



## Quick Reference Card


# Working with Work Schedules

### OVERVIEW


Work Schedules helps you to create custom schedules to reflect your company's needs and use reports to determine if activities are occurring either inside or outside of set working hours. These are beneficial both for tracking as well as when working with rules to notify you about assets moving at specific times.

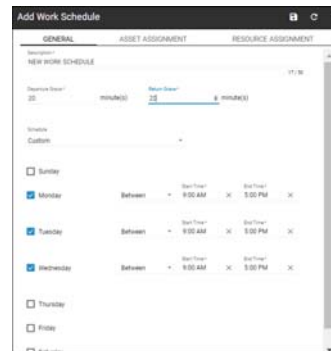
The Work Schedule by default will be set to 24 hours and 7 days a week for all assets.

### ACCESS WORK SCHEDULES

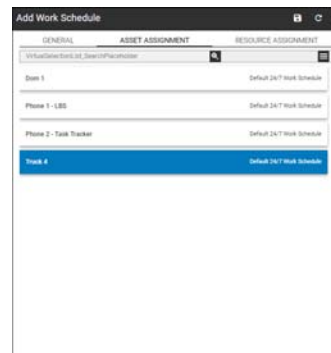
1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel 
3. Click the **Manage** menu item
4. Click the **Schedules** submenu item


### ADD A WORK SCHEDULE

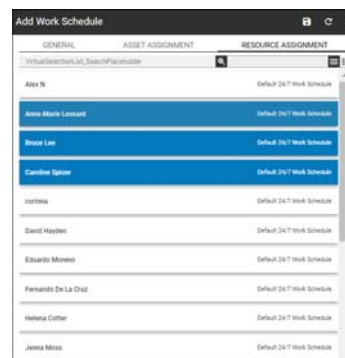
1. Complete steps 1-3 from **Access Work Schedules**
2. Click the **Add** button 
3. On the *General* tab, type the **Description** of the Work Schedule
4. Optionally, type a **Departure Grace** and/or a **Return Grace** period for those assets that are taken home by the drivers
5. From the *Schedule* menu, click **Custom** and select the **Days** and then type the **Start Time** and **End Time** for this schedule
6. Alternatively, from the *Schedule* menu, click **Weekdays (Mon to Fri)** and type the **Start Time** and **End Time** for this schedule



7. Click the **Asset Assignment** Tab
8. From the list or grid view of assets, click the asset(s) **Descriptions** to assign to this work schedule



9. Click the **Resource Assignment** tab
10. From the list or grid view of resources, click the resource(s) **Description** to assign to this work schedule
11. Click the **Save** button 



### TO LEARN MORE ABOUT DEVICE DATA SETTINGS

To learn more about Device Data Settings, click the **Help** button located in the top right-hand corner of the tracking screen and perform a keyword search.