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Preferences

**4DELORD**  
**CALEB DELORD**

Week of Aug 31, 2015

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
Mon Aug-31																								
Tue Sep-1																								
Wed Sep-2																								
Thu Sep-3																								
Fri Sep-4																								
Sat Sep-5																								
Sun Sep-6																								

Date has specific

DATE SPECIFIC

(or click date above)

REPEATING WEEKLY

POSITION Prefs

**Information.**

- Color key: **Dates:** date specific preferences overriding

**Times:** Prefer Dislike Cannot Work No Preference

- Use form to add preferences: choose color, day and times, then click "Add" button

- Click "Save" button when done

- If preferences are not appearing as you expect, it is likely due to "Date Specific" or "Future Weekly" preferences that are overriding your Repeating Weekly





Close

REPEATING WEEKLY Preferences

Click button and "paint" times.



OR Use this form to enter preferences into the grid.

Prefer  
 Dislike  
 No Preference  
 Cannot Work

Monday  
 12am 00  
 12am 00

Time	> 12a	1	2	3	4	5	6a	7	8	9	10	11	12n	1	2	3	4	5	6n	7	8	9	10	11
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

FUTURE Weekly Prefs

Information:

- Click on a roller to choose a preference, then "paint" the time blocks on the grid with that color or click the day name to change the day.
- Use form to add preferences. Choose color, day and times, and click "Add" button
- Click "Save" button
- If preferences are not appearing as you expect, it is likely due to "Date Specific" or "Future Weekly" preferences that are overriding your Repeating Weekly preferences.
- Entering preferences will not change these times nor that your existing schedule will be changed in any way, but may increase the likelihood that you are assigned to times that you prefer.
- Always check your calendar for any changes.

**Use the form above to set preferences. Make sure to set prefer dislike etc before clicking add**

