# Scheduler Basics

**1**     Navigate to **https://connect.threadhcm.com/default.aspx**

**2** Click "Scheduler"



**3** Choose any fields you'd like to filter by and Click "Apply"
If you want to see all employees you have access to, just click "Apply"

**4** Click on the time card where you are looking to add a shift.



**5** Choose the shift from the dropdown
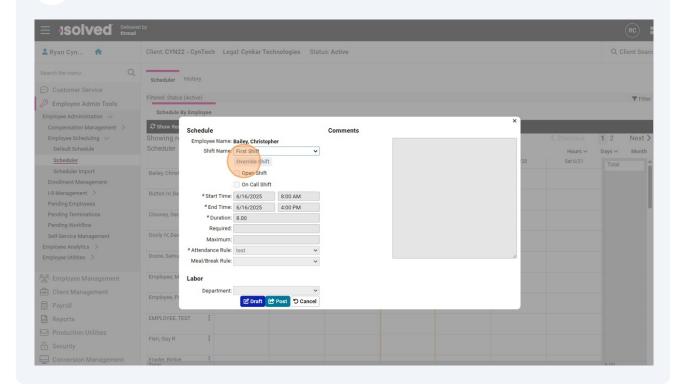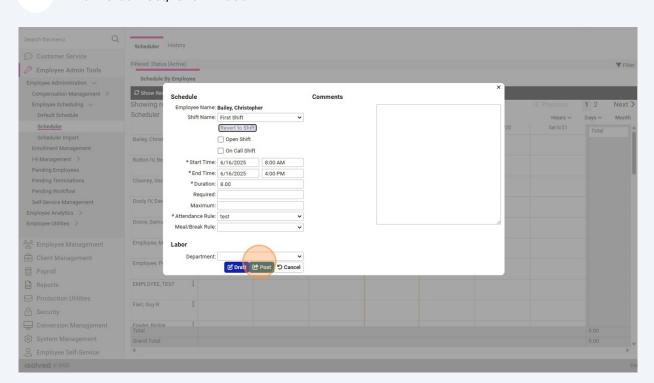
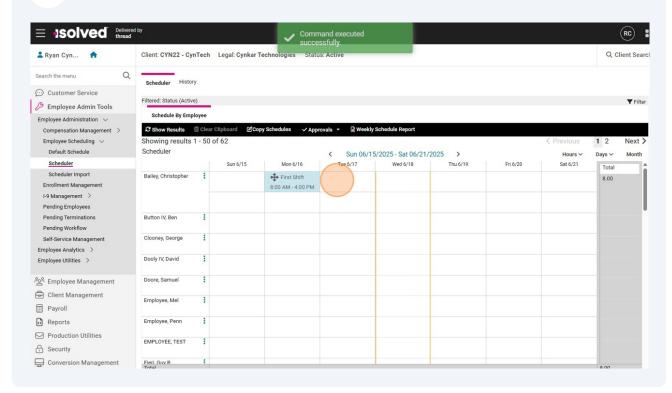**6** Click "Override Shift" if you need to change any details for the existing shift.
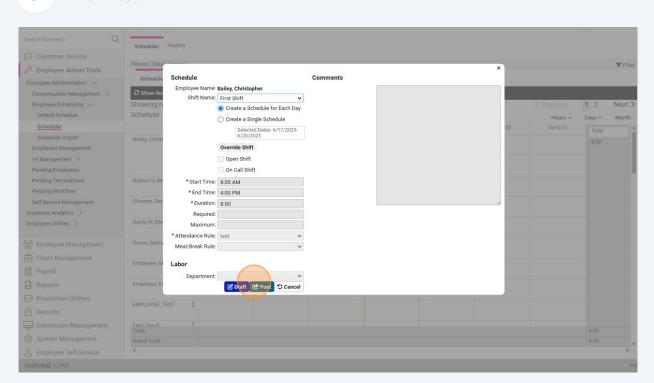
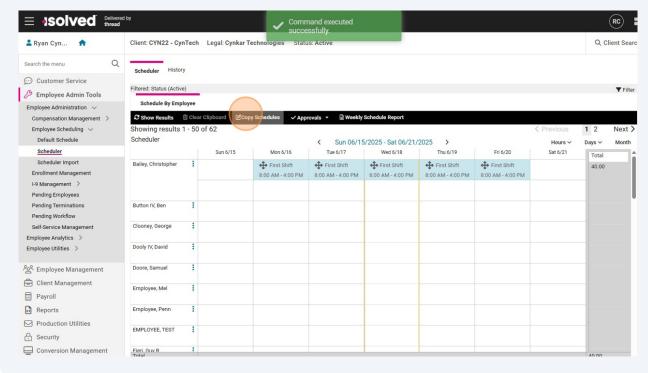

**7** If all is correct, Click "Post"

**8**    If you click and drag on the time card, you can add multiple days of shifts.
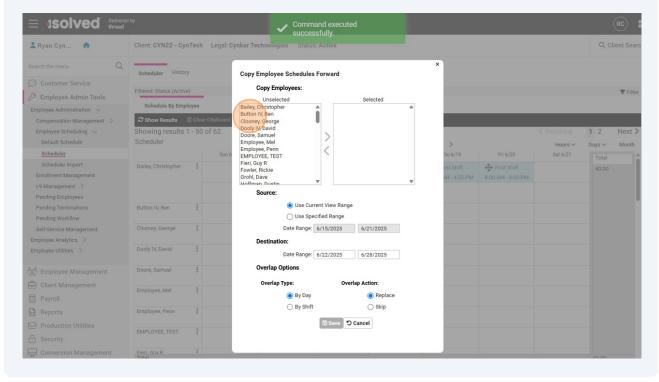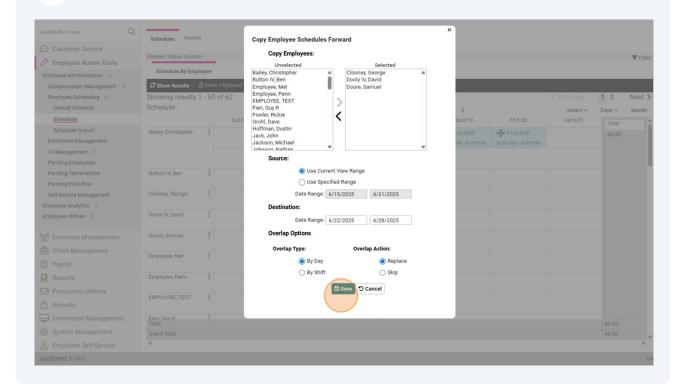


**9**    Then Post.

**10**  If you need to copy schedules to future weeks, Click "Copy Schedules"



**11**  You can choose the employees you want to copy, and the date range you'd like to copy to and from.
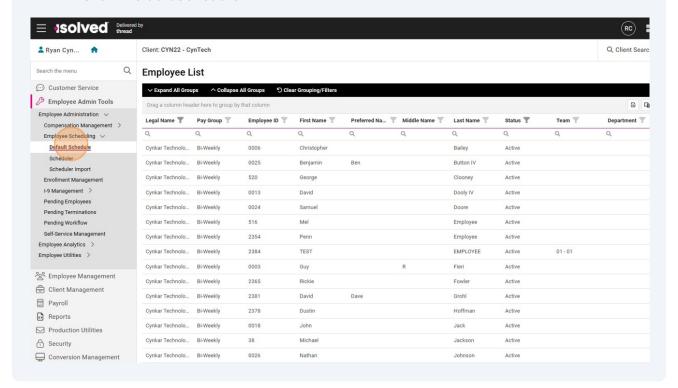
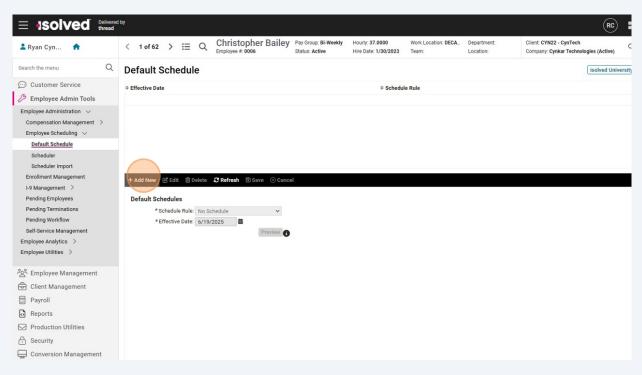**12**   Then click "Save"



**13**   There is also the option of Default Scheduler. If you create Schedule Rules, you can then apply those schedules to employees using Default Schedules and these can be set up indefinitely into the future so you don't have to manually assign shifts.
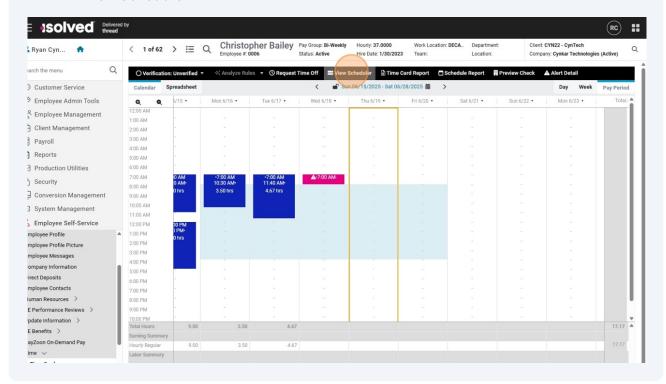
Click "Default Scheduler"

**14** Click "Add New" and add your Schedule Rule.
(Schedule Rules do need to be created first)

**15** If you navigate back to the time card, you will see blocks of time on each day that has a schedule. This will be in the background of any worked blocks of time.

If you want to edit the schedule for that specific employee quickly, you can click "View Scheduler"



**16** If you do want a full schedule for the week, you can navigate back to the Scheduler and Click "Weekly Schedule Report"