

Schedule overview

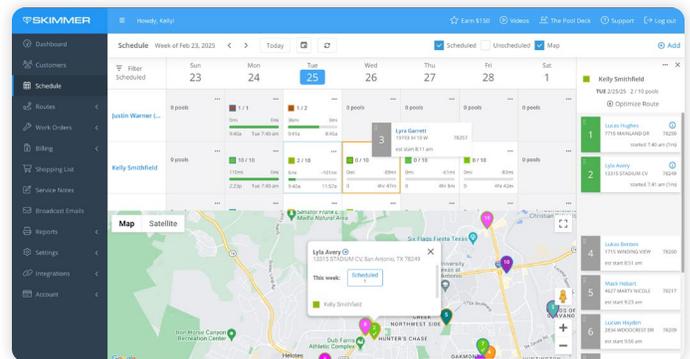
The schedule feature introduces a smarter, more efficient way to manage workloads across multiple days and techs, simplifying team scheduling and route optimization. This guide covers an overview of the schedule feature, including how to utilize the calendar, schedule unassigned activities, and make the most of the map for better planning.

How to use the schedule

1. Manage workloads across multiple days and technicians

The schedule gives you a clear, weekly view of route assignments, improving efficiency in planning and optimizing workload distribution.

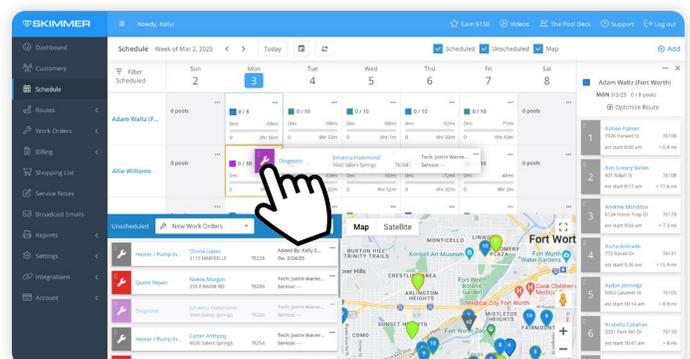
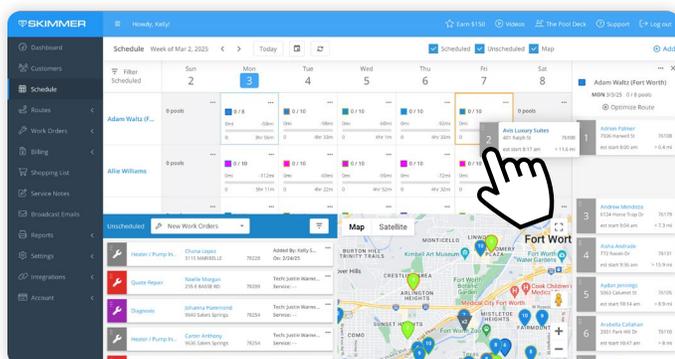
- View a full week's schedule across all techs
- Show available time slots over multiple days.



2. Drag-and-drop interface for easy scheduling

With the new drag-and-drop functionality, scheduling is now faster and more intuitive.

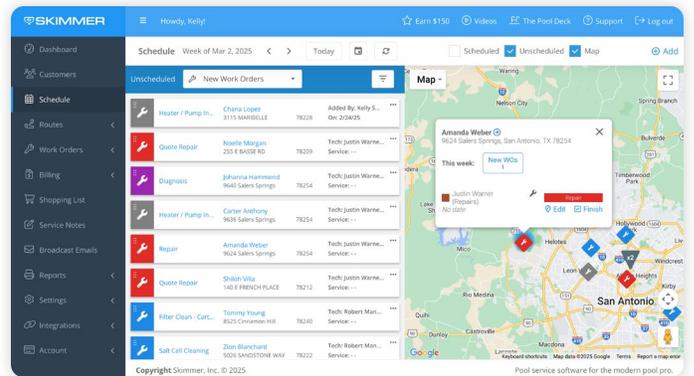
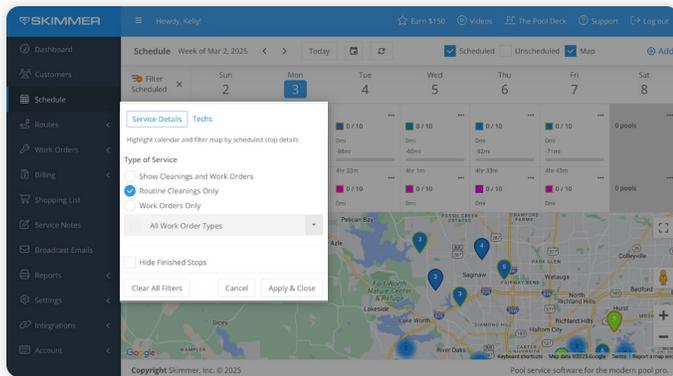
- Drag unscheduled work from the unscheduled bin directly onto a tech's schedule.
- Rearrange stops within a route by dragging activities between different techs or days.
- Use menu options such as the today button, week and date pickers, checkbox button and refresh button for finer control over assignments.



3. Viewing tech assignments by work type

The schedule makes it easier to see which technicians are assigned to different types of work, helping admins organize and optimize workloads.

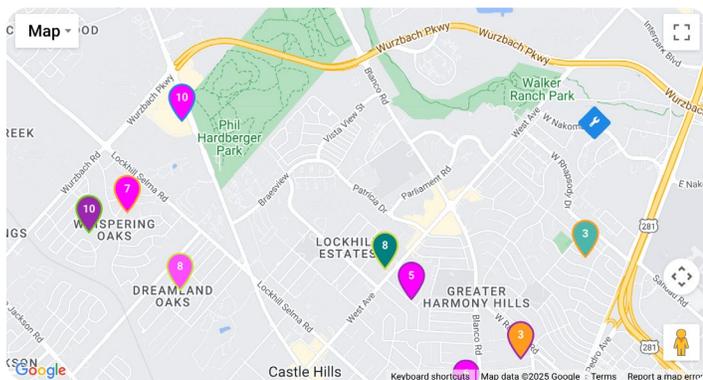
- Identify which techs are assigned to routine maintenance and which are handling work orders.
- Group similar tasks by location to improve efficiency and reduce additional travel.
- Adjust routes quickly to balance workloads and ensure the right techs are assigned to the right jobs.



4. Viewing unscheduled and scheduled work

The map displays pin locations for both scheduled and unscheduled work in the same view, making it easier to assign and adjust workloads.

- The map view changes, based on selected filters in the calendar and unscheduled bin, ensuring a consistent view.
- Different pin types allow users to filter routes based on work type, tech assignments, or geographic location. Refer to the map legend in this guide to help you easily identify the different pin types.



Map legend

To make navigation even easier, here is an overview of the schedule legend that uses distinct icons and colors to differentiate work types, statuses, and assignments.

Scheduled One event this week	 Color = Tech Border = Day Number = Order
Finished One event this week	 Check = Finished
Unscheduled Work Order One event this week	 Color = Type
Work Order Reminder One event this week	 Color = Type
No Maintenance Customers One event this week	 Color = Red
Multiple Events 2+ events this week	 Color = Gray Number = Events

How schedule works with the route dashboard

While schedule provides a holistic view of your team's workload across multiple days, the route dashboard is a good scheduling tool for same-day route execution.

They work together seamlessly, and any changes you make in the route dashboard, like reassigning a stop or marking a job as complete, are updated in the schedule, and vice versa.

You can choose to use one or both features. Here's a quick comparison to help you determine the best way to manage your team and workflows:

Use case	Schedule	Route dashboard
Built for	Managing complex scheduling across multiple days and techs	Same-day route management
Scheduling interface	Drag-and-drop interface for easy rescheduling	Manual adjustments and stop-by-stop optimization
Work visibility	Provides a visual overview of assignments by work type (routine maintenance vs. work orders)	Focuses on daily route execution
Geographic optimization	Enables clustering of similar tasks over time, based on location	No built-in geographic work grouping

Learn more

To ensure you get the most out of the schedule, we've created a comprehensive set of help tutorials that cover everything from navigating the schedule feature to optimizing routes and managing unscheduled work.

[Overview of the schedule](#)

[How to get your unscheduled activities onto the schedule](#)

[How to efficiently utilize the map for all activities](#)

[How to use the calendar to view scheduled activities](#)

By following this guide, you'll optimize your team's time, keep your business running smoothly, and make scheduling easier than ever.

Need more help? Contact our dedicated support team at support@getskimmer.com.