



W2W How to Setup Date/Time Specific Preferences on WhenToWork

Date Specific Preferences

Your work date preferences will help your Head Guard and Supervisor build the work schedule and know who is available for last minute assignments.

Home Page

HOME

Schedule

Info

Prefs

Time-off

Trades

Messaging



EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERVICE

Welcome Eric Nurse

Show My Schedule

Show Everyone's Schedule

Change My Information (Notifications, Phone, etc.)

Choose Times I Prefer to Work

Request Time Off (Full or Partial Day)

← Click Here

Tradeboard - Pick Up Open Shifts

Send a Message to My Manager

Staff List

Who Is Working Right Now

Bulletin Board

Sign Out

What's New!

Dec 23, 2010 09:49am

A new schedule is ready

You have 1 new message.

WhenToWork on Facebook

 Become a Fan

For problems with your schedule, please [contact your Manager](#)

Problems or comments about WhenToWork?
[Click here to contact WhenToWork Support](#)

Your Preferences



EAST BAY REGIONAL PARK DISTRICT LIFEGUARD SERVICE
Eric Nurse

SIGN-OUT

Dec 23, 2010
11:44am

Always check your weekly schedule for your actual work times.

Your Preferences For:

◀ Week of Dec 18, 2010 📅 ▶

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
Sat Dec-18																								
Sun Dec-19																								
Mon Dec-20																								
Tue Dec-21																								
Wed Dec-22																								
Thu Dec-23																								
Fri Dec-24																								

Date has specific preferences **prefer**, **dislike**, **cannot work** and no preference

Set SPECIFIC DATE Preferences

(or click a date above to edit that day)

Click Here

Set REPEATING WEEKLY Preferences

Note: Entering preferences in no way guarantees that your schedule will follow these times nor that your existing schedule will be changed in any way, but may increase the likelihood that you are assigned to times that you prefer.

For problems with your schedule, please [contact your Manager](#)

Date Specific Preferences

Close

DATE SPECIFIC Preferences

(These preferences override your Repeating Weekly Preferences)

You must click "Save Changes" when done.

Save Changes

Prefer Working Dislike Working Clear Preferences Cannot Work

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15					20	21
22					27	28
29	30	31				

Click on the green paint roller and then on days you would prefer to work

Leave days white to use your Weekly Recurring Preferences (Only change the days that will be different from repeating)

Means the date has special hourly preferences.

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or **"PAINT"** multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

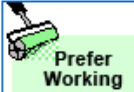
javascript:DoPref() Internet | Protected Mode: Off 100%


Date Specific Preferences


Close


DATE SPECIFIC Preferences

(These preferences override your Repeating Weekly Preferences)


Prefer Working


Dislike Working


Clear Preferences


Cannot Work

You must click "Save Changes" when done.

Save Changes

◀ May 2011 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	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				

Do the same with the red and pink rollers
for the days you cannot work or dislike working.

Leave days white to use your Weekly Recurring Preferences
(Only change the days that will be different from repeating)

Means the date has special hourly preferences.

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or "**PAINT**" multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

DATE SPECIFIC Preferences

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

Close

Prefer Working Dislike Working Clear Preferences Cannot Work

You must click "Save Changes" when done.

Save Changes

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9					
15	16					
22	23	24	25	26	27	28
29	30	31				

Remember to save changes before you change months or close the window. You may need to reopen this window after saving to move on to the next month.

Leave days white to use your Weekly Recurring Preferences (Only change the days that will be different from repeating)

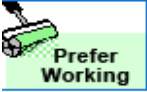



Means the date has special hourly preferences.

Save Changes

To set a whole day preferences click on a roller then **CLICK ONCE** on a day or "PAINT" multiple days on the calendar
To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

Time Specific Preferences

DATE SPECIFIC Preferences
(These preferences override your Repeating Weekly Preferences)

 Prefer Working  Dislike Working  Clear Preferences  Cannot Work

You must click "Save Changes" when done.

◀ June 2011 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	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		

To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.

Time Specific Preferences

[Close](#)


Special Hourly Preferences for Tuesday, Jun 14, 2011

(These preferences override your Repeating Weekly Preferences)


You must click "Save Changes" when done

Repeat 1 week (this week only) ▾ **Save Changes**


Click on preference, then "PAINT" the time blocks on the time grid below with that color. Click "All Day" to color the whole day.




Prefer Working



Dislike Working



No Preference



Cannot Work

OR Use this form to enter preferences into the grid.

Prefer Begin: 12am ▾ 00 ▾

Dislike End: 12am ▾ 00 ▾ **Add**

No Preference

Cannot Work

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
All Day																								

To set a time preferences click on a roller then **CLICK ONCE** on a hour and "**PAINT**" multiple Hours on the Day.

Save Changes

TIME SPECIFIC Preferences

Close

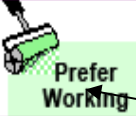
Special Hourly Preferences for Tuesday, Jun 14, 2011

(These preferences override your Repeating Weekly Preferences)


You must click "Save Changes" when done

Repeat 1 week (this week only)


Click on preference, then "PAINT" the time blocks on the time grid below with that color.
Click "All Day" to color the whole day.




Prefer Working



Dislike Working



No Preference



Cannot Work

OR Use this form to enter preferences into the grid.

Prefer Dislike No Preference Cannot Work

Begin: 12am 00

End: 12am 00

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
All Day																								

To set a time preferences click on a roller then **CLICK ONCE** on a hour and "**PAINT**" multiple Hours on the Day.

TIME SPECIFIC Preferences

Close

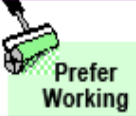
Special Hourly Preferences for Tuesday, Jun 14, 2011

(These preferences override your Repeating Weekly Preferences)


You must click "Save Changes" when done

Repeat 1 week (this week only)


Click on preference, then "PAINT" the time blocks on the time grid below with that color.
Click "All Day" to color the whole day.




Prefer Working



Dislike Working



No Preference



Cannot Work

OR Use this form to enter preferences into the grid.

Prefer Begin: 12am ▾ 00 ▾

Dislike End: 12am ▾ 00 ▾

No Preference

Cannot Work

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
All Day																								

Remember to save changes

If you have specific dates or times that you wish to be unavailable, send a Time Off Request to your manager.

Now you should know how to set
your specific date and time
preferences.



If you have questions contact your Head Guard or Supervisor