

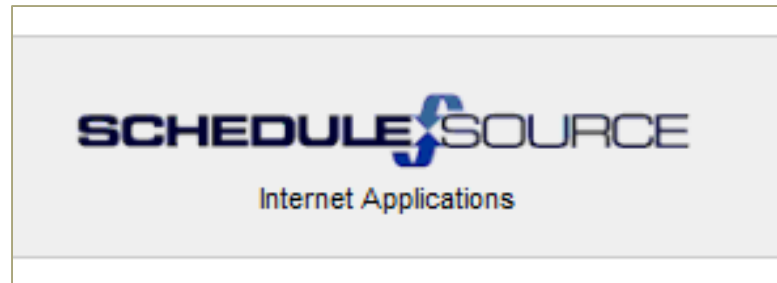
# ScheduleSource

ISU Dining Scheduling Program

# What is ScheduleSource?

ScheduleSource is an online scheduling system that ISU Dining and ISU Catering.

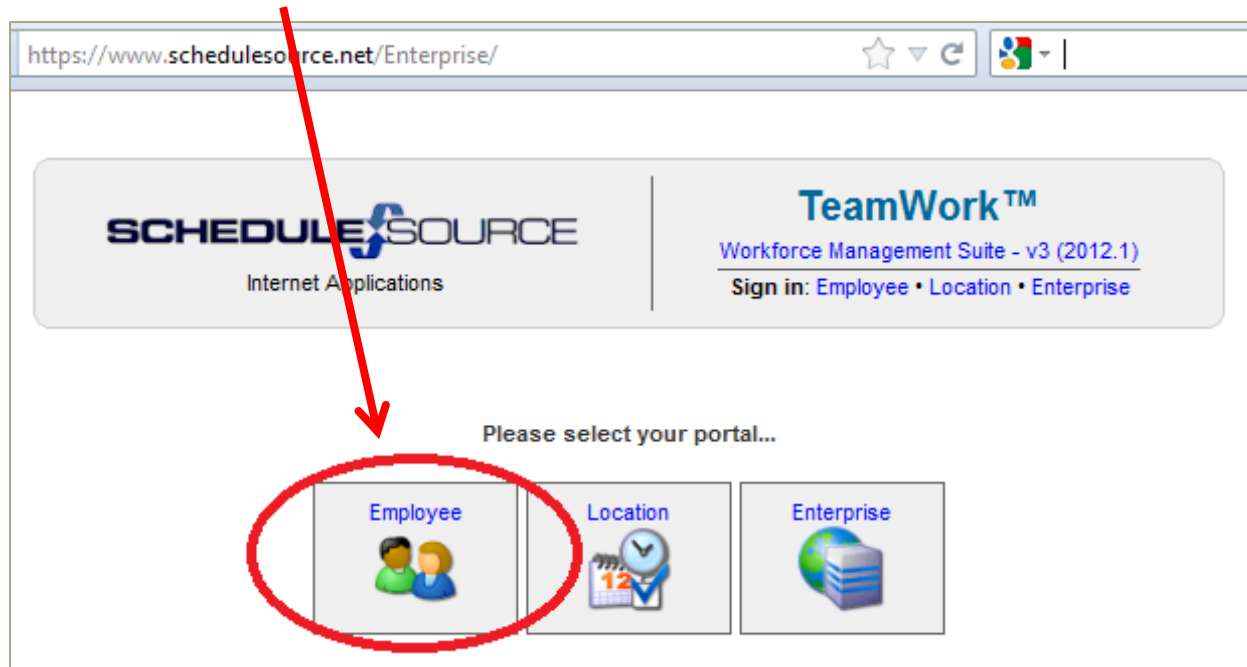
Student schedules are more accessible than ever.



# How to Log In

Go to: <https://www.schedulesource.net/Enterprise/>

Click on: Employee



Use <https://www.schedulesource.net/Enterprise/Mobile/>  
if on a web-enabled device

**Sign In**

**Employee**

Code:

User:

Password:

Remember Me

[Forgot Your Password?](#)

**Requirements:**  
Your web browser must support JavaScript and allow cookies from this site.

See which [web browsers](#) we recommend.

## Credentials

### 1. Entering your LOCATION CODE

\*It is extremely important that you enter the **code** for the facility in which you work or have been hired, **exactly** as it appears below (**MAKE NOTE OF YOUR LOCATION**):

Bakery

Caribou

Hawthorn

KS Comm

Seasons

UDM

Cafes

Clydes Express

Hub

MU Food Court

SSM

WSM

Conversations

ISUCatering (no space)

ESM

MU Market

Storms

Friley

*\*Union Drive Marketplace, Memorial Union, East Side Market, South Side Market & West Side Market are all abbreviated*

**Sign In**

**Employee**

Code: UDM

User: dssc2

Password: ●●●●●●●●

Remember Me

**Sign In**

[Forgot Your Password?](#)

**Requirements:**  
Your web browser must support JavaScript and allow cookies from this site.

See which [web browsers](#) we recommend.

## Credentials

### 2. **User:** your NetID

This is the first part of ISU email address

Prior to the @ sign

For example: **dssc2**@iastate.edu – “dssc2” would be the User

### 3. **Password:** the password you created when you applied online

**IF you're having troubles logging in, contact the DSSO.**

**MORE THAN 8 FAILED ATTEMPTS**

**WILL LOCK YOU OUT!**

# PROFILE

Iowa State email address and current phone numbers are **required** at all times.



**Change your password here!**

**Update your information on a regular basis!**

Location	Pay Rate
DSSO Fall	0.00
DSSO Spring	0.00

\* - Required field

All phones need to have the voice mail box set up and able to receive phone messages (empty any full boxes)!

# Your Calendar

The screenshot displays a web-based calendar application. The browser address bar shows the URL: <https://www.schedulesource.net/Enterprise/teamwork/EmployeeV2/>. The page title is "My Calendar". The main content area shows a weekly view of shifts for the period from June 17, 2012, to June 23, 2012. The calendar grid is organized by day (Sun Jun-17 to Sat Jun-23) and time (12am to 9pm). Shifts are represented by blue rectangular blocks with labels indicating the shift type and location. For example, on Tuesday, June 19, there is a shift from 5:00 AM to 11:00 AM labeled "Server/MU". On Wednesday, June 20, there is a shift from 8:00 AM to 5:00 PM labeled "Server/MU". On Thursday, June 21, there is a shift from 8:00 AM to 11:00 AM labeled "Server/MU". On Friday, June 22, there is a shift from 8:00 AM to 5:00 PM labeled "Server/MU". On Monday, June 18, there is a shift from 10:00 AM to 7:00 PM labeled "Server/MU".

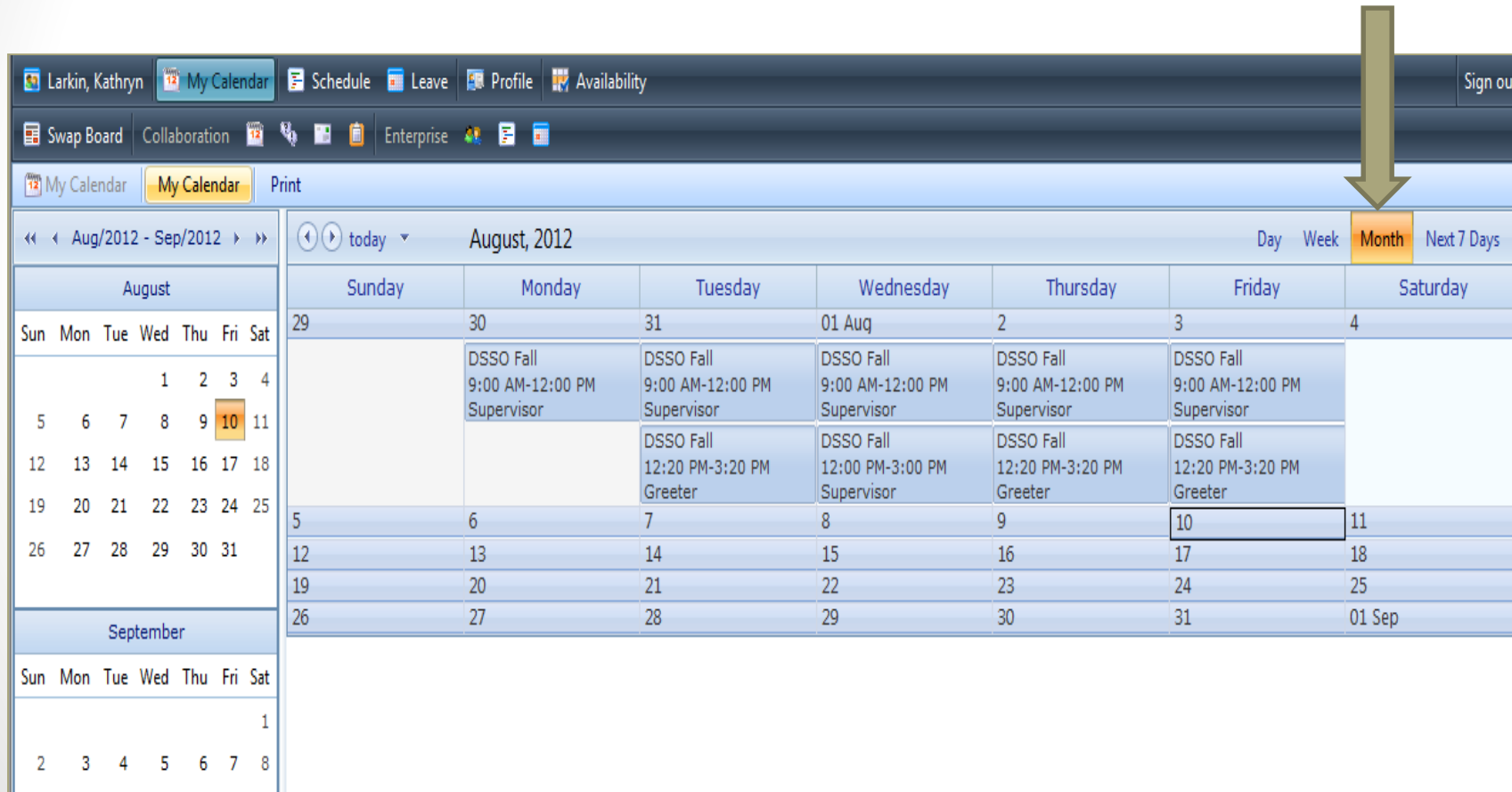
The sidebar on the left contains the following sections:

- Calendar Options**
  - Scheduled Shifts
  - Swap Board Counts/Shifts
  - Leave Requests
  - Your Availability
  - Company Events
  - [Apply Changes](#) [Preferences...](#)
  - [Export Calendar to iCal](#)
- Collaboration Center**
  - Events = 0
  - Alerts = 0
  - Messages = 0

When you first log in, all of your shifts are available at a glance!  
REMEMBER, your schedule reads **SUNDAY through SATURDAY!**

# View Options

Make sure to set preferences to the “month view”



The screenshot shows a user interface for a calendar application. At the top, there is a navigation bar with tabs for 'Larkin, Kathryn', 'My Calendar', 'Schedule', 'Leave', 'Profile', and 'Availability'. Below this is another bar with 'Swap Board', 'Collaboration', and 'Enterprise' options. The main area is titled 'My Calendar' and 'Print'. The calendar is set to 'August, 2012' and is in 'Month' view. A large green arrow points to the 'Month' view option in the top right corner of the calendar view.

August, 2012							Day	Week	Month	Next 7 Days
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
29	30	31	01 Aug	2	3	4				
	DSSO Fall 9:00 AM-12:00 PM Supervisor	DSSO Fall 9:00 AM-12:00 PM Supervisor	DSSO Fall 9:00 AM-12:00 PM Supervisor	DSSO Fall 9:00 AM-12:00 PM Supervisor	DSSO Fall 9:00 AM-12:00 PM Supervisor					
		DSSO Fall 12:20 PM-3:20 PM Greeter	DSSO Fall 12:00 PM-3:00 PM Supervisor	DSSO Fall 12:20 PM-3:20 PM Greeter	DSSO Fall 12:20 PM-3:20 PM Greeter					
5	6	7	8	9	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31	01 Sep				



# Things to Remember...


1. Remember **your password** and keep it in a safe place
2. If you *fail* to log in more than 8 times, ask DSSO for assistance – avoid locking everyone out in your IP Address!
3. You *must* keep your information (ISU email address & phone number) up to date & activate your voice mail boxes. **THIS INFORMATION IS REQUIRED!**
4. Permanent schedule change requests must go through the DSSO (such as class changes)
5. Schedule Source can be accessed via phone, work computer, home computer, any internet means
6. **Your schedule may be adjusted to best suit the needs of your facility**
7. You will be notified via email of schedule changes, so be sure to check your schedule and ISU email often.



# HOW TO PUT A SHIFT ON THE SWAP BOARD



 Sign In

<p> <b>Employee</b></p> <p>Code: <input type="text"/></p> <p>User: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember Me</p> <p><input type="button" value="Sign In"/></p> <p><a href="#">Forgot Your Password?</a></p>	<p><b>Requirements:</b> Your web browser must support JavaScript and allow cookies from this site.</p> <p>See which <a href="#">web browsers</a> we recommend.</p>
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**System Messages:**  
None.

**Code:** The location where you work

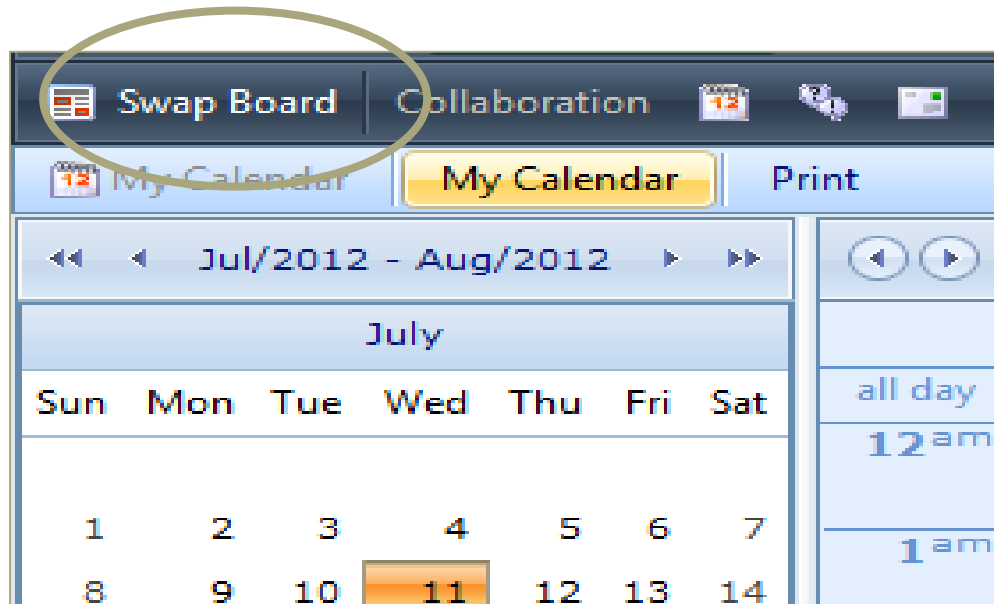
**User:** Your Net ID

**Password:** Password you created when you applied online

The Swap Board is a tool to assist you in finding a substitute to work a shift for you OR to pick up and work a shift for someone else.

# Click on the Swap Board Tab

Once you have logged in you will be taken to your calendar. The swap board tab is located in the top left hand corner of the screen. Click on it to bring up the swap board.



# Viewing the Calendar

To see the available shifts on a certain date, click on the date you wish to view.

Orange shifts below show number of available shifts to pick up  
Blue shifts below show your scheduled number of shifts

The screenshot shows the Swap Board application interface. On the left is a calendar for October and November. The date October 23, 2012, is selected, indicated by a large green arrow. The calendar shows orange squares for available shifts and blue squares for scheduled shifts. The main area displays the date 'Tuesday, October 23, 2012' and a 'Day' view selector. Below this are two sections: 'My Schedule' and 'Available Shifts'. The 'My Schedule' section shows a table with columns for Location, Date, Station, Group, Note, Start, End, Break, Hours, and Actions, and it displays 'No shifts to display.' The 'Available Shifts' section shows a table with columns for Location, Date, Station, Note, Start, End, Break, Hours, Assigned, and Actions. It lists several shifts for 'DSSO Fall' on 10/23/2012 at various stations like Bakery, Bartender, Greeter, Office, and Supervisor, with their respective start/end times and hours.

**My Schedule:**

Location	Date	Station	Group	Note	Start	End	Break	Hours	Actions
No shifts to display.									

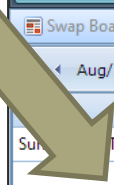
**Available Shifts:**

Location	Date	Station	Note	Start	End	Break	Hours	Assigned	Actions
Location: DSSO Fall									
DSSO Fall	10/23/2012	Bakery		7:00 AM	10:00 AM		3.00		[Check...]
DSSO Fall	10/23/2012	Bakery		7:30 AM	10:00 AM		2.50		[Check...]
DSSO Fall	10/23/2012	Bartender		3:00 PM	6:00 PM		3.00		[Check...]
DSSO Fall	10/23/2012	Greeter		10:00 AM	12:30 PM		2.50		[Check...]
DSSO Fall	10/23/2012	Greeter		12:20 PM	3:20 PM		3.00		[Check...]
DSSO Fall	10/23/2012	Office		10:00 AM	3:00 PM		5.00		[Check...]
DSSO Fall	10/23/2012	Office		10:00 AM	3:00 PM		5.00		[Check...]
DSSO Fall	10/23/2012	Supervisor		9:00 AM	12:00 PM		3.00		[Check...]
DSSO Fall	10/23/2012	Supervisor		12:00 PM	3:00 PM		3.00		[Check...]

Key: Available Scheduled  
 Leave Partial Leave

# Add a Shift to the Swap Board

This is the swap board page. By selecting a date from the calendar on the left hand side, you can bring up your scheduled shifts along with shifts that are available to pick up that day.



The screenshot shows the Swap Board application interface. The main window title is "Swap Board" and it includes a "Collaboration" toolbar. The current date is "Wednesday, August 07, 2013".

**Calendar:** The calendar on the left shows the month of August. The 7th of August is highlighted in orange, indicating it is the selected date. A large green arrow points to this date.

**My Schedule:** This section displays the user's scheduled shifts for the selected date. The table below shows the details:

Location	Date	Station	Group	Note	Start	End	Break	Hours	Actions
Location: DSSO Fall									
DSSO Fall	8/7/2013	DSSO	Scheduler		9:00 AM	12:00 PM		3.00	[Swap...]
								3.00	

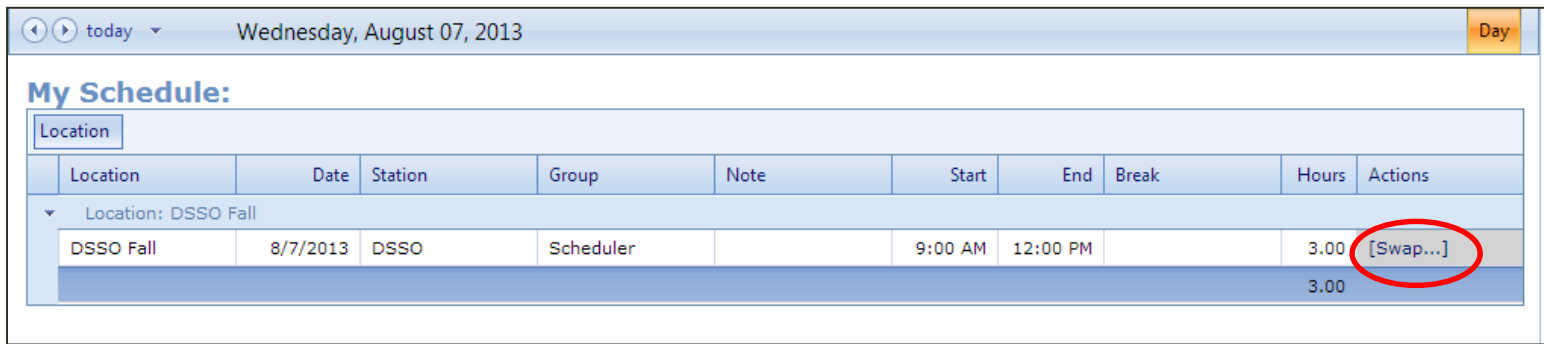
**Available Shifts:** This section displays shifts that are available to be picked up on the selected date. The table below shows the details:

Location	Date	Station	Note	Start	End	Break	Hours	Assigned	Actions
Location: DSSO Fall									
DSSO Fall	8/7/2013	DSSO		11:00 AM	2:00 PM		3.00		[Check...]

**Key:** Available (orange background), Scheduled (blue background), Leave (grey background), Partial Leave (light grey background).

1. To place a shift on the swap board click on “Swap” next to the shift.
2. Once you click on the swap button a gray box will appear in the middle of the screen. Choose “Swap Only.”

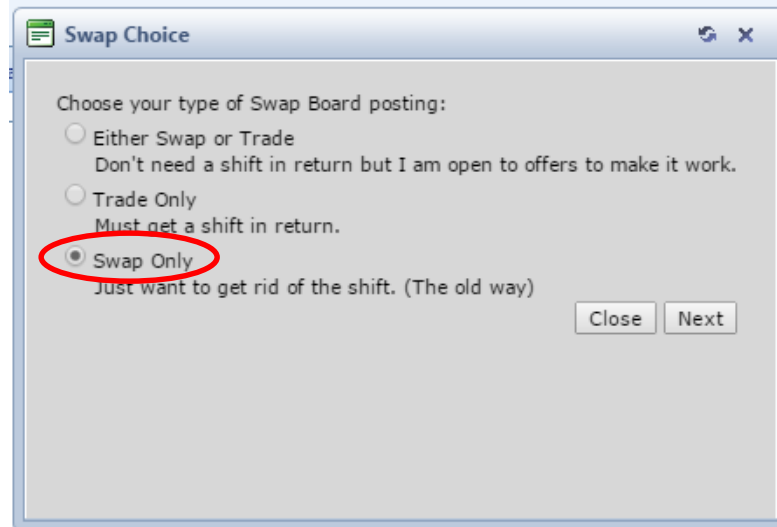
1.



The screenshot shows a web interface for a schedule. At the top, it says "today" and "Wednesday, August 07, 2013". Below that is a section titled "My Schedule:". There is a search box labeled "Location". Below the search box is a table with the following columns: Location, Date, Station, Group, Note, Start, End, Break, Hours, and Actions. The table has one row with the following data: Location: DSSO Fall, Date: 8/7/2013, Station: DSSO, Group: Scheduler, Note: (empty), Start: 9:00 AM, End: 12:00 PM, Break: (empty), Hours: 3.00. The "Actions" column for this row contains a button labeled "[Swap...]" which is circled in red.

Location	Date	Station	Group	Note	Start	End	Break	Hours	Actions
DSSO Fall	8/7/2013	DSSO	Scheduler		9:00 AM	12:00 PM		3.00	[Swap...]

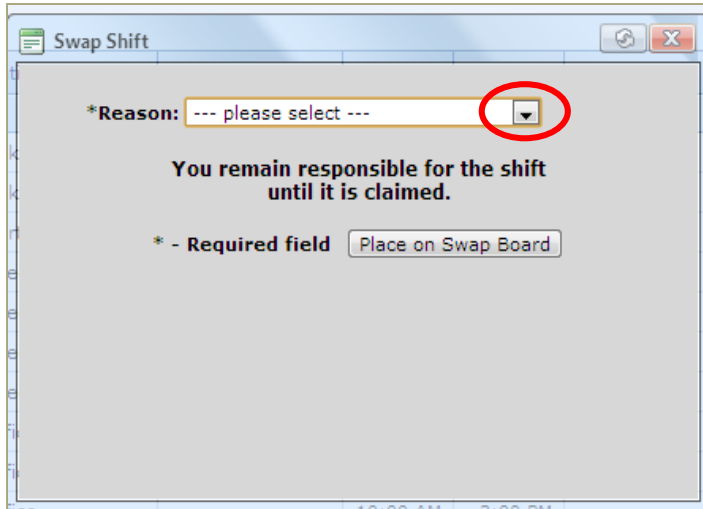
2.



The screenshot shows a dialog box titled "Swap Choice". It contains the following text: "Choose your type of Swap Board posting:". There are three radio button options: "Either Swap or Trade" (with subtext "Don't need a shift in return but I am open to offers to make it work."), "Trade Only" (with subtext "Must get a shift in return."), and "Swap Only" (with subtext "Just want to get rid of the shift. (The old way)"). The "Swap Only" option is selected and circled in red. At the bottom right of the dialog box are two buttons: "Close" and "Next".

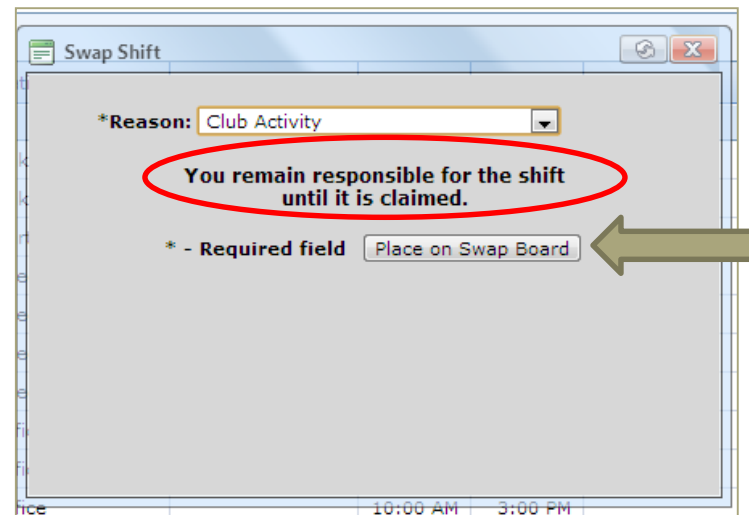
3. Select a reason from the drop down list.
4. Click on the “Place on Swap Board” button.

3.



The screenshot shows a window titled "Swap Shift". At the top, there are window control buttons (minimize, maximize, close). Below the title bar, there is a text field labeled "\*Reason:" containing the text "--- please select ---". A red circle highlights the dropdown arrow on the right side of this field. Below the text field, the text "You remain responsible for the shift until it is claimed." is displayed. At the bottom, there is a label "\* - Required field" followed by a button labeled "Place on Swap Board". The bottom of the window shows a time range from 10:00 AM to 3:00 PM.

4.

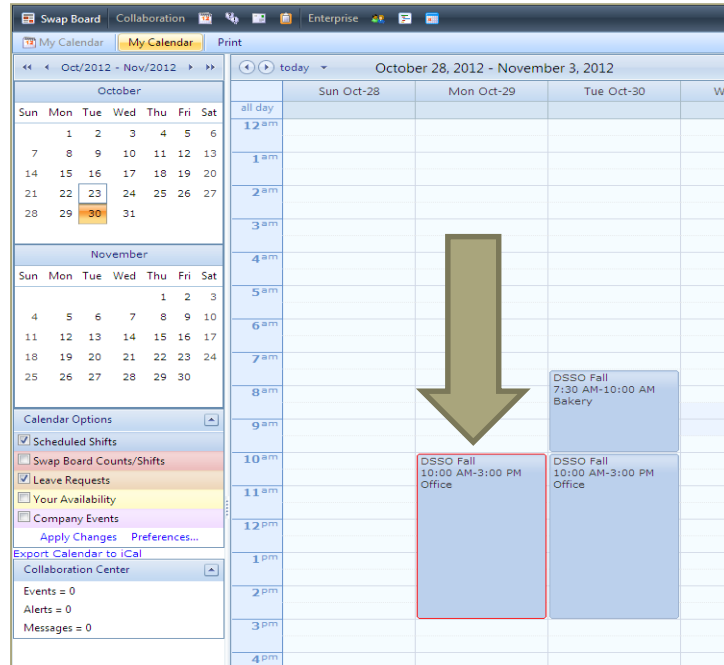


The screenshot shows the same "Swap Shift" window. The "\*Reason:" dropdown menu now displays "Club Activity". A red oval highlights the text "You remain responsible for the shift until it is claimed." below the dropdown. A green arrow points to the "Place on Swap Board" button. The bottom of the window shows the same time range from 10:00 AM to 3:00 PM.

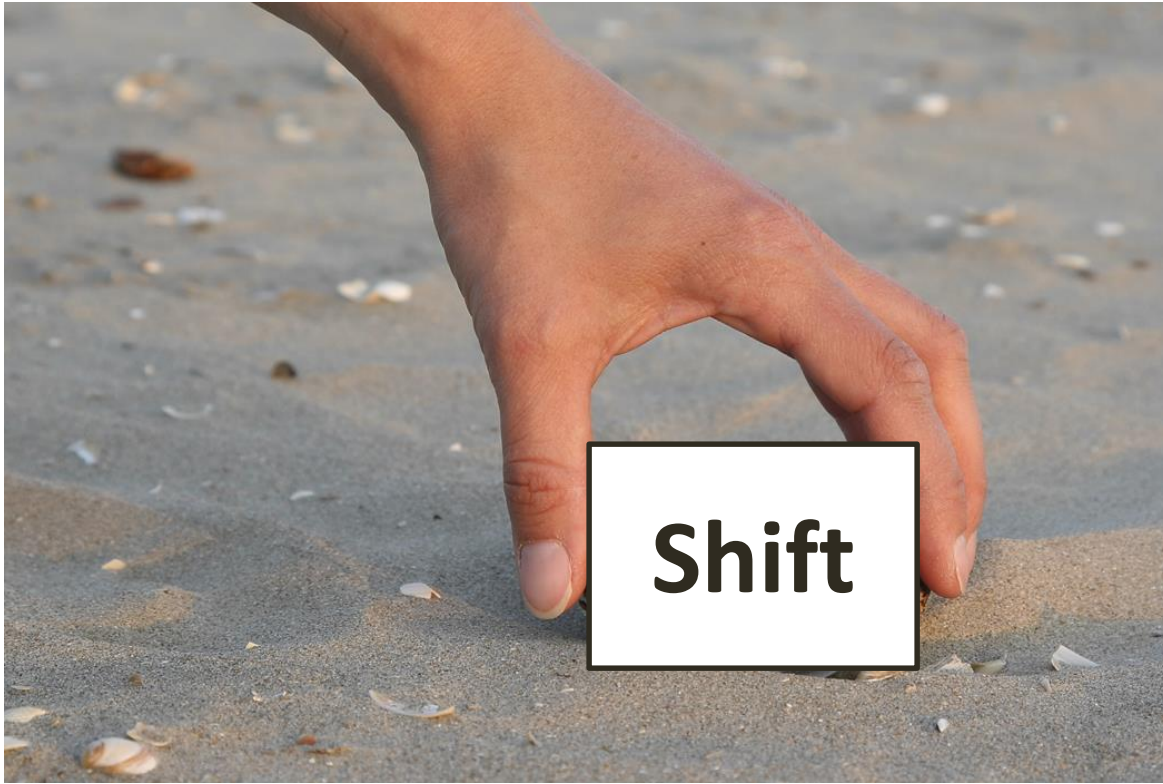


# Once You've Put it on the Swap Board

- A **red box** will show up around that shift on your schedule



- Once **someone picks up your shift**, it will disappear completely from your schedule
- If the shift **still appears on your schedule**, you must work it, even if your shift has the red box surrounding it



# HOW TO PICK UP A SHIFT

# Picking up a Shift from the Swap Board

All of the available shifts for you to pick up are listed under “Available Shifts”.

To pick up a shift click on the “**Check**” link.

The screenshot displays the Swap Board application interface. On the left, there is a calendar for October and November 2012. The main area shows the current date as Tuesday, October 23, 2012. Below the date, there are two sections: "My Schedule:" and "Available Shifts:".

**My Schedule:**

Location	Date	Station	Group	Note	Start	End	Break	Hours	Actions
No shifts to display.									

**Available Shifts:**

Location	Date	Station	Note	Start	End	Break	Hours	Assigned	Actions
Location: DSSO Fall									
DSSO Fall	10/23/2012	Bakery		7:00 AM	10:00 AM		3.00		[Check...]
DSSO Fall	10/23/2012	Bakery		7:30 AM	10:00 AM		2.50		[Check...]
DSSO Fall	10/23/2012	Bartender		3:00 PM	6:00 PM		3.00		[Check...]
DSSO Fall	10/23/2012	Greeter		10:00 AM	12:30 PM		2.50		[Check...]
DSSO Fall	10/23/2012	Greeter		12:20 PM	3:20 PM		3.00		[Check...]
DSSO Fall	10/23/2012	Office		10:00 AM	3:00 PM		5.00		[Check...]
DSSO Fall	10/23/2012	Office		10:00 AM	3:00 PM		5.00		[Check...]
DSSO Fall	10/23/2012	Supervisor		9:00 AM	12:00 PM		3.00		[Check...]
DSSO Fall	10/23/2012	Supervisor		12:00 PM	3:00 PM		3.00		[Check...]

Key: Available Scheduled  
Leave Partial Leave

When you click on “check”, a box will appear on your screen.

If you do not have any conflicts you will be able to select the “**Claim Shift Now**” button.

The screenshot displays the Swap Board application interface. On the left, there is a calendar for August and September 2012. The main area shows 'My Schedule' for Monday, August 13, 2012, with a table listing shifts. A 'Claim Shift' dialog box is open, showing details for a shift at DSSO Fall, Greeter station, on Monday, Aug-13, 2012, from 10:00 am to 12:30 pm, for 2.50 hours. The dialog includes a 'Claim Shift Now' button and a 'Checks' section with various status indicators.

Location	Date	Station	Group	Note	Start	End	Break	Hours	Actions
Location: DSSO Fall									
DSSO Fall	08/13/2012	Bakery			7:30 AM	10:00 AM		2.50	[OK] [Swap...]
									2.50

Location	Date	Station	Break	Hours	Assigned	Actions
Location: DSSO Fall						
DSSO Fall	08/13/2012	Greeter		2.50		[Check...]
DSSO Fall	08/13/2012	Supervisor		3.00		[Check...]
DSSO Fall	08/13/2012	Supervisor		3.00		[Check...]

**Claim Shift**

Location: DSSO Fall  
Station: Greeter  
Date: **Monday, Aug-13, 2012**  
Shift: **10:00 am - 12:30 pm**  
Hours: **2.50**

[Claim Shift Now](#)

**Checks:**

Availability:

Is ([BLANK] \*) OK? YES

Schedule:

Times open in schedule? YES

Totals:

Within max hours/day? YES

Within max hours/week? YES

Empty shift lead time buffer > 1? YES

ISU policy is that you may only work 20 hours, Sunday – Saturday, while classes are in session during Fall and Spring semesters.

Once you have claimed the shift, the box will refresh and it will say **“Swap Succeeded”**.  
The shift is now your responsibility.

To see your shift, you will need to click on the **“Close and Refresh List”** button.

The screenshot displays a web application interface for shift management. The interface is divided into several sections:

- Calendar:** A calendar view for August and September 2012. August 13th is highlighted in orange, indicating a claimed shift.
- My Schedule:** A table showing the user's current schedule. The table has columns for Location, Date, Station, Group, Note, Start, End, Break, Hours, and Actions. A row is shown for DSSO Fall on 08/13/2012 at Bakery, with a start time of 7:30 AM and an end time of 10:00 AM, for 2.50 hours. An [OK] [Swap...] button is visible in the Actions column.
- Available Shifts:** A table showing available shifts. The table has columns for Location, Date, Station, Break, Hours, Assigned, and Actions. Three rows are shown for DSSO Fall on 08/13/2012, with stations Greeter and Supervisor. The hours are 2.50, 3.00, and 3.00 respectively. Each row has a [Check...] button in the Actions column.
- Claim Shift Dialog:** A modal dialog box titled 'Claim Shift' is open. It displays the details of the claimed shift: Location: DSSO Fall, Station: Greeter, Date: Monday, Aug-13, 2012, Shift: 10:00 am - 12:30 pm, and Hours: 2.50. Below the details, it says 'Swap Succeeded.' and a 'Close and Refresh List' button is highlighted with a red box.

Key: Available Scheduled  
Leave Partial Leave

Available Shifts Filter  
Location: [All Locations]  
Station: [All Stations]  
Status: [Any Status]  
Times: start time - end time



Please contact the DSSO at 515-294-4864 or  
email at [dssostaff@iastate.edu](mailto:dssostaff@iastate.edu)