

## HOW TO GIVE AN EMPLOYEE FROM ANOTHER TEAM ACCESS TO YOUR TEAM'S BILLBOARD

Log into WFM and select Schedule Admin from the Menu

1. Select **Scheduling** from the blue menu bar
2. Select **Shift Billboard** from the list of folders
3. Select **Billboard Group**
4. **Search and find** the billboard group that the employee is to be added
5. Select **Edit** next to the billboard group to edit
6. Under **Billboard Group Employee**, select the **plus sign** next to the Save button to add a row
7. **Type the last name of the employee** to be added in the employee field and select tab or enter, the name will display (if a list of names displays, select the name of the employee to be added)
8. **Enter the start and end dates** – enter the current date for the start date and 01013000 for the end date [ex: 09182019-01013000], select tab (this will add the forward slashes) and, then select **Save**.

The employee now has access to schedule shifts posted to your team's Shift Billboard!

***\*If the employee you need to add is not in the list for you to select, please email the WFM team at [wfm@vumc.org](mailto:wfm@vumc.org) with the employee's name to be added and the Billboard Group.***

## HOW TO GIVE ANOTHER TEAM'S EMPLOYEES ACCESS TO YOUR TEAM'S BILLBOARD

Log into WFM and select Schedule Admin from the Menu

1. Select **Scheduling** from the blue menu bar
2. Select **Shift Billboard** from the list of folders
3. Select **Billboard Group**
4. **Search and find** the billboard group that the team needs to be added
5. Select **Edit** next to the billboard group to edit
6. Under the **Billboard Group Team Field**, select the **plus sign** next to the Save button to add a row
7. **Type the team's name to be added**, or use the lookup to search and find team and then **select Save**

***If you want this team to be able to post shifts to this billboard from their schedule, then add the team under the Billboard Shift Team. Add a row, the team's name the start and end date and select Manager Can Post, and then Save.***