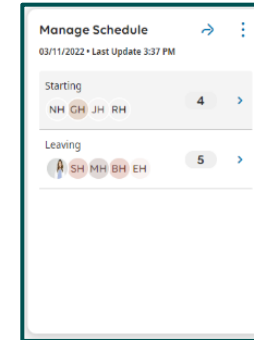


Introducing the UKG Dimensions Software from a Scheduler-Timekeeper Point of View.

Let's Get to Know Your New Schedule Planner View

- Google Chrome is the recommended browser.
- Multiple ways to access the Unit schedules. 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 employees 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

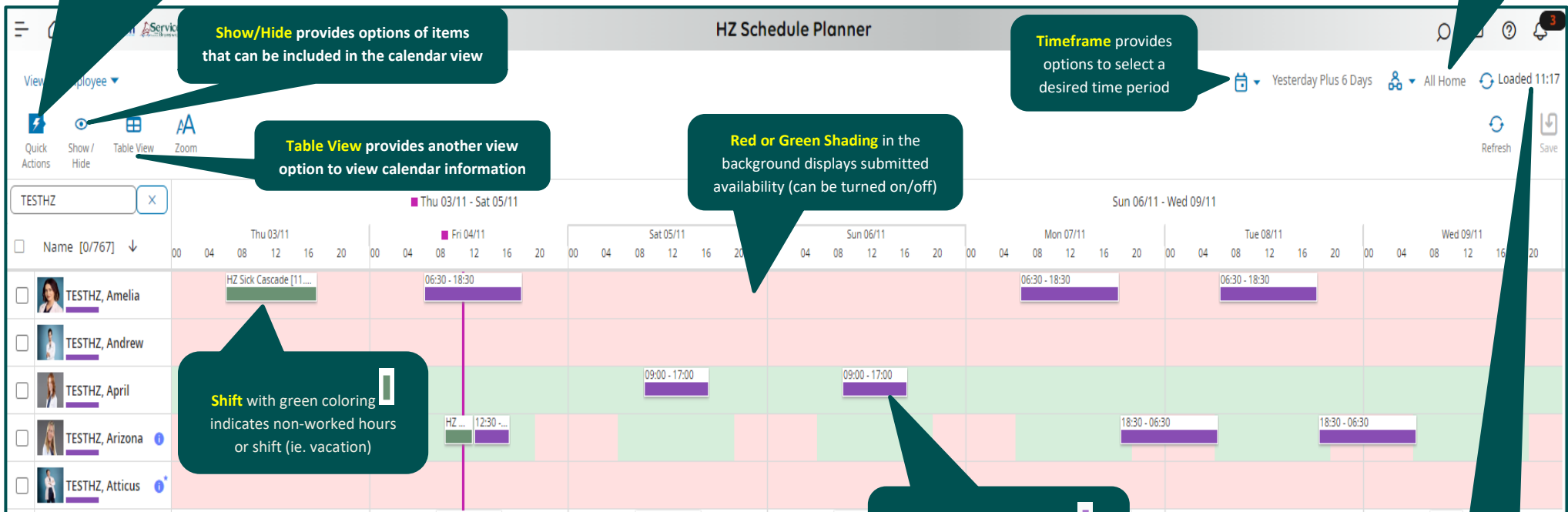
Red or Green Shading in the
background displays submitted
availability (can be turned on/off)

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



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!