

ScheduleSource

ISU Dining Scheduling Program

What is ScheduleSource?

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

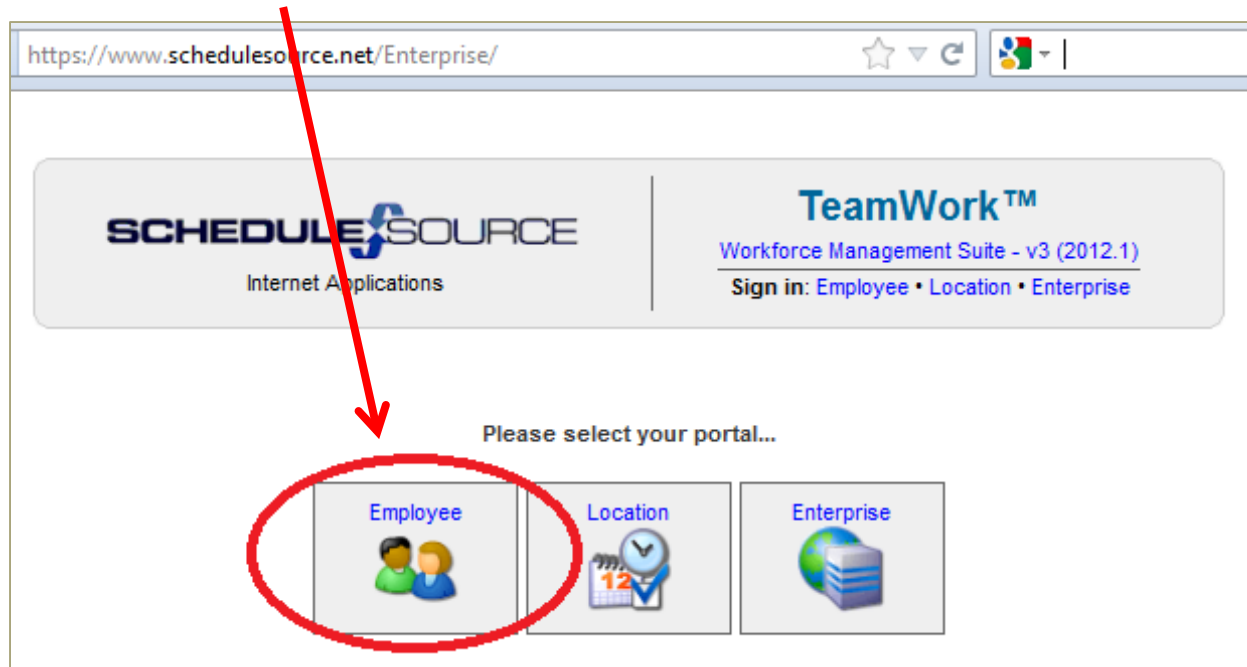
Student schedules are more accessible than ever.



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

Cafes

Clydes

Conversations

ESM

Food Stores

Food Truck

Friley

Hawthorn

ISU Catering

KS Comm

MU Food Court

MU Market

Plato

Roast

Seasons

SSM

Storms

UDM

WSM

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

Sign In

Employee

Code:

User:

Password:

Remember Me

[Forgot Your Password?](#)

Requirements:
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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

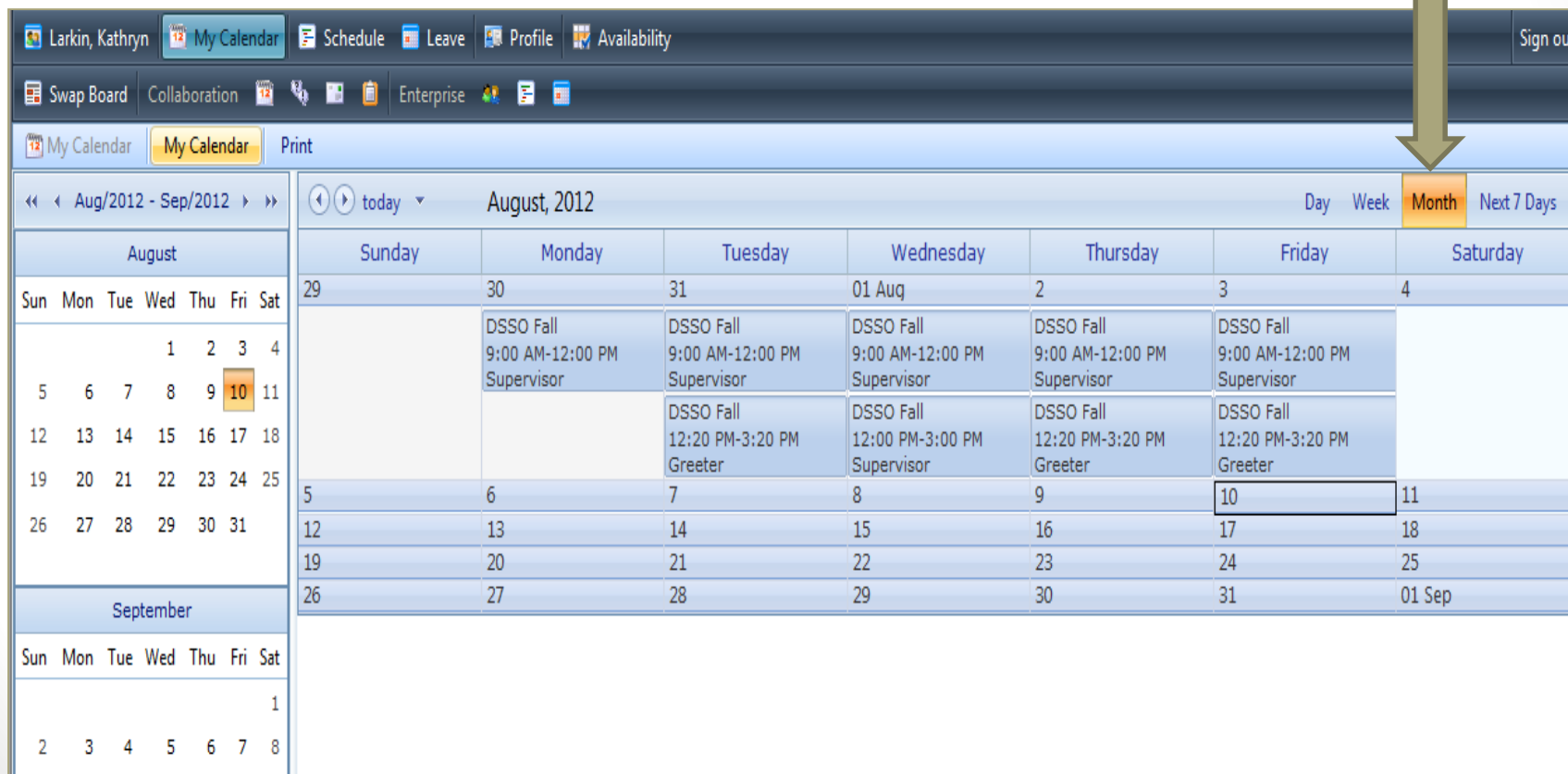
The screenshot shows a web browser window with the URL <https://www.schedulesource.net/Enterprise/teamwork/EmployeeV2/>. The page title is "My Calendar" and the user is logged in as "W, Paul". The main content area displays a calendar for the week of June 17, 2012, to June 23, 2012. The calendar is viewed in "Week" mode. The left sidebar contains several sections: "Calendar Options" with checkboxes for "Scheduled Shifts" (checked), "Swap Board Counts/Shifts" (unchecked), "Leave Requests" (checked), "Your Availability" (unchecked), and "Company Events" (unchecked); "Apply Changes Preferences..."; "Export Calendar to iCal"; and "Collaboration Center" showing "Events = 0", "Alerts = 0", and "Messages = 0". The main grid shows shifts for "Server/MU" on the following days and times:

Day	Shift
Mon Jun-18	10:00 AM-7:00 PM
Tue Jun-19	5:00 AM-11:00 AM
Wed Jun-20	8:00 AM-5:00 PM
Thu Jun-21	8:00 AM-11:00 AM
Fri Jun-22	8:00 AM-5:00 PM

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 calendar area has a header with 'My Calendar' and 'Print' buttons. The calendar is set to 'August, 2012' and is currently in 'Month' view. A large green arrow points to the 'Month' view option in the top right corner of the calendar grid. The calendar grid shows days of the week and dates, with some events listed for the month.

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> Employee</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>Forgot Your Password?</p>	<p>Requirements: Your web browser must support JavaScript and allow cookies from this site.</p> <p>See which web browsers we recommend.</p>
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System Messages:
None.

Code: The location where you work

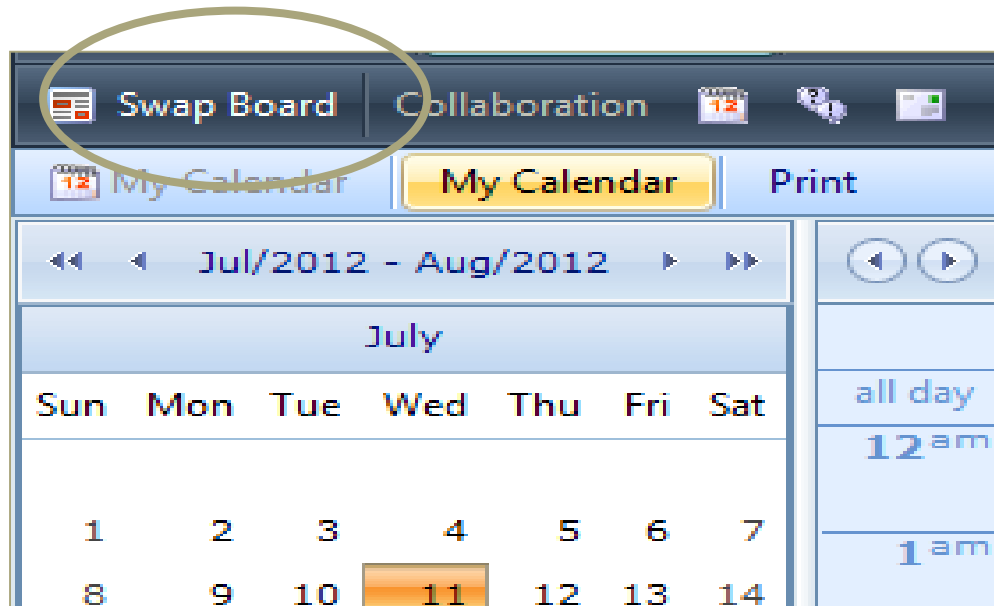
User: Your Net ID

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 displays the Swap Board application interface. On the left, there 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 representing available shifts and blue squares representing scheduled shifts. The main area of the application is titled "My Schedule:" and "Available Shifts:". The "My Schedule:" section shows a table with columns: Location, Date, Station, Group, Note, Start, End, Break, Hours, and Actions. It currently displays "No shifts to display." The "Available Shifts:" section shows a table with columns: Location, Date, Station, Note, Start, End, Break, Hours, Assigned, and Actions. It lists several shifts for the location "DSSO Fall" on 10/23/2012, including Bakery, Bartender, Greeter, Office, and Supervisor roles, each with specific start and end times and durations. A key at the bottom left indicates that orange squares represent "Available" shifts and blue squares represent "Scheduled" shifts.

Swap Board Collaboration Enterprise

Swap Board Swap Board Print

<< Oct/2012 - Nov/2012 >> today Tuesday, October 23, 2012 Day

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.

Swap Board Collaboration

Swap Board Print

Aug/2013 - Sep/2013 today Wednesday, August 07, 2013 Day

My Schedule:

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:

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 Scheduled
Leave Partial Leave

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.

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	

2.

Swap Choice

Choose your type of Swap Board posting:

Either Swap or Trade
Don't need a shift in return but I am open to offers to make it work.

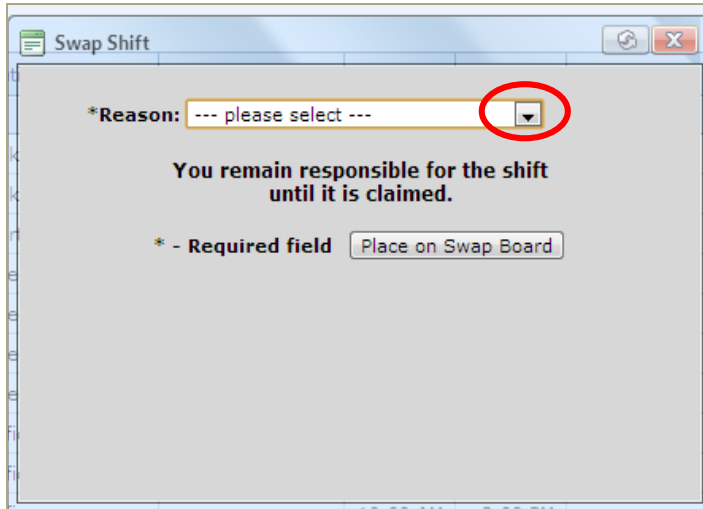
Trade Only
Must get a shift in return.

Swap Only
Just want to get rid of the shift. (The old way)

Close Next

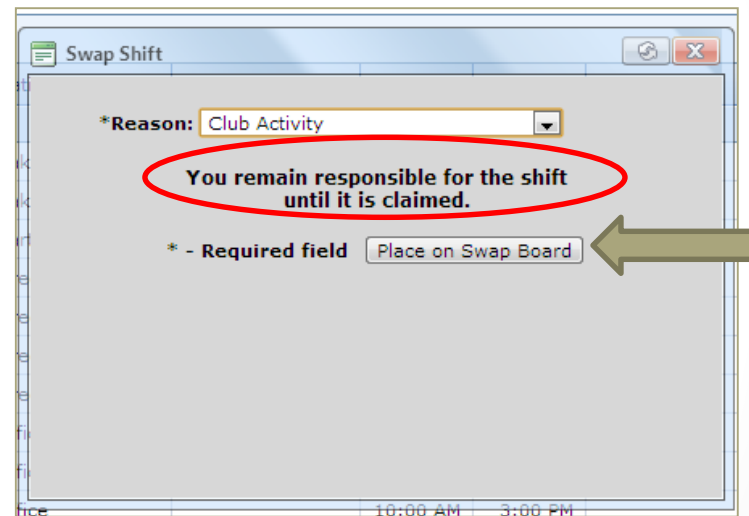
3. Select a reason from the drop down list.
4. Click on the “Place on Swap Board” button.

3.



The screenshot shows a window titled "Swap Shift" with a light blue header. Below the header, there is a text input field labeled "*Reason:" containing the text "--- please select ---". A red circle highlights the dropdown arrow on the right side of this field. Below the input 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 window has standard Windows-style window controls (minimize, maximize, close) in the top right corner.

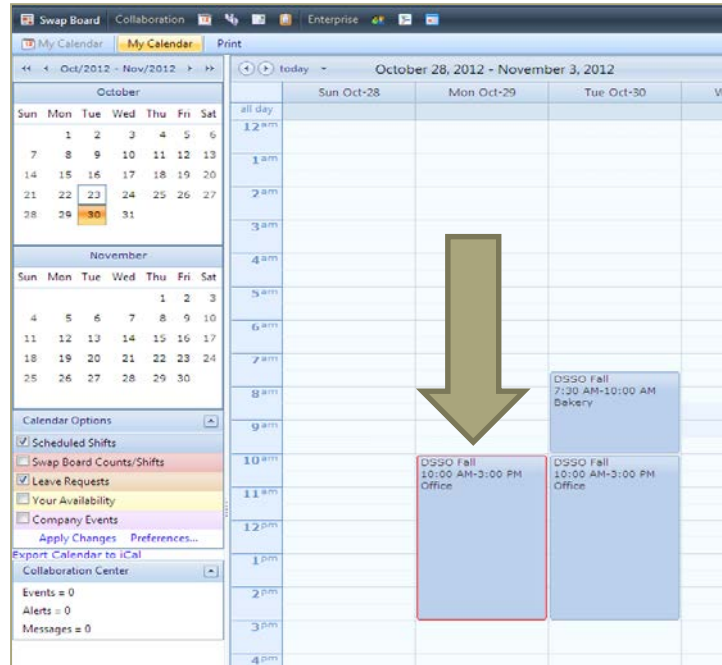
4.



The screenshot shows the same "Swap Shift" window. The "*Reason:" dropdown menu is now open, and "Club Activity" is selected. 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 window title bar and controls are the same as in the previous screenshot.

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 software interface. On the left, there is a calendar for August and September 2012. The main area shows 'My Schedule:' with a table of shifts. A 'Claim Shift' dialog box is open, showing details for a shift on Monday, August 13, 2012, from 10:00 am to 12:30 pm at DSSO Fall, Greeter station. The dialog includes a 'Claim Shift Now' button and a 'Checks' section with various availability and schedule questions.

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
DSSO Fall				2.50		[Check...]
DSSO Fall	08/13/2012	Greeter		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. On the left, there is a calendar for August and September 2012. The main area is divided into two sections: "My Schedule:" and "Available Shifts:".

My Schedule:

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	

Available Shifts:

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

Claim Shift Dialog:

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

Swap **Succeeded.**

Close and Refresh List



Please contact the DSSO at 515-294-4864 or
email at dssostaff@iastate.edu