



PlanningPME

Schedule easily

Create slots profiles and work contracts

I. Description of this feature

In the menu « Tools » -> « Options », you can enter general opening and ending hours of your company.

But you can also create specific weekly slots for each employee.

Moreover, for each employee, you can give information on his job contract.

II. How to create slots and work contracts?

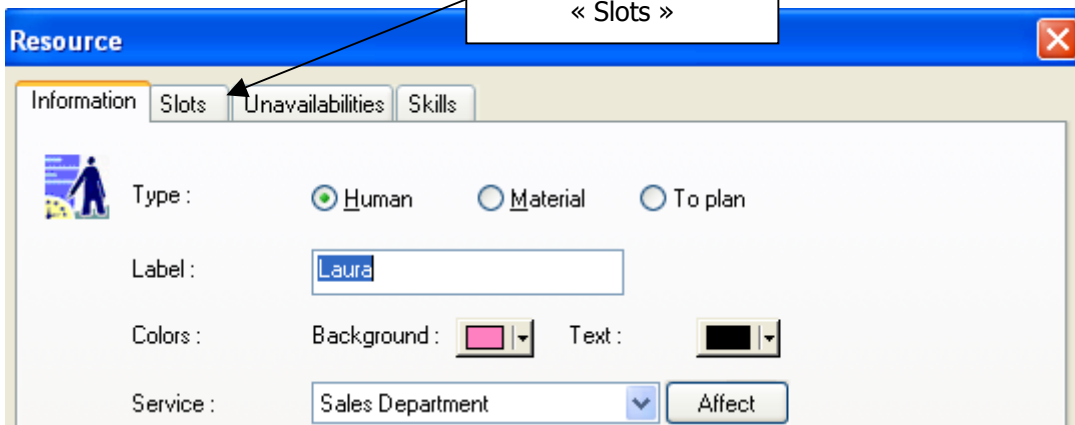
From PlanningPME, double click on a human resource box of the left column:

The screenshot shows the PlanningPME software interface. The title bar reads "PlanningPME - C:\PlanningPME\New schedule.pp". The menu bar includes "File", "Edit", "View", "Data", "Tools", and "?". The toolbar contains various icons and a "Weekly" dropdown menu. The main area displays a resource grid for "December 2004", "Week 51". The grid has columns for days of the week (M, T, W, T, F) and rows for resources (Laura, John). A tooltip for Laura shows "Workload : 0%", "Occupation : 0h00", and "Unavailability : 0h00". A callout box points to the Laura resource box with the text "Click on a human or material resource".

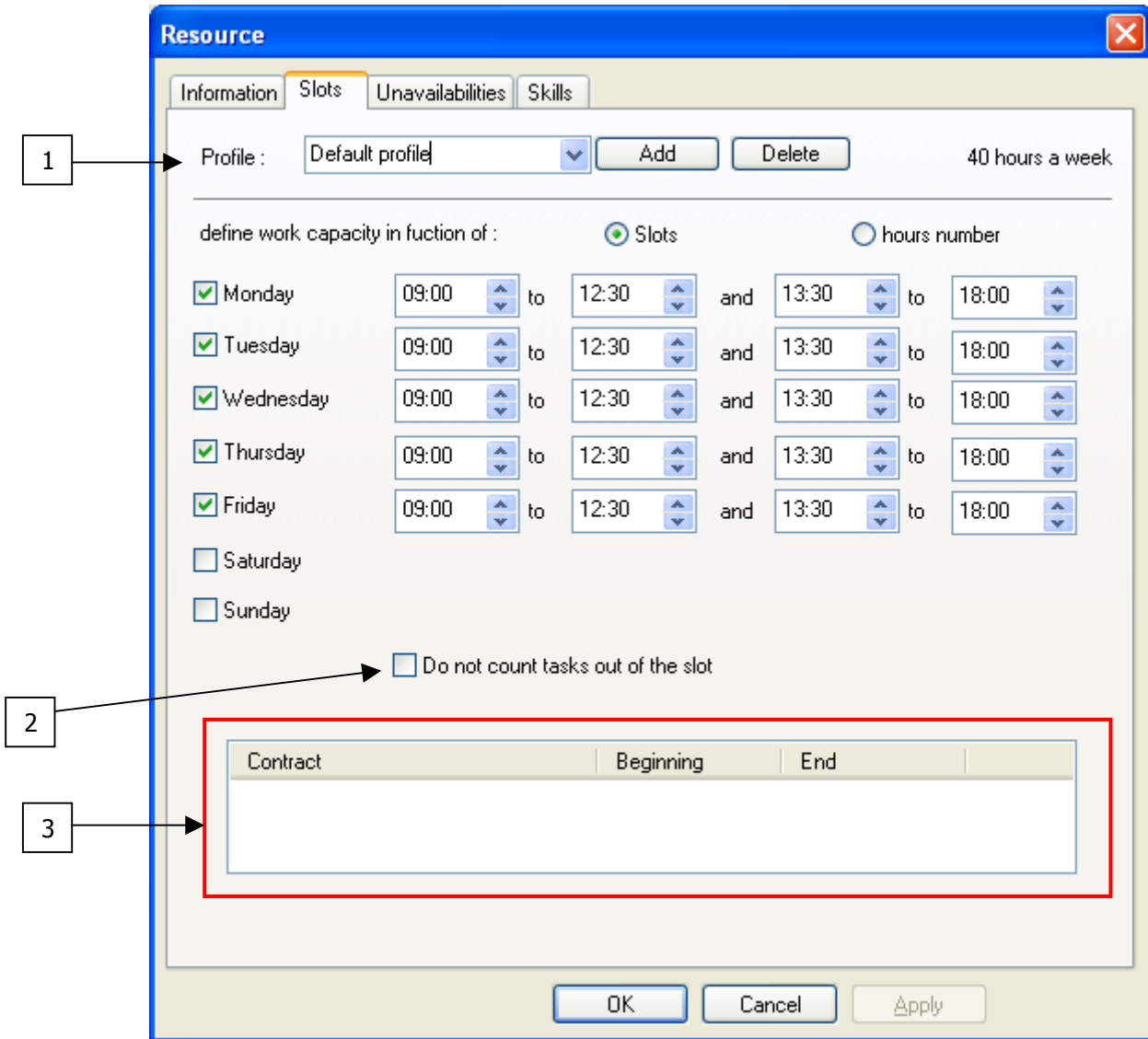


The « Resource » window appears

Click on the tab « Slots »



This windows appears:

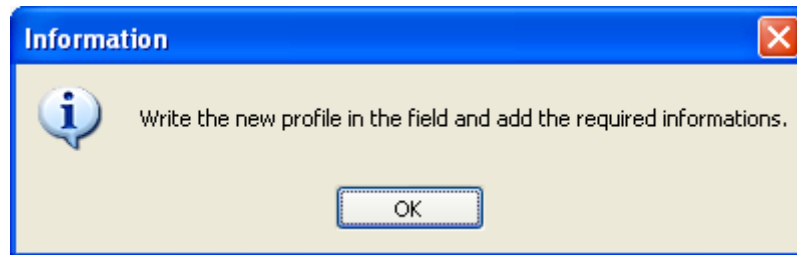


Point 1: Create a new slot

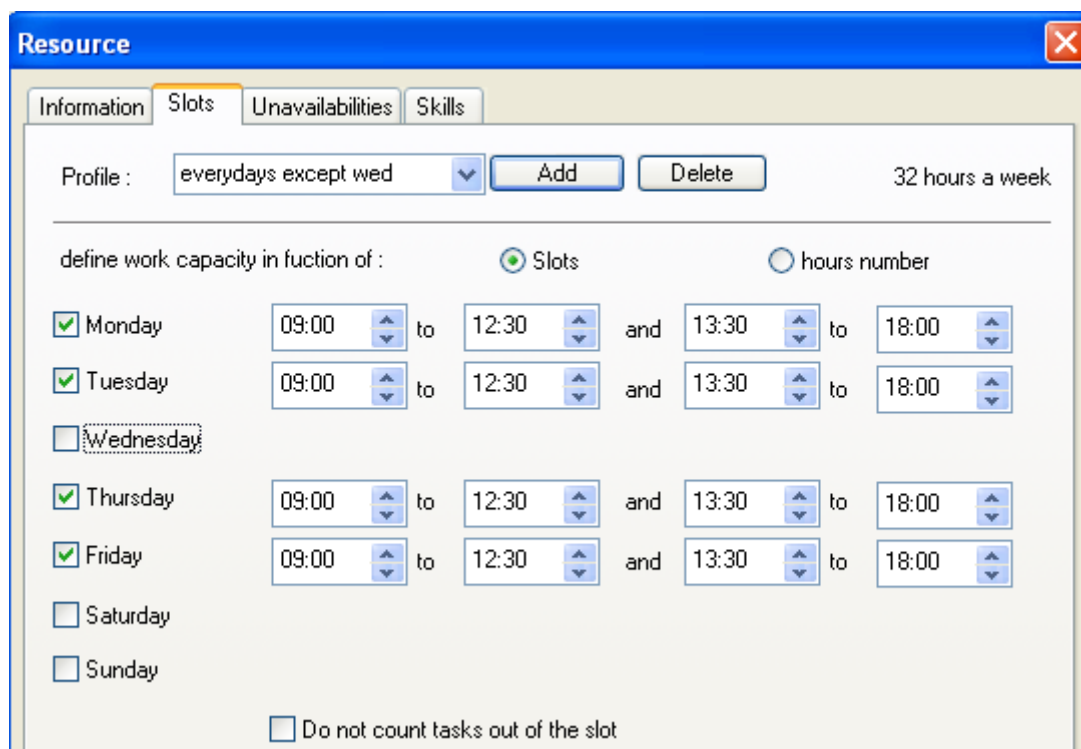
You can create as many profiles as needed.

Here is the procedure:

- Click on the button « Add »
- The following message appears. Press on "OK".



- Enter a name for your new profile and fill in the slots information.
- If your employees attendances are the same one week to another, tick on « Define work capacity in function of slots ». In the example below, we created the profile of an employee who does not work on Wednesdays and the weekend and from 9 am to 6 pm the others days with a break from 12h30 to 13h30.





- If your employees working hours change a week to another, tick on « Define the capacity in function of hours number». On the example below, we created the profile of an employee who works 7 hours a days without regular slots.

Resource

Information | **Slots** | Unavailabilities | Skills

Profile : 3/8 [Add] [Delete] 35 hours a week

define work capacity in function of : Slots hours number

<input checked="" type="checkbox"/> Monday	7	<input checked="" type="checkbox"/> Morning	<input checked="" type="checkbox"/> Afternoon
<input checked="" type="checkbox"/> Tuesday	7	<input checked="" type="checkbox"/> Morning	<input checked="" type="checkbox"/> Afternoon
<input checked="" type="checkbox"/> Wednesday	7	<input checked="" type="checkbox"/> Morning	<input checked="" type="checkbox"/> Afternoon
<input checked="" type="checkbox"/> Thursday	7	<input checked="" type="checkbox"/> Morning	<input checked="" type="checkbox"/> Afternoon
<input checked="" type="checkbox"/> Friday	7	<input checked="" type="checkbox"/> Morning	<input checked="" type="checkbox"/> Afternoon
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

- Then, do not forget to click on « OK » to save the new profile.

Point 2: Do not count tasks out of the slot

This option appears only if you chose to define the capacity in function of slots.

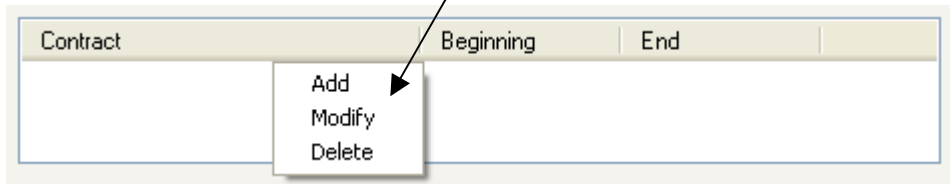
Selecting this box, hours worked out of the resource slot will not be counted in the task duration.

As an example, if you assign a task from 9 to 12 to a resource that works from 10 to 12, the task will be displayed from 9 to 12 but statistics will give 2 hours worked.

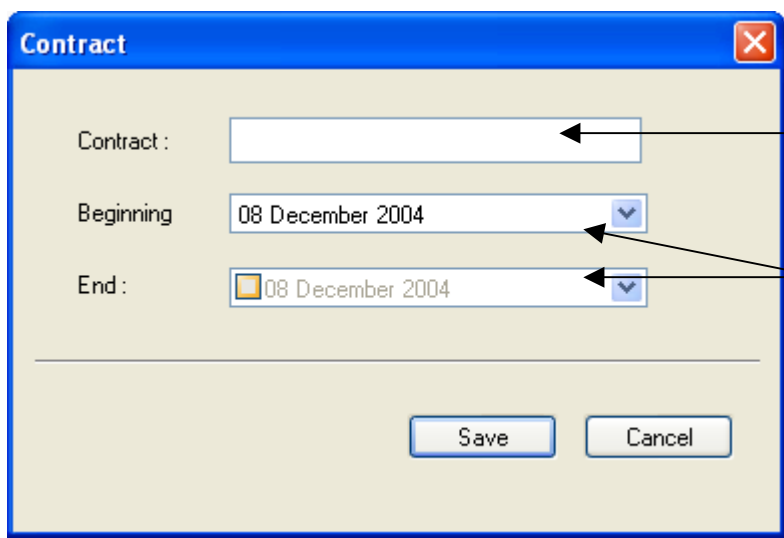


Point 3: Create work contracts

Put your mouse in a blank space and right click on the mouse.



The following window appears:



Enter a name for your contract: full time, part time...

Choose a beginning date for your contract and an ending date if needed.

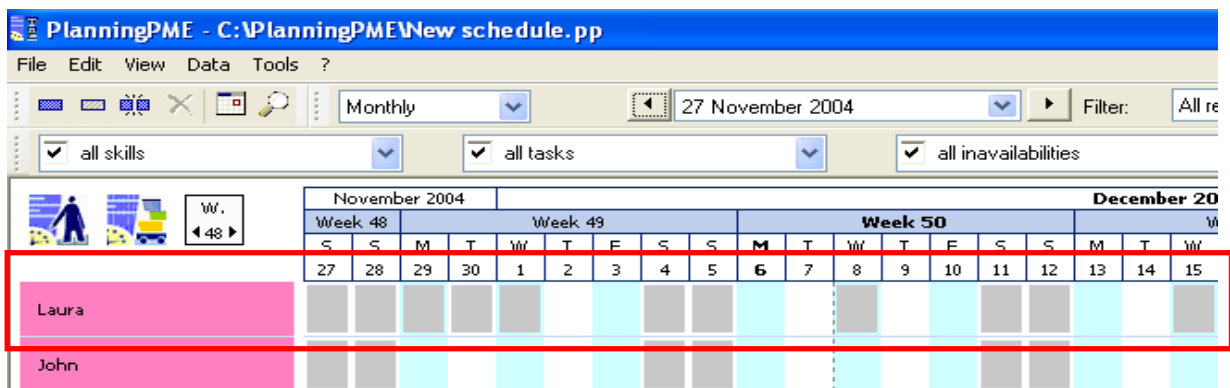
For each resource, you can create a specific contract.



III. Example

On the example below, Laura works neither on Wednesday, nor the weekend. She is under contract from the 2nd of December.

Visualization on the schedule: Wednesdays and weekends are in grey and so are days anterior to the contract beginning date.





IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

PlanningPME

Schedule easily

<http://www.planningpme.net>

TARGET SKILLS

support@planningpme.com

Tél : +33 (0)1 69 44 00 49

Fax : +33 (0)1 69 44 03 49