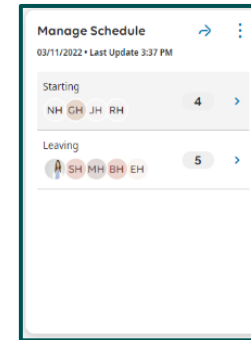


Volume 3 - Dimensions Manager or Director

Introducing the UKG Dimensions Software from Manager or Director Point of View.

Let's Get to Know Your New Schedule Planner View

- Google Chrome is the recommended browser.
- Multiple ways to access your dept. schedule. Home screen **Manage Schedule** tile being one option.
- Some features may not be available to all users (options will be based on role).



Locations & Hyperfinds
display pre-set and customized viewing groups

Quick Actions provides additional actions items that can be completed inside an employee's schedule

Show/Hide provides options of items that can be included in the calendar view

Table View provides another view option to view calendar information

Red or Green Shading in the background displays submitted availability (can be turned on/off)

Timeframe provides options to select a desired time period

Shift with green coloring indicates non-worked hours or shift (ie. vacation)

Shift with purple coloring indicates a scheduled work shift

Time Stamp provides the time of day data was last refreshed

View Employee

Quick Actions Show/Hide Table View Zoom

TESTHZ

Thu 11/03 - Sat 11/05

Sun 11/06 - Wed 11/09

TESTHZ, Amelia
TESTHZ, Andrew
TESTHZ, April
TESTHZ, Arizona
TESTHZ, Atticus

12A 4A 8A 12P 4P 8P

HZ Sick Cascade [11...]

6:30 AM - 6:30 PM

9:00 AM - 5:00 ...

6:30 AM - 6:30 PM

6:30 AM - 6:30 PM

6:30 PM - 6:30 AM

6:30 PM - 6:30 AM

Yesterday Plus 6 Days All Home Loaded 8:49 AM

Share Refresh Save

Note: Some features displayed may not be available for your specific user role. For questions contact Dimensions.Inquiries@HorizonNB.ca

Stay Tuned for **Volume 4** arriving in January 2023!