

# Resource Calendar

Last Modified on 05/26/2026 6:25 am PDT

**Pathway:** [Operations](#) > [Resource Scheduling](#) > [Resource Calendar](#)

The Resource Calendar offers a comprehensive overview of worker availability, route statuses, and availability conflicts across all routes. It provides valuable information regarding worker capability and allows users to edit route records. Additionally, users can access the Worker Calendar to add availability exceptions when necessary. The data displayed in the Resource Calendar is sourced from Worker Availability and Capability, Worker Calendar, and Dispatch tools. Before using this tool, please review important setup requirements outlined in the Logic section below.

## Logic

### Permissions

1. Permission 440 (Resource Scheduling) is required to view and edit the Resource Calendar screen.
2. Workers must be assigned ONE of the following permissions to display on the Resource Calendar screen:
  - o Driver = permission 305
  - o Helper = permission 328
  - o Crew Member / Laborer / Technician = permission 313



Only assign the permission that best applies to the worker's role to their user account. Assigning all permissions will affect filtering functionality for the 'Work Assignment Type' filter.

### Prerequisites

- Worker Availability must be added in [Worker Availability and Capability](#) for each worker.

| RESOURCE CALENDAR   |                   | OPERATIONS > RESOURCE SCHEDULING > RESOURCE CALENDAR       |  |  |  |  |                   |  |
|---|-------------------|--|--|--|--|--|-------------------|--|
| WORK ASSIGNMENT TYPE  | DIVISION          | LINE OF BUSINESS   |  |  |  |  |                   |  |
| Driver, Helper, Technician, Tru   | Augusta           | Front End Load, Industrial, Landfill and Transfer, Medical |  |  |  |  |                   |  |
|   |                   | Week 50 (B) December, 2022                                 |  |  |  |  |                   |  |
| RESOURCE  | SUN, DEC 4        | MON, DEC 5   | TUE, DEC 6                                 | WED, DEC 7                                   | THU, DEC 8                                 | FRI, DEC 9                                 | SAT, DEC 10       |  |
| <b>WORKER</b>   |                   |  |  |  |  |  |                   |  |
| <b>Barb Teles</b><br>Ops<br>Driver, Technician<br>Front End Load, Portable Toilets, Roll Off        |                   |  | 6:00 am - 6:00 pm                          |  | 6:00 am - 6:00 pm                          |  |                   |  |
| <b>Bill Roberts</b><br>Driver<br>Residential  | 6:00 am - 6:00 pm | 6:00 am - 6:00 pm<br>Route 11-203 - Driver                 | 6:00 am - 6:00 pm<br>Route 11-203 - Driver | 6:00 am - 6:00 pm<br>Route 11-20903 - Driver | 6:00 am - 6:00 pm<br>Route 11-203 - Driver | 6:00 am - 6:00 pm<br>Route 11-203 - Driver | 6:00 am - 6:00 pm |  |
| <b>Celest Martin</b><br>Driver<br>Front End Load, Residential, Roll Off                             | 6:00 am - 6:00 pm | 6:00 am - 6:00 pm  | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm                            | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm |  |
| <b>Chris Loran</b><br>Driver<br>Front End Load, Residential, Roll Off                               | 6:00 am - 6:00 pm | 6:00 am - 6:00 pm  | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm<br>Route 11-20901 - Driver | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm |  |
| <b>Charlie Stormeo</b><br>Spv<br>Driver, Technician<br>Portable Toilets, Roll Off                   |                   |  |  | 6:00 am - 2:00 pm                            |  | Route 02-301 - Driver                      |                   |  |
| <b>Charles Gram</b><br>Driver<br>Portable Toilets, Roll Off   |                   | Route 02-604 - Driver                                      | Route 02-604 - Driver                      | Route 02-604 - Driver                        | Route 02-604 - Driver                      | Route 02-604 - Driver                      |                   |  |
| <b>Dan Higgins</b><br>Site Manager<br>Driver, Technician<br>Front End Load, Residential, Roll Off   |                   |  | 6:00 am - 6:00 pm                          |  | 6:00 am - 6:00 pm                          |  |                   |  |
| <b>Devon Shoen</b><br>Ops Supervisor<br>Driver, Technician<br>Front End Load, Residential, Roll Off | 6:00 am - 6:00 pm | 6:00 am - 6:00 pm  | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm                            | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm |  |
| <b>Derek Smith</b><br>CLW Driver<br>Driver<br>Front End Load, Residential, Roll Off                 |                   | 6:00 am - 6:00 pm<br>Route 12-301 - Driver                 | 6:00 am - 6:00 pm                          | 6:00 am - 6:00 pm<br>Route 12-301 - Driver   | 6:00 am - 6:00 pm<br>Route 12-301 - Driver | 6:00 am - 6:00 pm<br>Route 12-301 - Driver | 6:00 am - 6:00 pm |  |

## Filters

Use any of the filtering options provided to limit what displays on the screen. Filters apply to both the Worker grid and Truck grid.

| Filter                        | Description   |
|-------------------------------|---|
| <b>Worker Assignment Type</b> | <p>Use the <i>Work Assignment Type</i> filter to filter the screen to a specific worker type. Options include:</p> <ul style="list-style-type: none"> <li>• Driver</li> <li>• Helper</li> <li>• Technician</li> <li>• Truck (Future release)</li> </ul> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p>Correct permission setup for workers is critical for filter functionality. Refer to the Logic section above for additional information.</p> </div> |
| <b>Division</b>               | Filters to only display workers of the selected Division.   |
| <b>Line Of Business</b>       | Filters to only display workers of the selected Line of Business.   |
| <b>Week</b>                   | Provides the ability to navigate and view past and future weeks. By default, the current week is displayed.   |

## Understanding the Worker Grid

The Worker grid on the Resource Calendar screen does not load until filter selections have been made and the Refresh icon is selected.

| Item                              | Description  |
|-----------------------------------|--|
| <b>Worker</b>                     | Workers display vertically along the left side of the screen along with their worker assignment and their servicing capabilities. Availability is columned by day of week beginning with Sunday and ending with Saturday.  |
| <b>Access the Worker Calendar</b> | Select the worker's name to open the Worker Calendar. Add an Availability Exception by right-clicking on the day the exception applies and selecting 'Add Availability Exception.'   |
| <b>Available vs Not Available</b> | Worker availability is indicated using white and gray cell colors. Days a worker is available display white and include the time frame the worker is available to be scheduled within. Cells for days a worker is not available display gray.  |
| <b>Route Information</b>          | Route information displays for the worker on the day the route is scheduled. A red exclamation mark displays by the route if the route is assigned to a worker on a day they are not available or have an availability exception. Select the route to open the Edit Route Record and assign the route to another available resource. |

| Item   | Description  |
|--|--|
| <p style="text-align: center;"><b>Color Legend</b></p>                   | <ul style="list-style-type: none"> <li>• <b>Cells</b> <ul style="list-style-type: none"> <li>◦ <b>Red</b> - indicates the worker has an availability exception (sick, vacation, etc.) for a day they are considered available. Any assignments that day must be re-assigned to a new resource.</li> <li>◦ <b>White</b> - indicates the worker is available to be scheduled for that day.</li> <li>◦ <b>Gray</b> - indicates the worker is not available to be scheduled for that day.</li> </ul> </li> <li>• <b>Routes</b> <ul style="list-style-type: none"> <li>◦ <b>Blue</b> - indicates the route is Scheduled.</li> <li>◦ <b>Yellow</b> - indicates the route is In Progress.</li> <li>◦ <b>Green</b> - indicates the route is Serviced.</li> </ul> </li> </ul> |
| <p style="text-align: center;"><b>Re-assign Drivers and Helpers</b></p>  | <p>Click the route to open the 'Edit Route Record' popup editor to reassign resources. Save when finished.</p>   |
| <p style="text-align: center;"><b>Worker Availability Exceptions</b></p> | <ul style="list-style-type: none"> <li>• Edit an <b>Existing</b> Exception: <ul style="list-style-type: none"> <li>◦ Select the exception for the worker to open the 'Edit Worker Availability Exceptions' popup editor</li> </ul> </li> <li>• Create a <b>New</b> Exception: <ul style="list-style-type: none"> <li>◦ Right-click within the calendar and select 'Add Availability Exception'.</li> </ul> </li> </ul>   |