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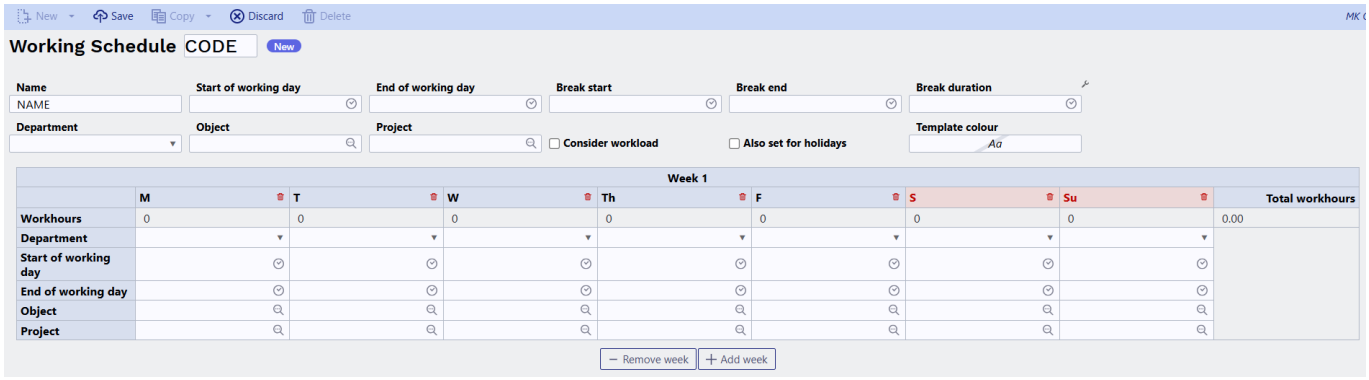
Working Schedule templates

You can find the templates in the menu `Settings → Personnel Settings →` **`Schedule templates`**. In the template register, you can easily get an overview of the templates already created and the departments or objects assigned to them. If different start and end times have been used in a template, the start and end of the working day may be empty in the register view.

Creating a template and header fields

Code - a unique code with the short name of the template. You can see the code in the title of the template card (for example `Working Schedule TNV`).
Name - a longer descriptive name of the template.
Start of working day and **End of working day** - fill these in if the start and end time are the same on all days. When you click the **Add week** button, Directo fills in all days of the week with the times in the header.
Break start and **Break end** - enter the time counted from the start of the shift. Fill these in if the users of this template have a fixed time when they can take a break. If you leave the fields empty, Directo uses the number of hours specified in the system settings as the minimum right to take a lunch break.
Break duration - enter the length of the lunch break in the format `00:30`. If you leave the field empty, Directo uses the break duration specified in the system settings. If the system setting is also empty and no break duration has been entered for the template, Directo does not deduct the break from the working hours.
Department - affects the schedule view. If a department has been selected in the schedule, Directo shows the templates that have the same department and the templates that have no department.
Object - you can add one or several objects to the template (separated by commas) if they are on different levels. If an object has been selected in the header and you add a week, Directo adds the header object to all days. You can delete it from the day rows if needed.
Project - you can add a project to the template header. If a project has been selected in the header and you add a week, Directo adds the header project to all days. You can delete it from the day rows if needed.
Consider workload - if you select this checkbox, Directo shortens the length of the shift according to the workload when you add the template to a part-time employee. If the checkbox is not selected, Directo does not take the workload into account when adding the template.
Also set for holidays - if you select this checkbox, Directo adds the template's working hours also on public holidays.
Template colour - the colour that Directo uses for this shift in the schedule.

Under the Settings button in the template header, you can select which fields you see.



Creating a new template

1. Enter a unique code and a name for the template.
2. Fill in the times in the header, or click **Add week** and fill in the days of the empty week.
3. Save and add more weeks until the template covers the whole repeating cycle (for example 3 weeks if the shifts repeat every 3 weeks).
4. If the template is intended for one department only, add this department to the template – this way, nobody uses the template by mistake.

For each day of the week, you can enter the **Workhours**, **Department**, **Start of working day**, **End of working day**, **Object** and **Project**. Directo shows the total working hours of the week in the **Total workhours** column. You can enter the times as numbers or by moving the hands on the clock icon. To delete a whole day, click the red bin icon next to the day of the week.

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