Weekly schedule - Overview

General

In Personalwolke, daily schedules define time management for working days.
Weekly schedules define time management for a working week and consist of one or more daily schedules.

In the overview table you see all weekly schedules available for your company. These can be both schedules provided by default and weekly schedules you have already created.

You can tell whether a weekly schedule is one provided by default or a company-specific one from the client entry.
If your client is listed for a weekly schedule in the overview, it is a schedule created individually for your company, regardless of whether it was created by you yourself or by a Personalwolke consultant.

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Basics: A weekly schedule consists of several daily schedules. A daily schedule must be specified for every day of the week, i.e., Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. In addition there are the days for Christmas, New Year's Eve and holiday Monday through holiday Sunday.

Overview

In the weekly schedule overview you can see all **active weekly schedules** available to you. It has the following columns:

- **Id**: a unique number assigned by Personalwolke.
- **Short name**: the short name of the weekly schedule.
- **Long name**: the long name of the weekly schedule. Here you can note, for example, what this schedule is needed for.
- **Weekly schedule(s)**: Here you see how many weekly cycles this weekly schedule contains. If it says 2, for example, this means that this weekly schedule has two weekly cycles. You can see the weekly hours of the respective weekly schedule in the column:
- **with these weekly hours**: specifies the number of weekly hours of this weekly schedule. If a weekly schedule has several weekly cycles, you see the respective weekly hours of each week separated by a comma.
- **Client**: Here you see which client the weekly schedule is assigned to. If the column is empty, it is a standard weekly schedule from Personalwolke that is available to all clients across Personalwolke but cannot be edited.

The overview also offers the following features:

- **New weekly schedule**: this button takes you to the input screen for a new weekly schedule, see Create a new weekly schedule[1]
- **Show archived weekly schedules**: weekly schedules that are no longer current are listed here.
- **Print/PDF/Excel**: these buttons let you process the list further as a print version or as Excel

You can find more information on creating and editing weekly schedules here:

- Create a new weekly schedule[2]
- Edit a weekly schedule[3]

1. /daisy/webdesk-manual-admin/8996-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8996-dsy.html?language=4
3. /daisy/webdesk-manual-admin/9887-dsy.html?language=4