


# Get pre-built schedules based on your scheduling history (RoboSchedule)

TimeForge is proud to introduce our latest feature, **RoboSchedule**. Yet another quick intuitive tool to help [create employee schedules](#). Each **RoboSchedule** contains the shifts you've already been manually creating each week and eliminates the hassle.

Many managers rely on the [TimeForge AutoScheduler](#) and [schedule forecasts](#), or if they've got a small crew, they might build schedules manually, one shift at a time. **RoboSchedule** cuts out the weekly clicks by monitoring your scheduling habits and auto-populating schedules based on your previous scheduling history. This functionality even includes auto-generating on the same day you normally build you schedules.

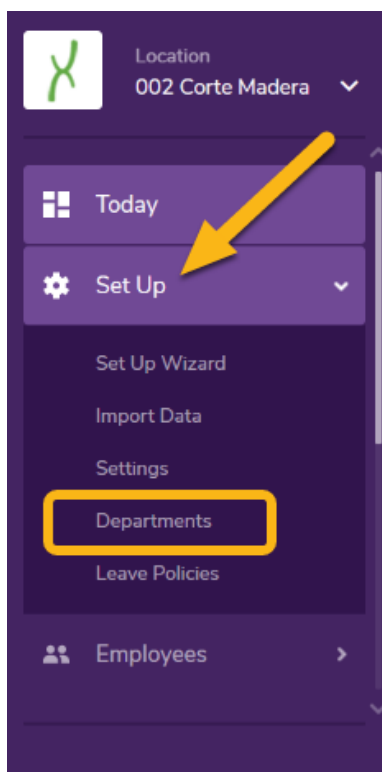
## **RoboSchedule** Main Features:

- Studies your weekly schedule uploads for optimization
- Automatically imports previous schedule history
- Will copy any previous consecutive manual edits
- Use a template? It will automatically apply it to your schedule

 The instructions below will teach you how to turn on **RoboSchedule** for your account, find where your auto-generated schedules will be located and how to post them! You will be able to edit each schedule before posting.

## Navigate to the Set Up page

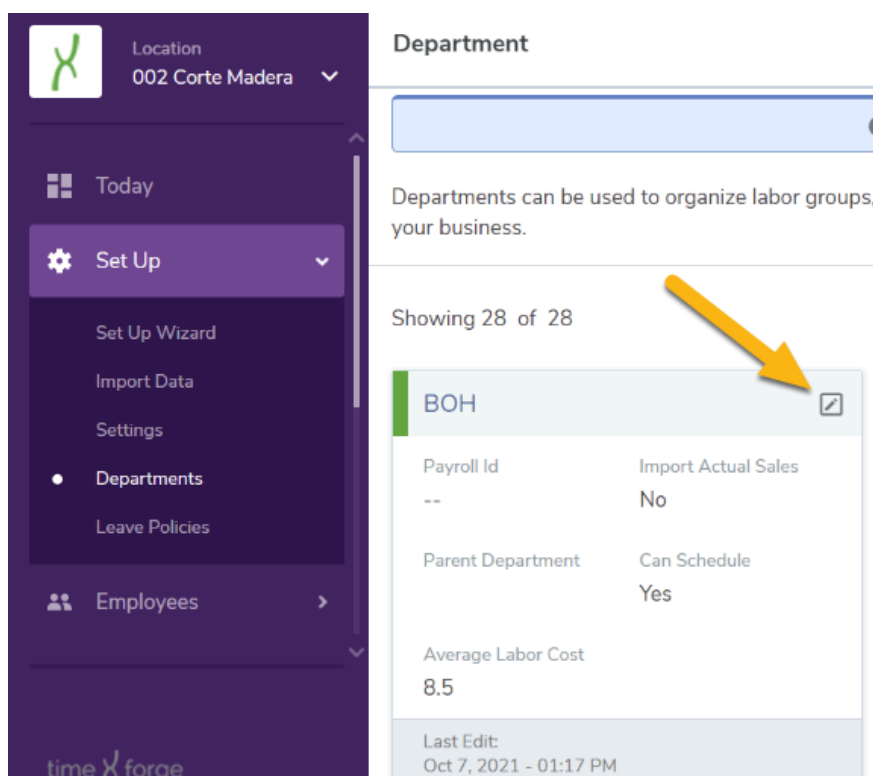
From the Location level, open up the **Set Up Tab** and select **Departments** from the list.



## Click the Edit Department Button

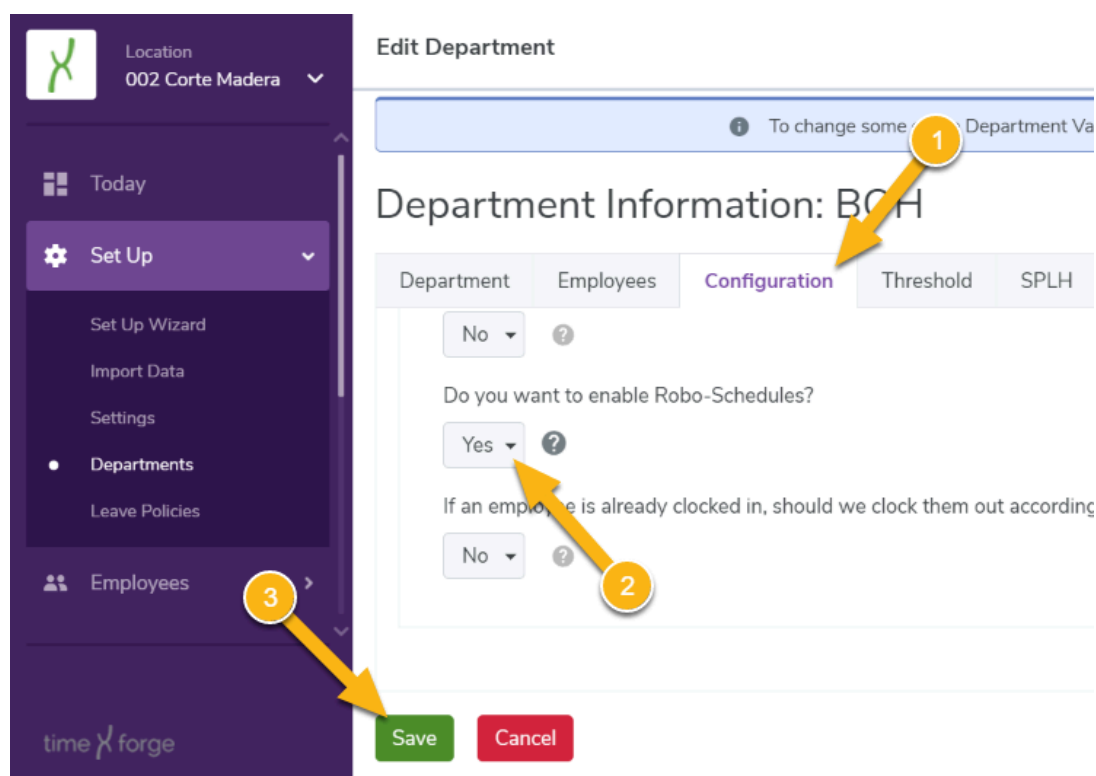
In order to start using **RoboSchedule** you must first enable it. To do this you'll need to individually edit each department at the location level.


If you only want to use **RoboSchedule** for a specific department you do not need to configure any of your other departments as the feature is automatically toggled off.



## Enabling RoboSchedule Under Department Configuration Settings

- 1) Click Configuration tab listed on the top of the department settings
- 2) Toggle "Do you Want to enable Robo-Schedules?" to "Yes"



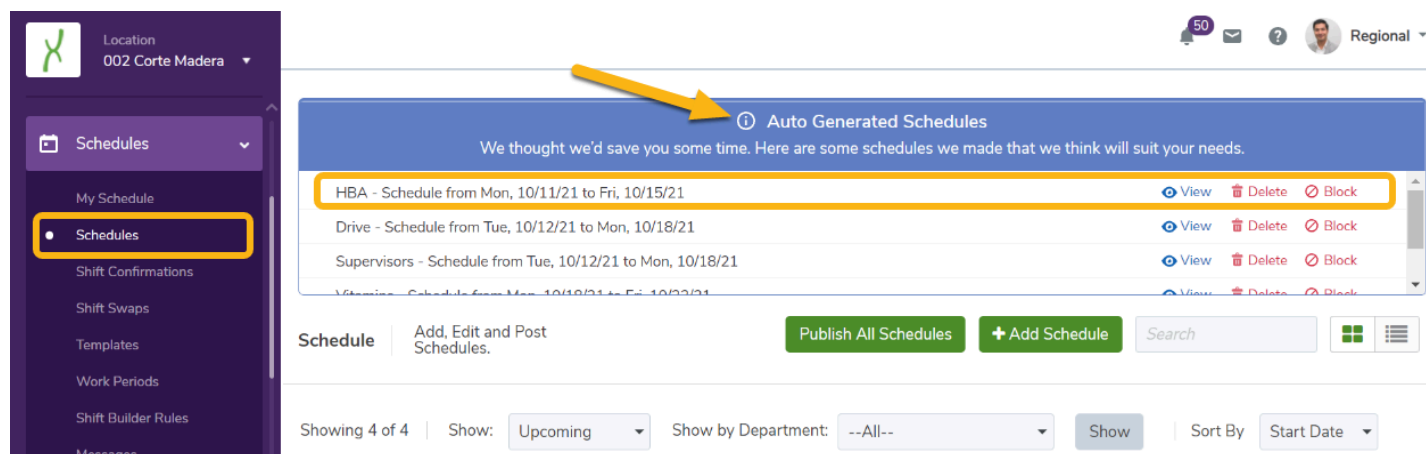
 Don't see the option to enable RoboSchedules? No problem! Just shoot us a quick email at [support@timeforge.com](mailto:support@timeforge.com) or give us a call, and we'll get it set up for you.


3 ) Be sure to click the **Save** button when you're done.

## View, Delete, and Block

**RoboSchedule** gives you the option to View the schedule prior to posting. If needed, you can also delete the schedule that was generated and schedule using any other preferred method.

The block feature enables you to toggle **RoboSchedule** off if you no longer want that particular department's schedules to be auto-generated.



 Having an abnormal labor week? No problem! You still have access to the regular scheduling tool and are not required to use a **RoboSchedule**.

## Viewing a RoboSchedule

When clicking on **View** to the far right of the auto-generated schedule you will be prompted with a quick labor summary of that particular schedule. Click **Edit** if you would like to make any changes to the schedule prior to posting.

Auto Generated Schedules

HBA - Schedule from Mon, 10/11/21 to Fri, 10/15/21

Oct 11, 2021 → Oct 15, 2021

Posted Date

Department

HBA

Hours

Labor / Projected Sales

74.50

1.28%

Daily Avg. Labor Cost

\$

Daily Avg. Projected Sales

\$64,540.74


Total Labor Cost

\$5,793.77

Total Projected Sales

\$451,785.20

Do you want to Edit this Schedule?



Yes

No

Be sure to click the **No** button if you do not want to edit the schedule.

## Publishing a RoboSchedule

Once you have reviewed the shifts the **RoboSchedule** has created, you can proceed to the weekly view and click **Publish** on the schedule and your employees and management team will be alerted to the schedule.

Posting a **RoboSchedule** functions the exact same as your normal weekly schedule but with fewer clicks. Also, the more you use the **RoboSchedule** feature, the better it will get.

Schedule

50

Regional

HBA - Schedule from Mon, 10/11/21 to Fri, 10/15/21

This schedule has not been posted.

Print

ShiftBuilder

Publish

1

1

Advanced

View

October 11 - October 15

Monthly View

Weekly View


Daily View

EMPLOYEE (ADD EMPLOYEE)	MON 10/11	TUE 10/12	WED 10/13	THU 10/14	FRI 10/15	TOTAL
<div>AutoSchedule</div> <div>Summary</div> <div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	
<div>Bid</div> <div>Summary</div> <div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	<div>Shifts: -</div> <div>Hours: -</div> <div>Cost: -</div>	

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Be sure to click the **OK** button when you're prompted about posting the schedule.

 Reminder: The **RoboSchedule** feature is completely automated. Once you've toggled this feature on, no further action is needed.

Also, If you're new to **TimeForge** this automated process will take a few weeks to populate results as it needs to gather historic data on your scheduling habits!