

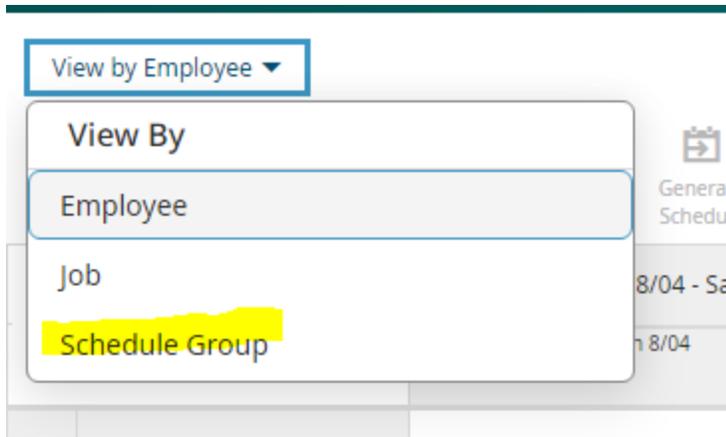
## How to Add a Schedule Group from Scheduler

1. Navigate to **Schedules** and select desired department.
2. Change system default's view to **View by Employee** in the top left banner.

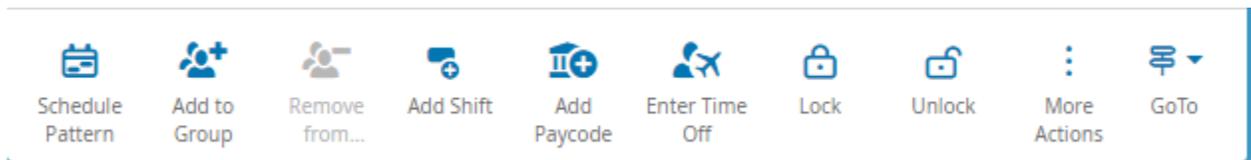
The screenshot shows a web browser window with the URL `limamemorial.prd.mykronos.com/schedule/#/?pagel=16234`. The page title is "Adv Sched Schedule Planner with Absence Calendar". The interface includes a navigation menu with a home icon and the UKG logo. Below the navigation, there is a "View by Employee" dropdown menu and a toolbar with icons for "Quick Actions", "Show / Hide", "Gantt View", "Zoom", "Tools", and "Generate Schedule". The main content area is a table with columns for dates: "Sun 8/04 - Sat 8/10", "Sun 8/11 - Sat 8/17", "Sun 8/18 - Sat 8/24", and "Sun 8/25 - 9/1". The table has a header row for "Name [0/83]" and a sub-header row for "Sun 8/04", "Mon 8/05", "Tue 8/06", and "Wed 8/07". The table contains 15 rows of employee names, each with a checkbox in the first column. The names are: ARCHER, TIFFANY D; ARMENTROUT, ALICI...; BABCOCK, ABBIGAIL ...; BADERTSCHER, JINA A; BENSCH, JORDAN M; BISH, JAMES R; BLACKBURN, REBECC...; BLANKEMEYER, MCK...; BODINE, DAWN R; BOHN, LEAH R; BOHN, MARISA M; BOWERSOCK, LIDEA A; BROWN, BRIANA M; and BURGEI, MARTHA R. At the bottom of the page, there are three tabs: "Absence Calendar", "Comments", and "Audit".

Name [0/83]	Sun 8/04 - Sat 8/10		Sun 8/11 - Sat 8/17		Sun 8/18 - Sat 8/24		Sun 8/25 - 9/1
	Sun 8/04		Mon 8/05		Tue 8/06		Wed 8/07
<input type="checkbox"/> ARCHER, TIFFANY D							
<input type="checkbox"/> ARMENTROUT, ALICI...							
<input type="checkbox"/> BABCOCK, ABBIGAIL ...							
<input type="checkbox"/> BADERTSCHER, JINA A							
<input type="checkbox"/> BENSCH, JORDAN M							
<input type="checkbox"/> BISH, JAMES R							
<input type="checkbox"/> BLACKBURN, REBECC...							
<input type="checkbox"/> BLANKEMEYER, MCK...							
<input type="checkbox"/> BODINE, DAWN R							
<input type="checkbox"/> BOHN, LEAH R							
<input type="checkbox"/> BOHN, MARISA M							
<input type="checkbox"/> BOWERSOCK, LIDEA A							
<input type="checkbox"/> BROWN, BRIANA M							
<input type="checkbox"/> BURGEI, MARTHA R							

3. Change to **View By: Schedule Group**.



4. Right click on the associate's name and select **Add to Group**



5. Another window will appear on the right-hand side. Select the appropriate group from the dropdown option and select **apply** to save the changes.