

Rename a Schedule Pattern

Provides step-by-step instructions on how to rename a schedule pattern.

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Managers can rename schedule patterns with a more meaningful name when needed.

Navigation: Main Menu > Schedule > [Select a Schedule]

1. On the schedule, open the **Schedule Pattern Editor** for specific employees with the same schedule pattern by doing one of the following.
 - o Double-click an employee.
 - o Right-click an employee, a schedule group row, or an employment terms row, and select **Schedule Pattern**.
 - o Select the check box next to the employee's name to select multiple employees, then right-click any one of them and select **Schedule Pattern**.
 - o Use Shift+select or Ctrl+select to select multiple employees, then right-click any one of them and select **Schedule Pattern**.
2. Select the tab of the pattern you want to rename.
3. On the tab, select the down arrow to open the pattern drop-down list, then select **Rename**.
4. At the **Name** field, enter a name.
5. Select **Apply**.
6. Select **Save**.

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