

Creating a Pattern Template

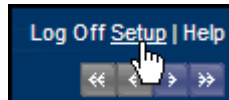
The first step in setting up schedules is to create a Shift Template.

The second step in setting up schedules is to create a Pattern Template.

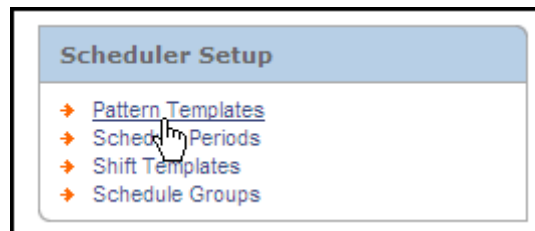
The third step is to apply the pattern to an individual or group of employee's schedule.

A **Pattern Template** is a week-long shift that an employee works.

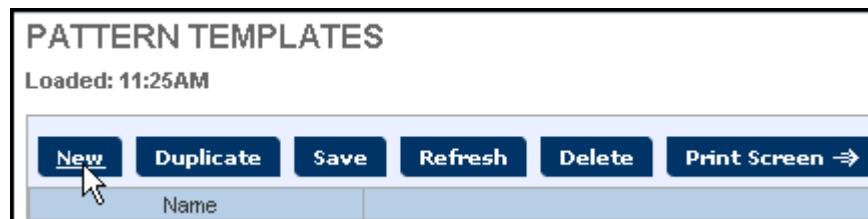
- On the Navigation bar, click **Setup**.



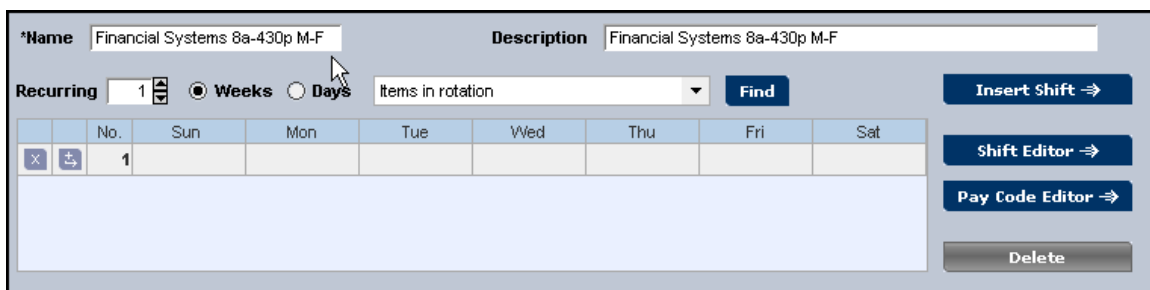
- Within **Scheduler Setup** select **Pattern Template**.



- Click **New**. (The list in the picture below is Pattern Templates created by other KRONOS managers).



- Enter a **Name** and **Description** for the Pattern (these can be the same).
- Note: M-F has been added for Monday through Friday. This can be altered for different work patterns.

A screenshot of a form for creating a pattern template. At the top, there are two text input fields: '*Name' and 'Description', both containing the text 'Financial Systems 8a-430p M-F'. Below these are two radio buttons: 'Weeks' (selected) and 'Days'. To the right of the radio buttons is a dropdown menu labeled 'Items in rotation' and a 'Find' button. On the right side of the form are three buttons: 'Insert Shift =>', 'Shift Editor =>', and 'Pay Code Editor =>'. At the bottom right is a 'Delete' button. Below the form is a table with columns for days of the week: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The first row of the table has a 'No.' column with the value '1' and empty cells for the days. A mouse cursor is pointing at the 'Weeks' radio button.

To add the previously created **Shift Template** to a Pattern:

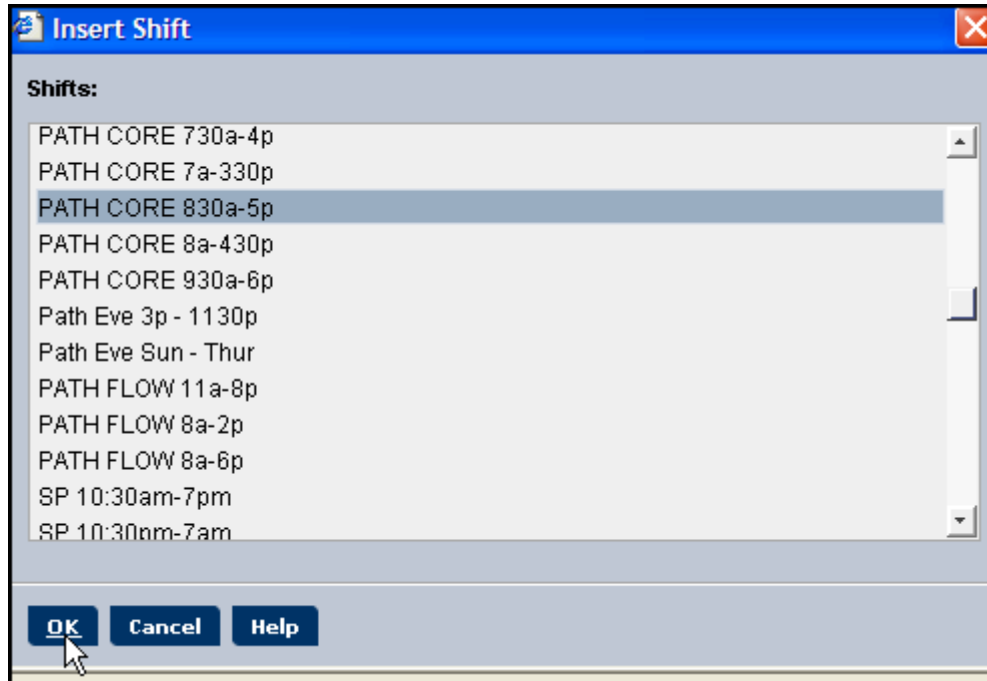
- Click in the Monday box.
- Hold down the mouse button.
- Drag to Friday.
- Then release the mouse.
- This will highlight all the days.

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							

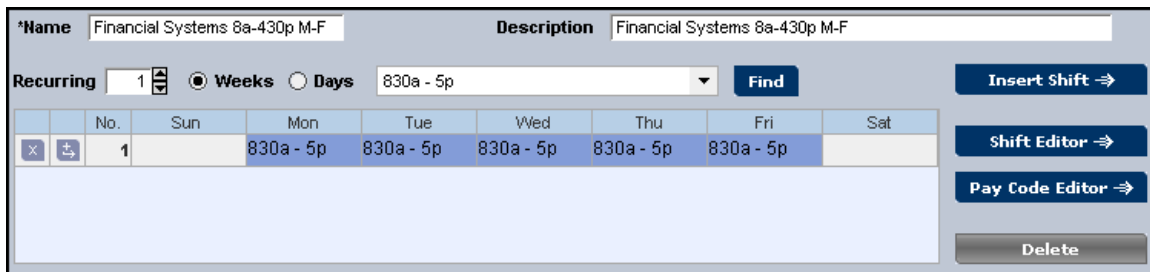
- Click the **Insert Shift** box to select the Shift Template.
- If the employee's schedule is only certain days of the week (Mon, Wed, Fri for example), the Shift Template can be added for just those days. Hold down the Ctrl key on your keyboard and click in the necessary days.

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							

- You can also insert the Shift Template for one day.
- Right click, copy.
- Right click, paste on the other days of the week.
- After clicking Insert Shift, scroll until the desired Shift Template is found, highlight, click OK.



- The Shift Template fills in for all the selected days.



- Once Pattern is in place, click **Save** on the Menu line and Template is added to the list.

