non-overlapping.