



Hide From Schedule

If you have an employee who does not necessarily need scheduling yet still requires schedule access, there is an option to hide them from the schedule while still allowing them access.

To hide employee from schedule

1. Click on the **Employees** tab.
2. Click on the employee profile you want to hide.
3. Click on the **Job** module.
4. Enable **Hide this employee from schedule**.
5. Click **Save**.



Note:

Hiding an employee from the schedule means the employee's name will not be displayed on the Schedule Editor or Team Schedule screen.