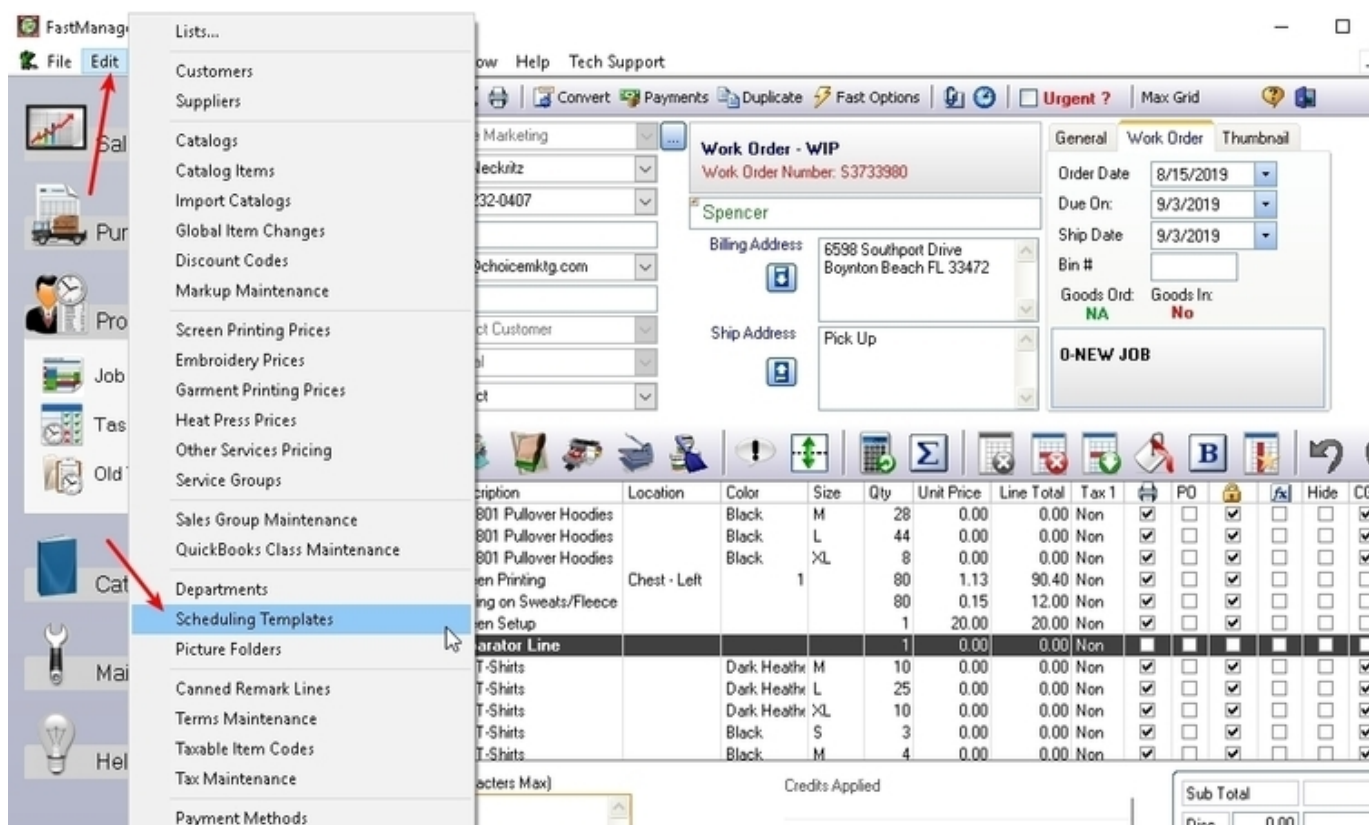


Scheduling Templates

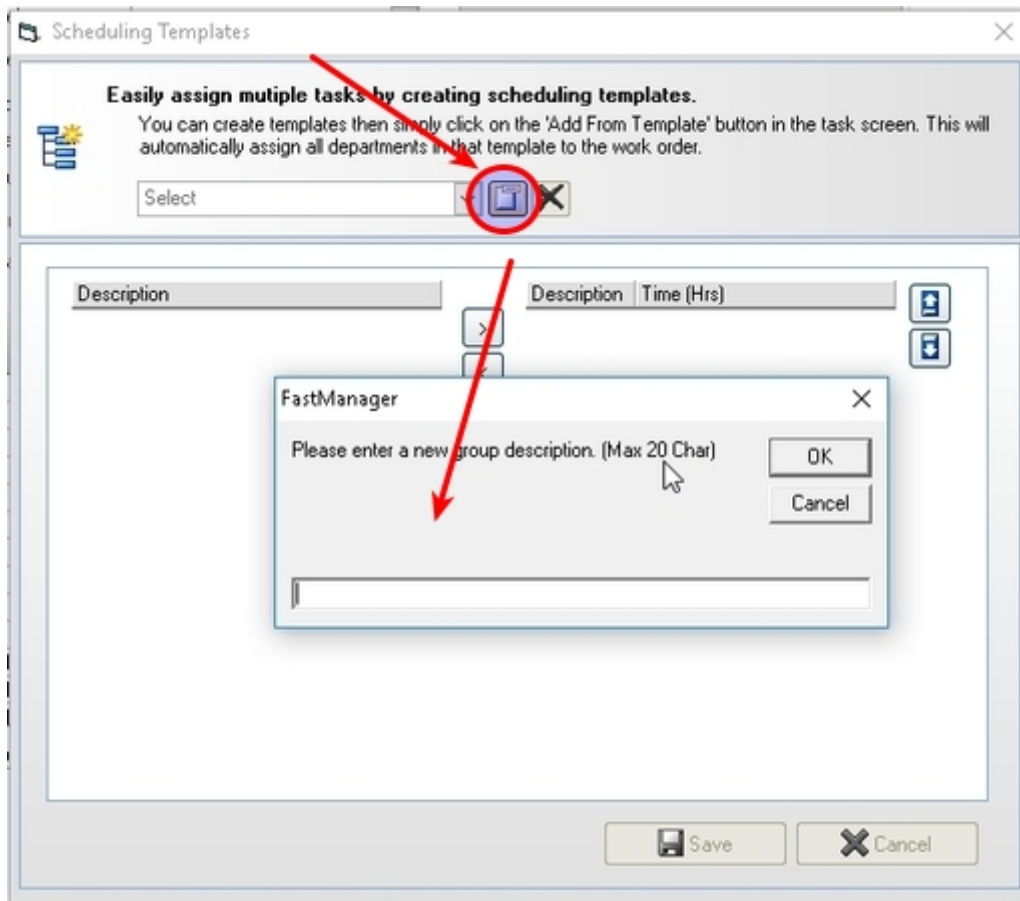
Create Scheduling Templates

You can add tasks for multiple departments in one click by making use of FastManager's *scheduling templates*.

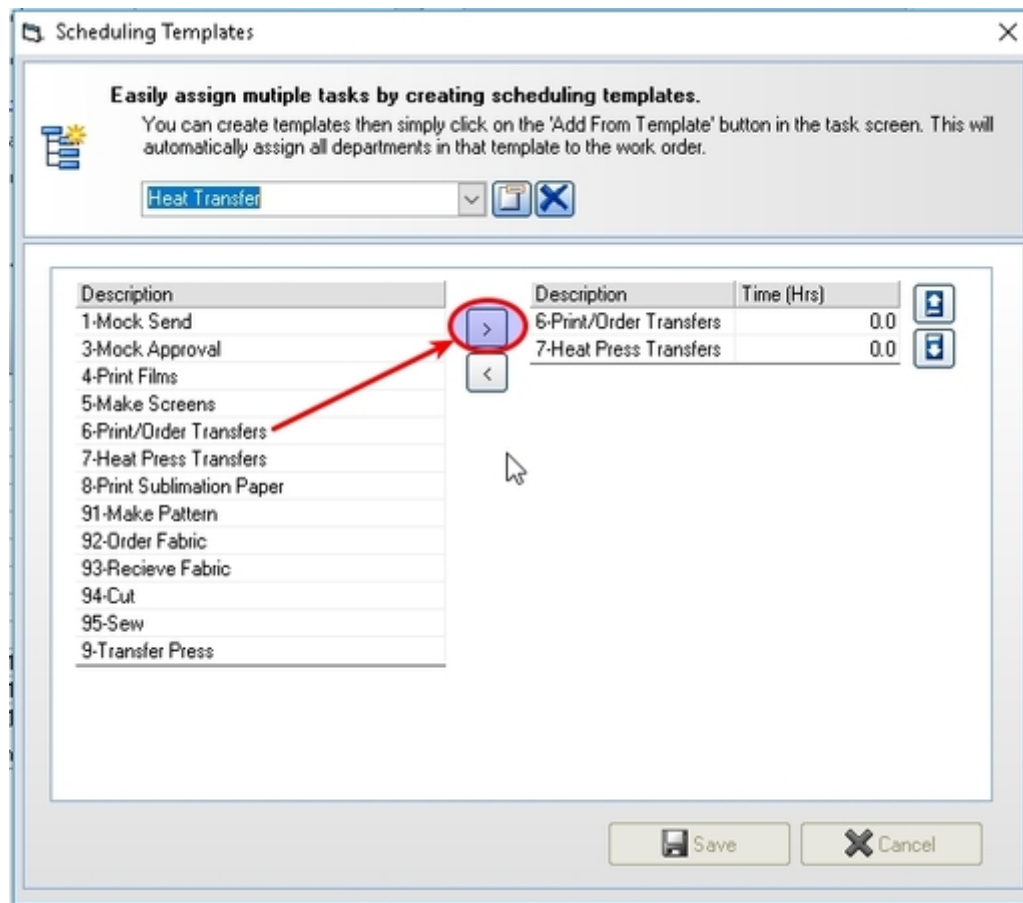
To create a new scheduling template, select the option from the Edit menu:



Next, click on the *New Group* button and give it a name, for example you may want to create a template for all your 'Heat Press' jobs:



All your departments will be listed on the left. Select one and click on the > (*send right*) button to add it to the list on the right

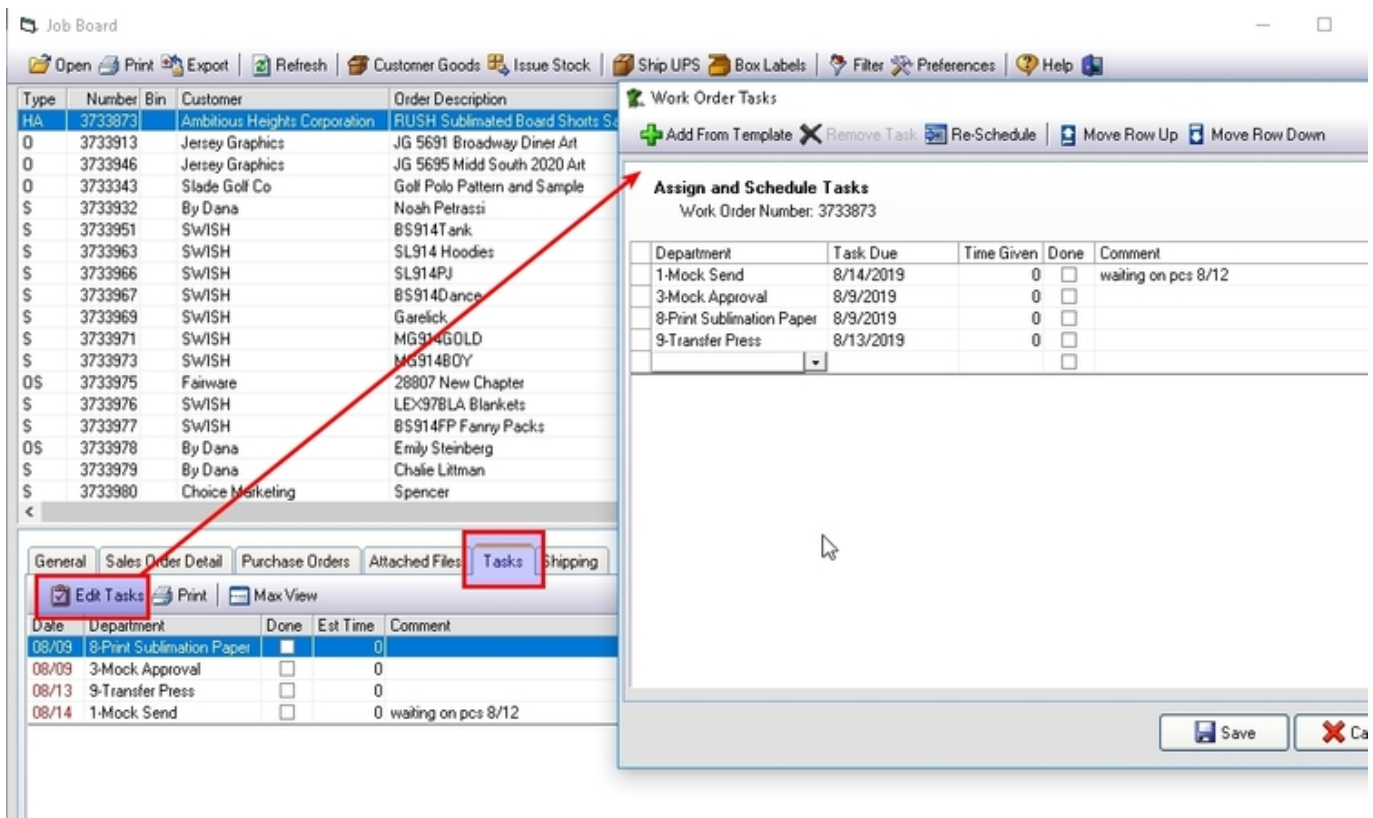
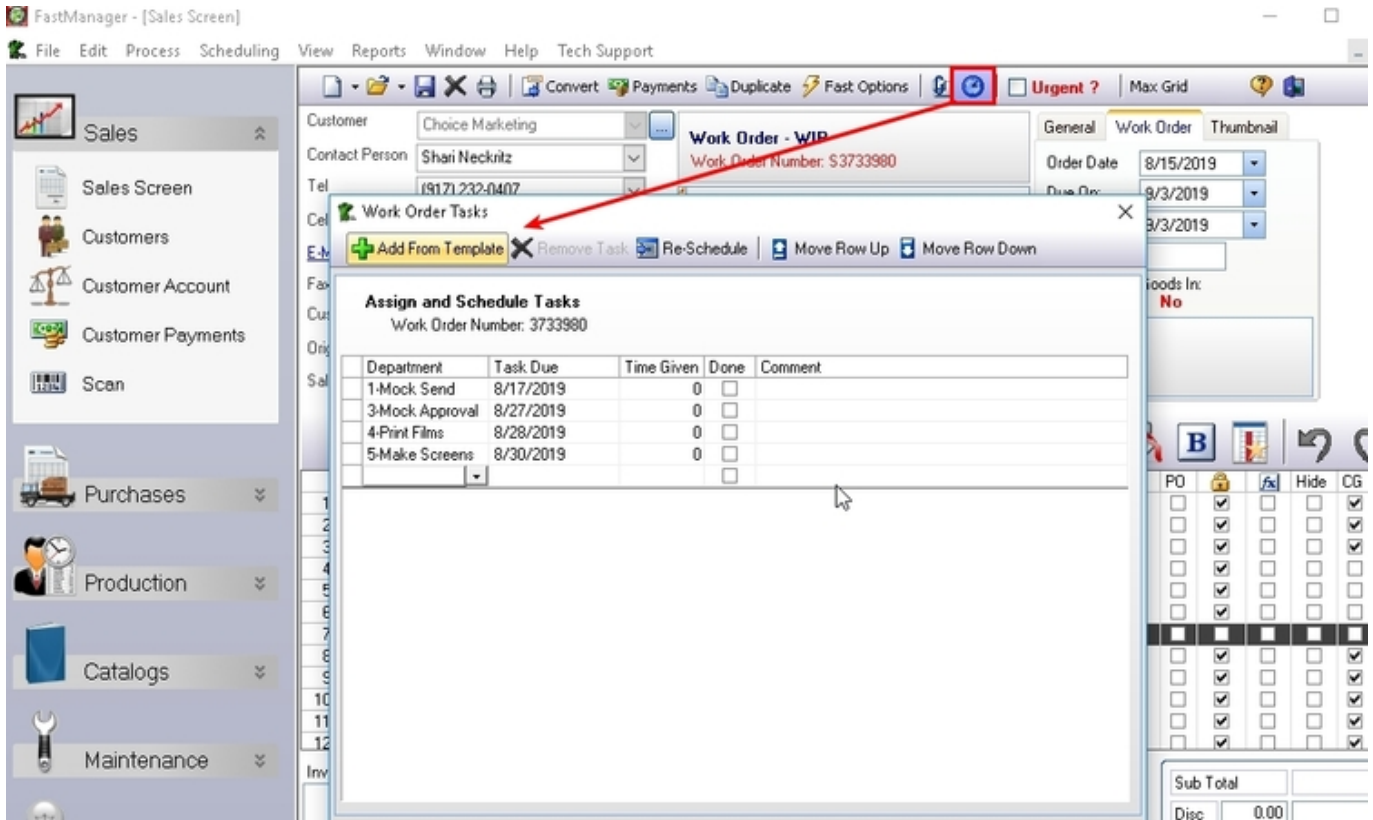


Don't forget to Save

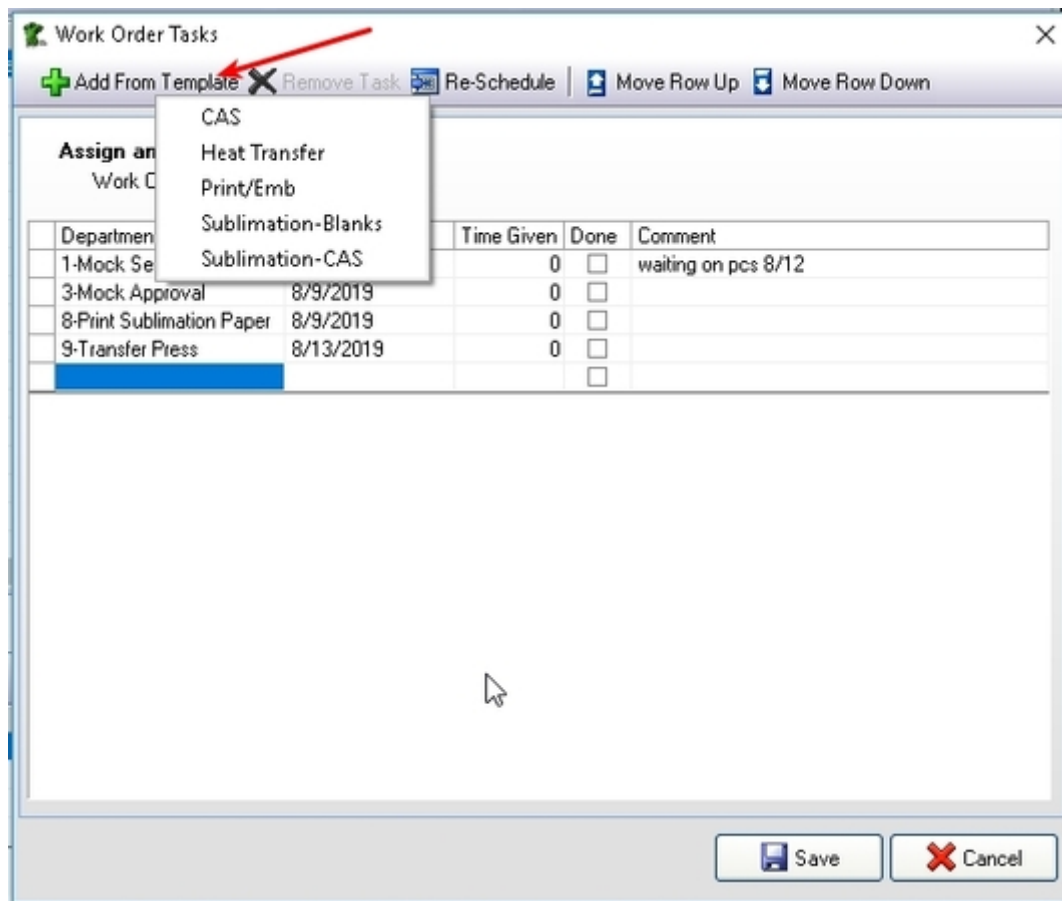
Using Scheduling Templates

When you add a schedule from a template, FastManager simply creates a task for each of the listed departments.

- Open the Task Editor screen from the Tasks button at the top of the Sales Screen, or from the Tasks tab on the Job Board



- Then click on the Add from template button and FastManager will display a popup menu with all your available templates:



- Select the template you want to use and FastManager will add tasks for all the departments from that template in only one click.



You need to assign a date to each task. Or you can click on Re-Schedule to have FastManager automatically select the defaults for each department.

[← Scheduling: Overview](#)

[Managing Tasks →](#)

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