

# N: API Staff Scheduling-Spv, Schd, S

## API scheduling class invitation!

The **API Staff Scheduling-Spv, Schd, S** class will prepare you to assume a new role such as a supervisor, scheduler, or staffer as a requirement for being given access to the **API scheduling** features required for these roles.

Consider the following for attending this class:

- Does my department use the Staff Scheduling function in API Time and Staffing?
- As a new supervisor, scheduler, staffer in API Scheduling, do I need this course to get my role access turned on?
- Do I need to know how to create and/or update schedules in API Staff Scheduling?

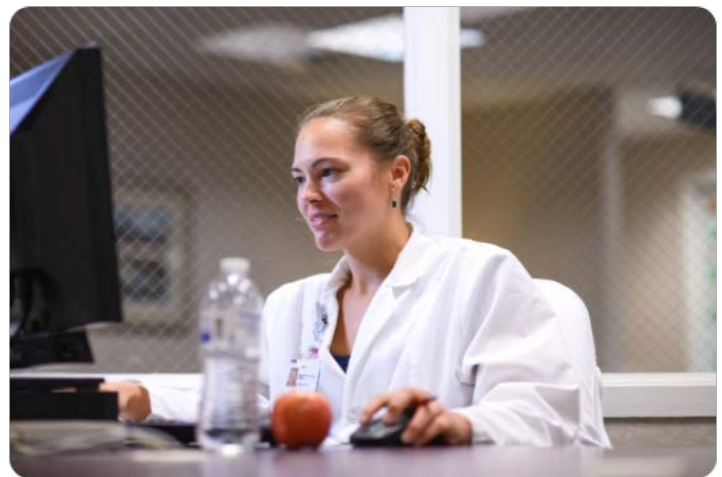
## Who needs to attend?

All new supervisors, schedulers and staffers in departments that use the API Staff Scheduling application. (formerly ActiveStaffer)

## Class date, time, and location

**Thursday, November 2, 8 a.m. to 2 p.m.**

Midtown Medical Plaza  
Chestnut Computer Room  
1918 Randolph Road  
Charlotte, NC 28204



## Learning objectives:

- Navigate through the Staff Scheduling solution in API Time and Staffing.
- Utilize the terminology of API Staff Scheduling
- Identify the setup and subsequent steps needed to create a schedule in API Staff Scheduling
- Manage requests and schedule changes on a daily basis

Register through I-Learn by browsing for: **z2100 API Staff Scheduling-Spv, Schd, S**. You will receive a confirmation email for your enrollment.