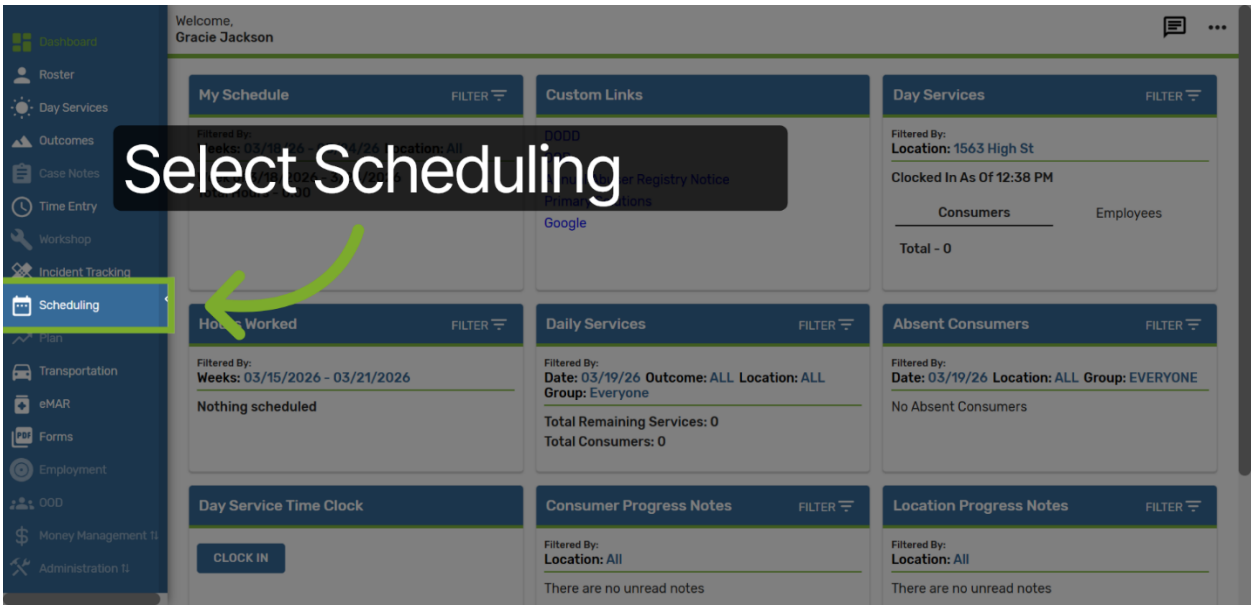
# Anywhere Scheduling – Employee User Guide

## How to View Schedules in Anywhere Scheduling

This tutorial guides you on how to view schedules in Anywhere Scheduling

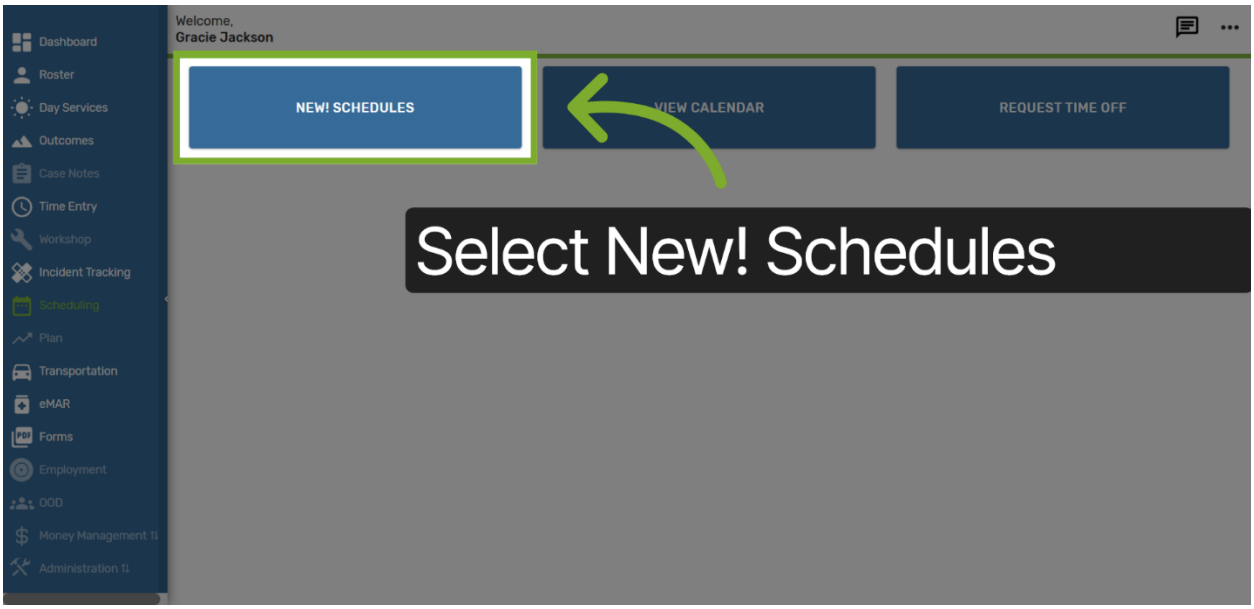
### 1. Accessing the Scheduling Module

Select scheduling to open the scheduling module.




### 2. Open New! Schedules

Select new schedules.



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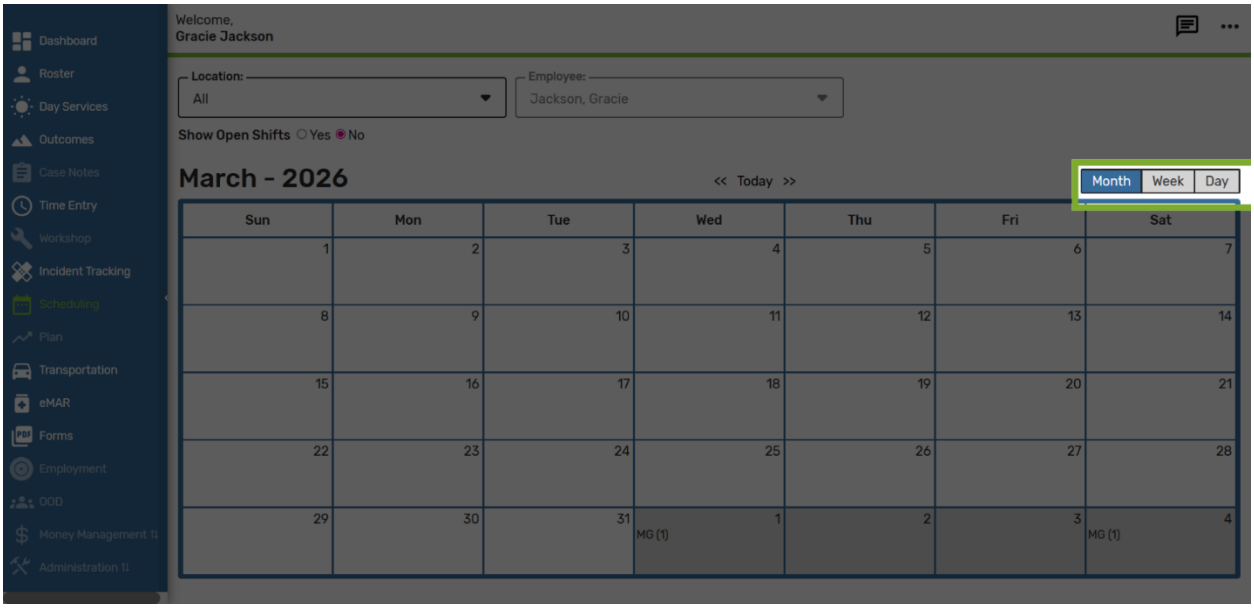
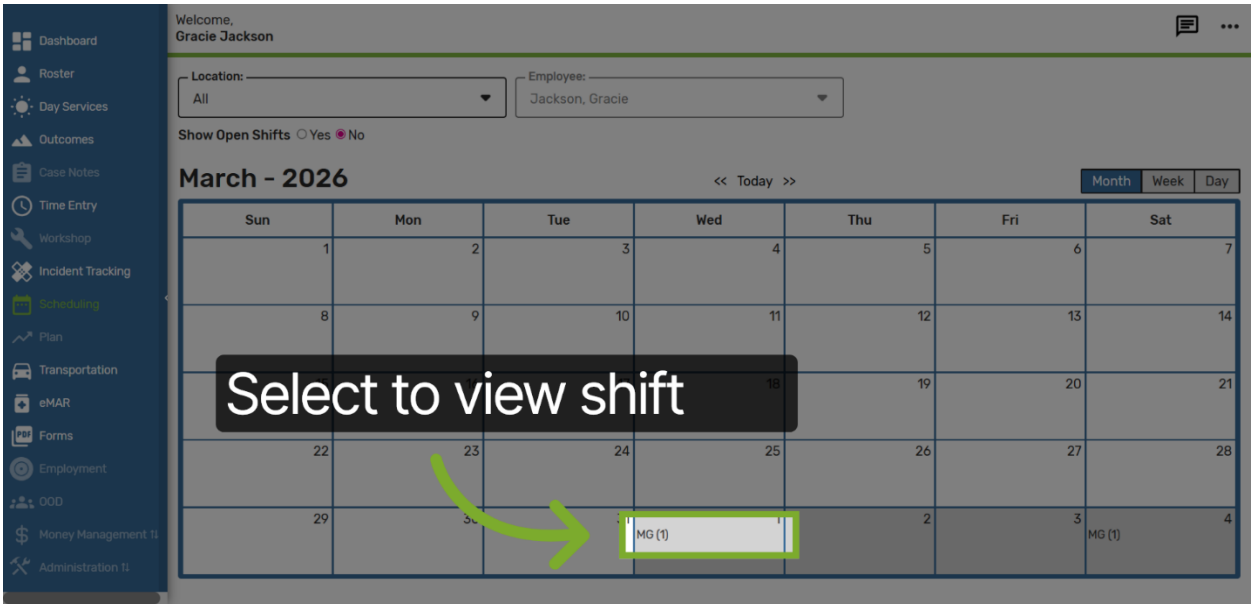
### 3. Different View Options

There is an option to view your monthly weekly, or daily schedule.




### 4. Monthly View

The Month view will show all schedules for the month.




### 5. Accessing Schedule Details

If you select a shift, it will show you more details.

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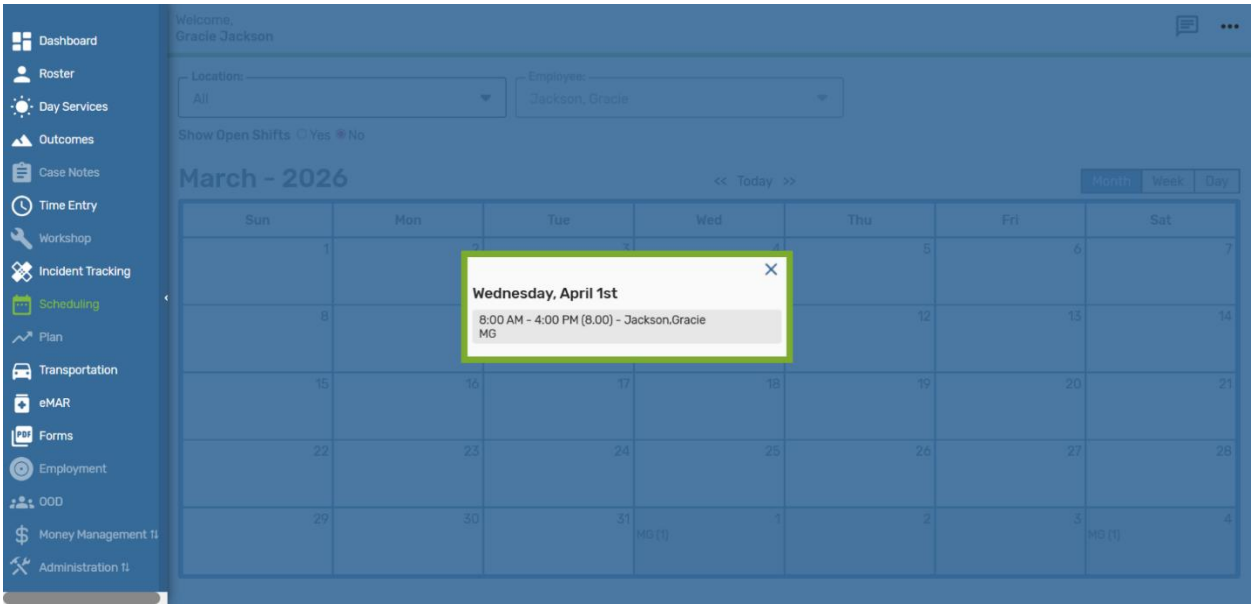
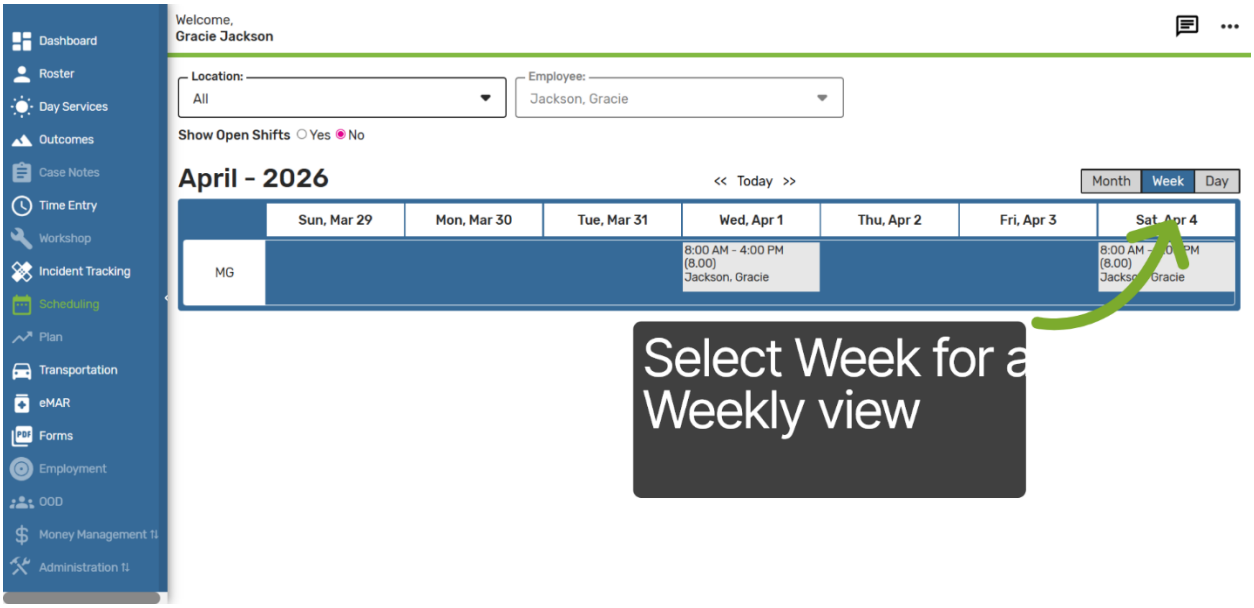



## 6. Week View

Select the Week option for a weekly view of the schedule.




## 7. Day View

Select the Day option for a daily view of the schedule.

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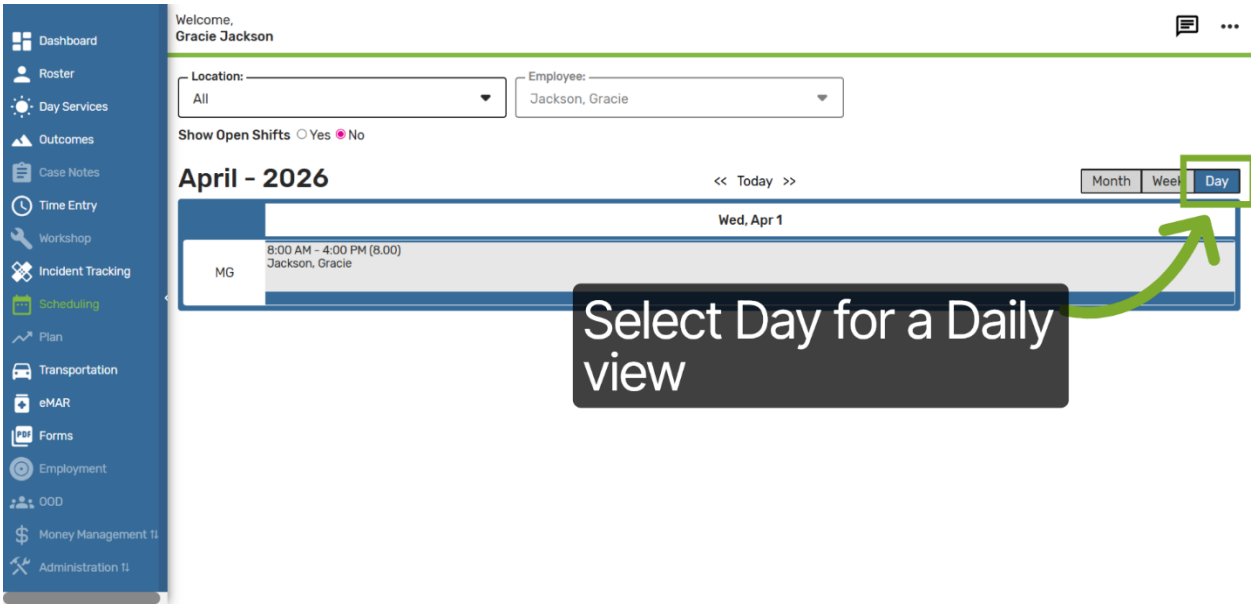
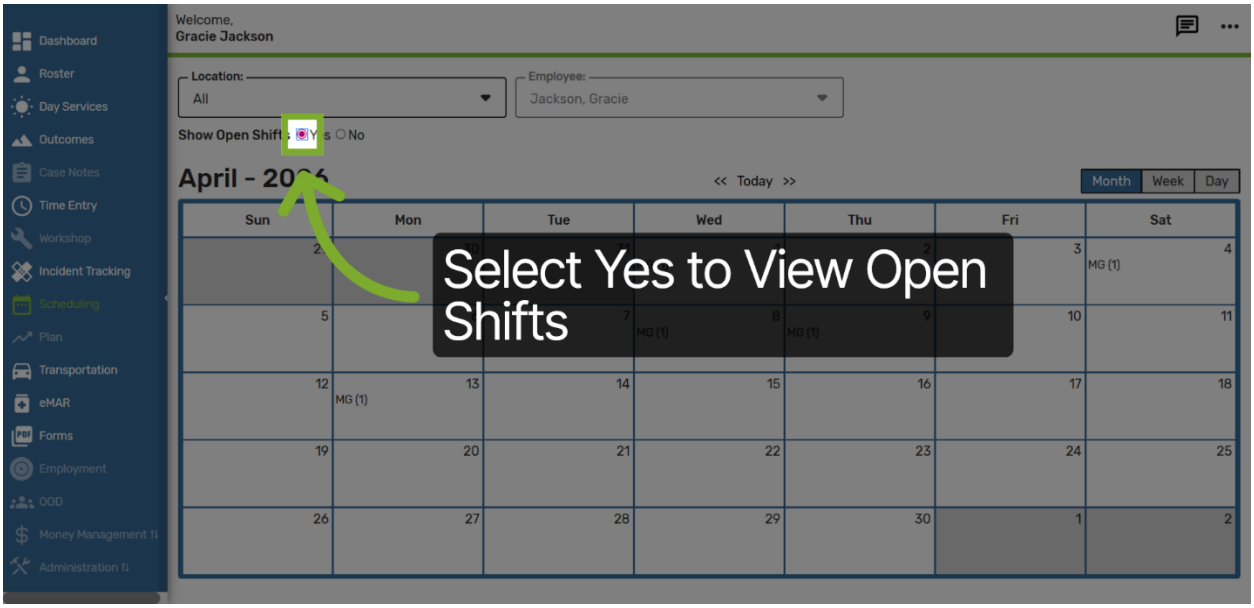



## 8. How to View Open Shifts

To Show Open shifts. Select the yes option.