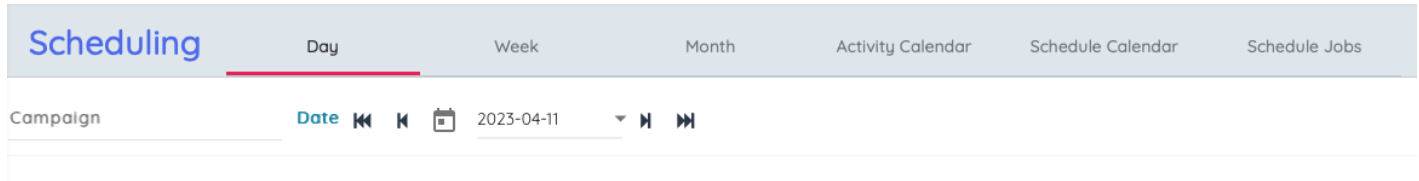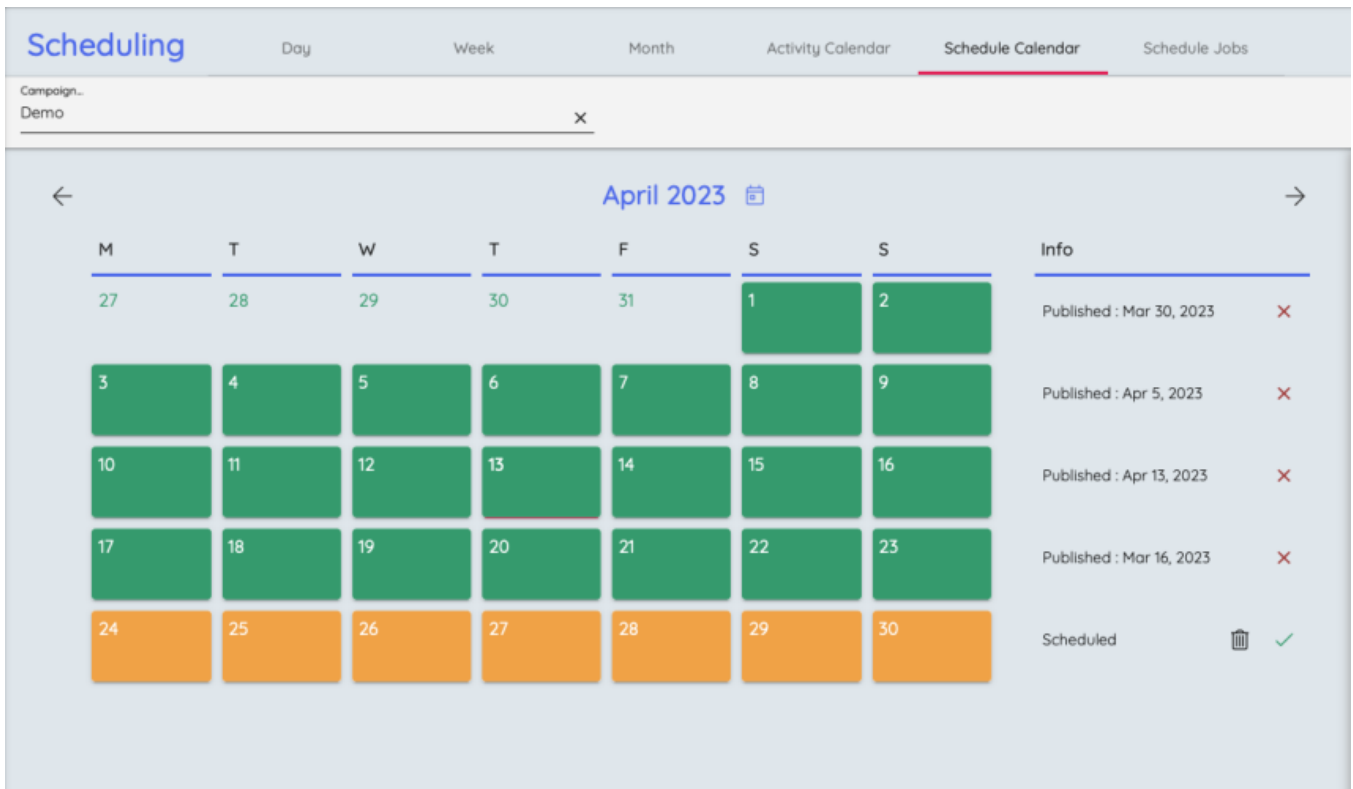# Creating a schedule

When a forecast is completed and the agents are assigned shifts, it is possible to run the scheduling engine.

1. Click on '**Scheduling**' in the left menu, then **Create Schedule**' in the left menu.

2. Choose the Month, Year and Campaign to be scheduled.

3. Pick the week that is to be scheduled.

   ○ Only weeks that have been forecasted can be scheduled.

   ○ Up to 5 weeks can be scheduled at any one time.

   ○ If re-scheduling a week, the week can be unpublished by clicking on the red **X** to the right of the week.

4. Chosen weeks appear at the bottom of screen.

5. Click '**Run Schedule**'.

6. The scheduler will start

   ○ Click on '**Schedule Jobs**' in the left menu to see the progress of the schedules.

7. To view the schedules, click on **Schedule**' in the left menu.