Module: m/04/110
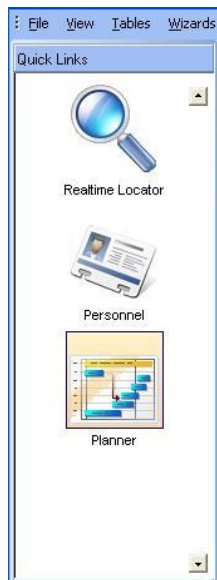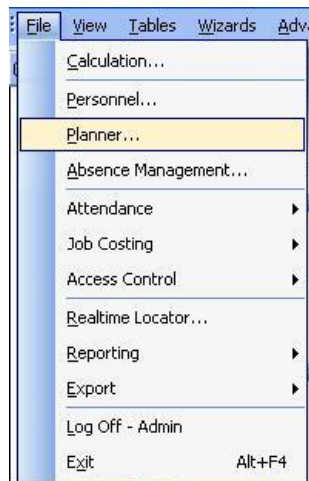
'timeware® planner...'

1. Click on the Planner Quick Link,
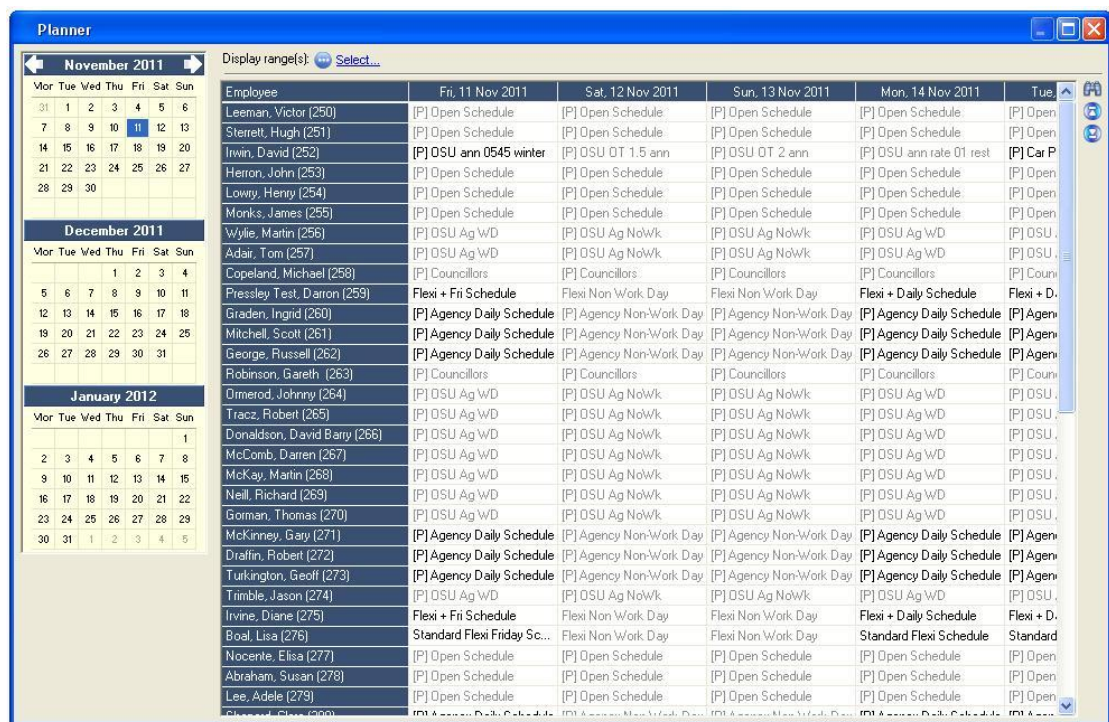

or select File, then Planner... from the menu.

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2. The planner screen will then appear at the same date from the previous session.

3. To add a daily schedule for a person, <Right-click> on the planner and select Add, then Schedule...

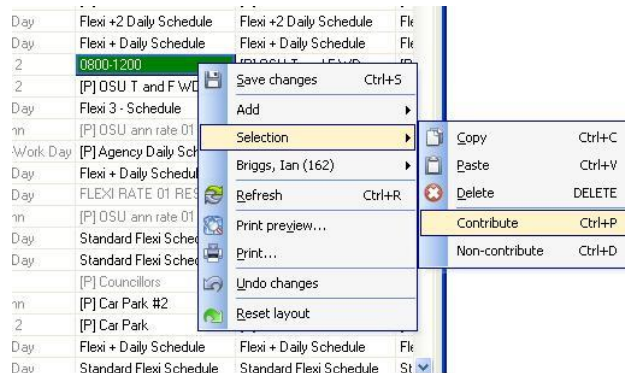4. Next, drag the schedule, (or schedules), and drop onto the day.



The new schedule will appear in green...

5. If you wish the schedule to contribute to the period overtime, (see schedule configuration notes), <Right-click> on the schedule, then click Selection, then Contribute.

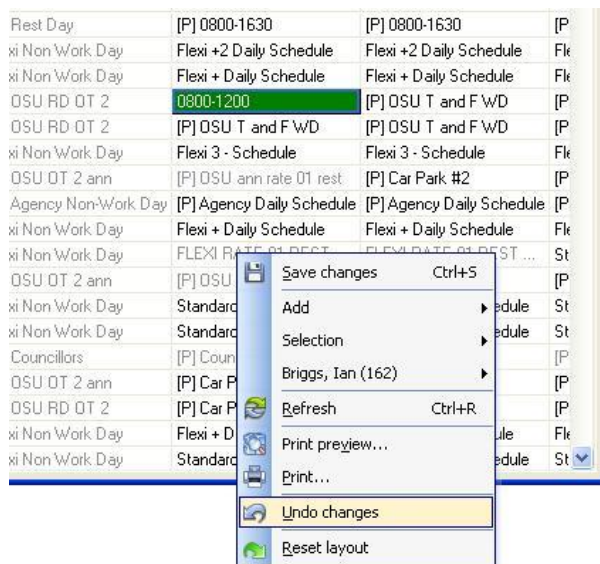The schedule will then be marked with a (P) to denote *'contributes to* **period'**.

6. To remove the '*contributes to* **period'** marker, repeat the process, but this time selecting Non-contribute.
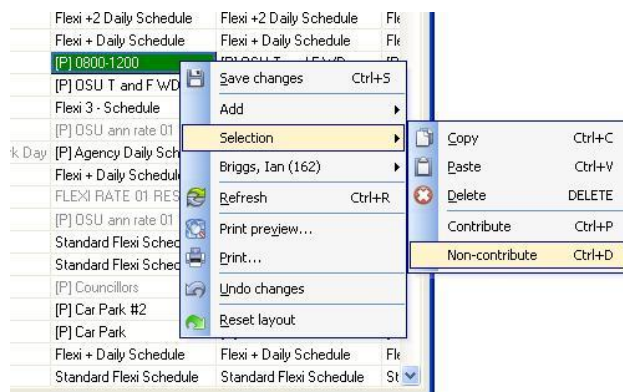
The (P) marker will disappear.

7. To undo the changes made during this session, <Right-click> on the planner and select Undo changes...

Confirm your intention to undo and all the schedule changes made during this session will return to the previous state.
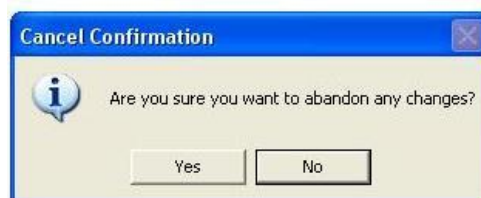
8. Finally, select the close button to leave the planner.

Notes