Visual Staff Scheduler® PRO
The #1 employee scheduling solution!

Tips & Tricks

Downloading the demo of Visual Staff Scheduler PRO (VSS PRO) was your first step to scheduling your employees with ease. You'll soon discover how quickly you can create staff schedules, individual monthly calendars, daily rosters, time-off reports, and much more! To help you get started with VSS PRO follow these easy steps and you'll be up and running in minutes.

How do I…	
Enter Employees	Enter your employees into the Name/Position columns. **Here's how:** 1. Locate the first blank row in the schedule by scrolling down, if needed. 2. Click a cell in the Name column. The text cursor appears blinking in the text box. 3. Type a name. For example, enter John Doe. 4. Press the Tab key to move to the Position column and enter John Doe's position. *Note: Users of QuickBooks Pro/Premier 2003 or Enterprise 2.0 (or newer versions) can import employee names and e-mail addresses (when available) from a QuickBooks company file.*
Setup Shifts	Define shift types in the Define menu. **Here's how:** 1. Select Shifts from the Define menu. This displays the Define Shifts dialog box. 2. Select a shift in the Shift Selector list box. Select "undefined" for a new shift. 3. Make your selections for: Description, Abbreviation, Start Time/End Time, Break Length, Quick Key and Color. *Note: VSS PRO allows you to define (or add) up to 250 unique work shifts, as well as edit existing shifts.*
Define Shift Explanations	Define Explanations to add detail to shifts. List any assignments, locations, departments or reasons for time-off. **Here's how:** 1. Select Explanations from the Define menu. VSS PRO displays the Define Explanations dialog box. 2. Select an explanation in the list box. Select "undefined" for a new explanation. 3. Make your selections for: Description, Abbreviation and Quick Key. *Note: VSS PRO allows you to define (or add) up to 250 unique explanations, as well as edit existing explanations.*
Assign Shift	Use the Assign Shift quick-action buttons to assign or schedule shifts. **Here's how:** 1. Move the cursor to the name and day where you wish to assign a shift. 2. Select a shift from the Shift Selector list box. 3. Click the Assign Shift button. *NOTE: If the pattern of shifts you are assigning is the same for many days or many names you can use the Copy and Paste commands to create your schedule even faster.*
Print Schedules	Print WYSIWYG, individual or staff schedules and reports **Here's how:** 1. Select appropriate schedule type from the Reports menu. 2. Select names, days to print, and other schedule information (like Total Hours Column). 3. Click Preview button to preview the schedule. 4. Click Print, Publish or E-mail buttons. *Note: WYSIWYG ("What You See Is What You Get") report allows you to print exactly what you have on your screen.*

Didn't see your question on the list? We are happy to help. Please call us at 1.800.874.8801 or e-mail us at support@abs-usa.com with questions.