



Job Aid: TA12 View Calendar and Team Schedules (as a supervisor)

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

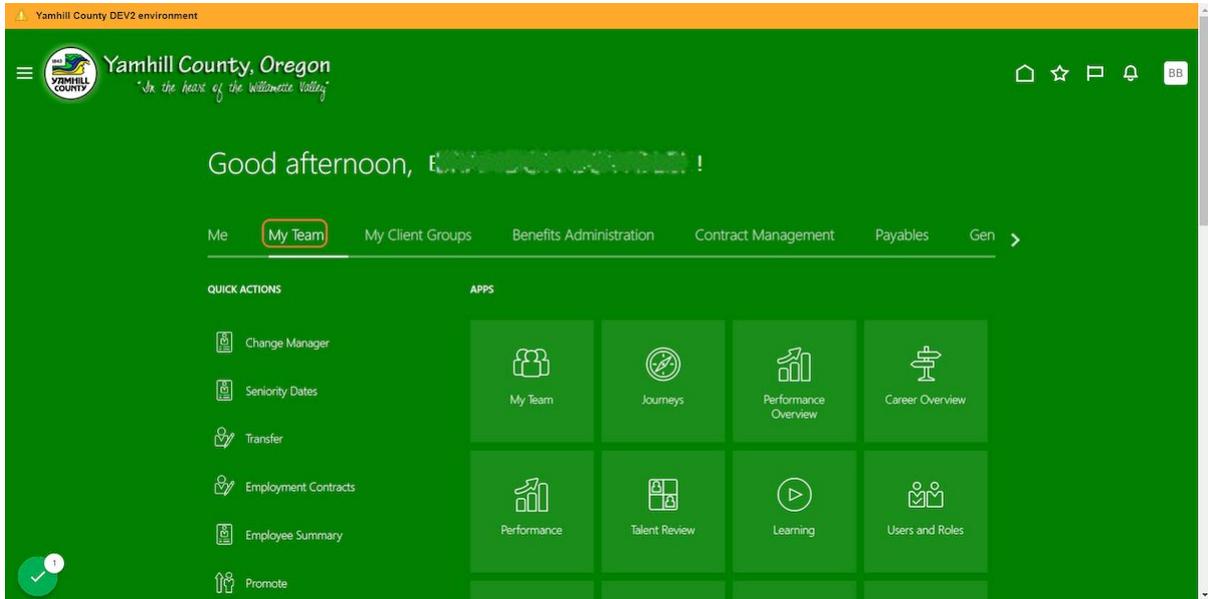
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Manager



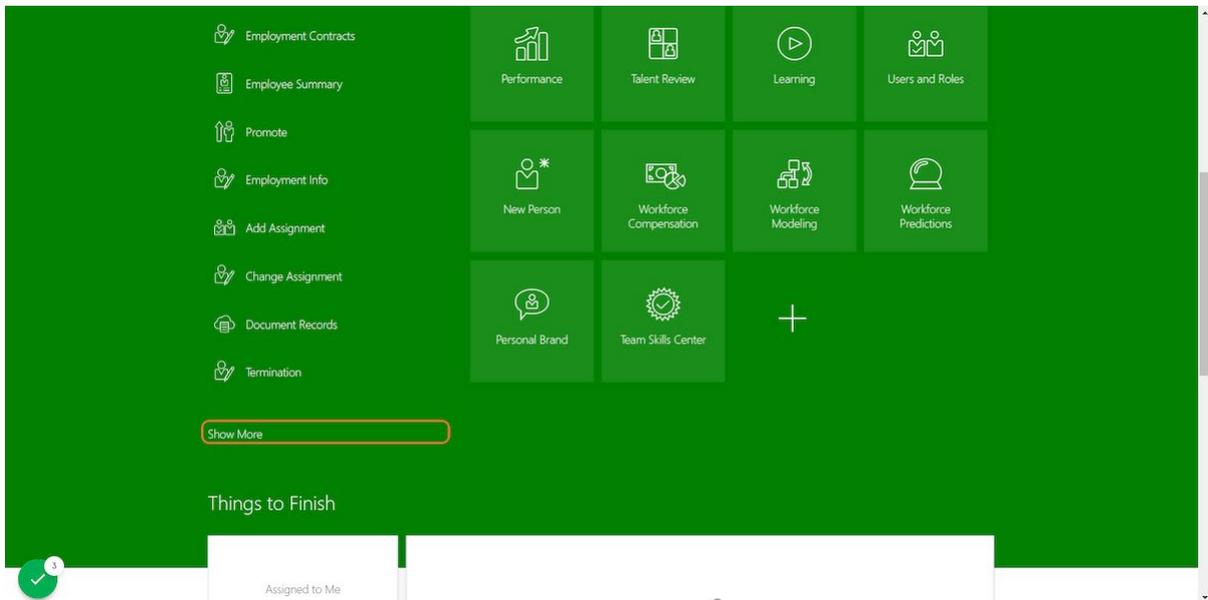
STEP 1

Login to Oracle Fusion Cloud. Click on the “My Team” tab.



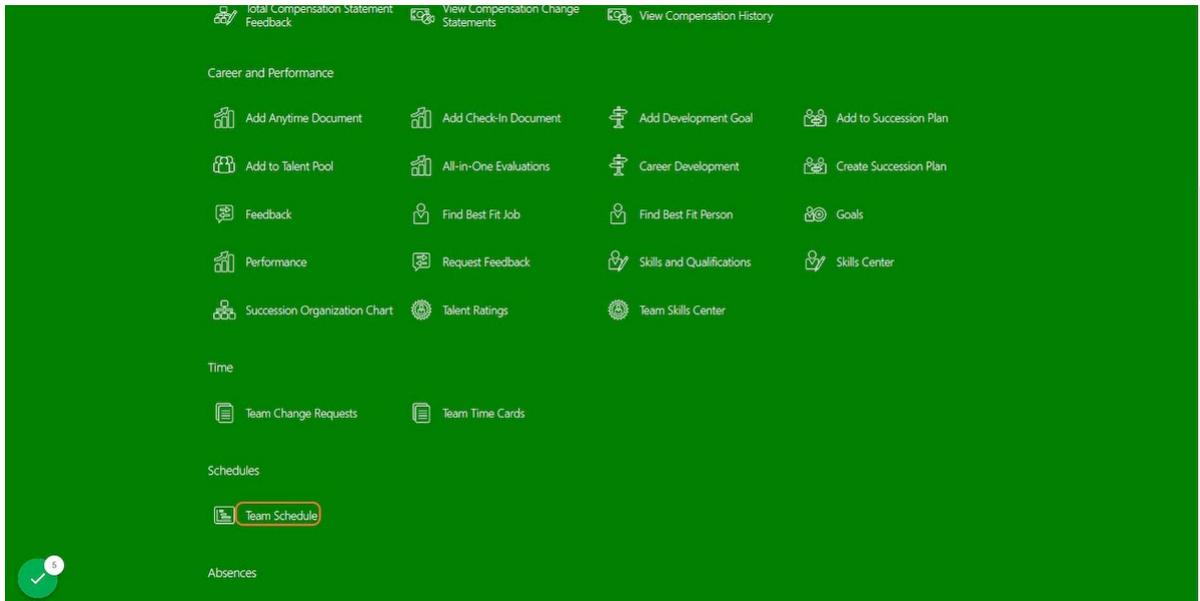
STEP 2

Scroll down and click on the “Show More” hyperlink.



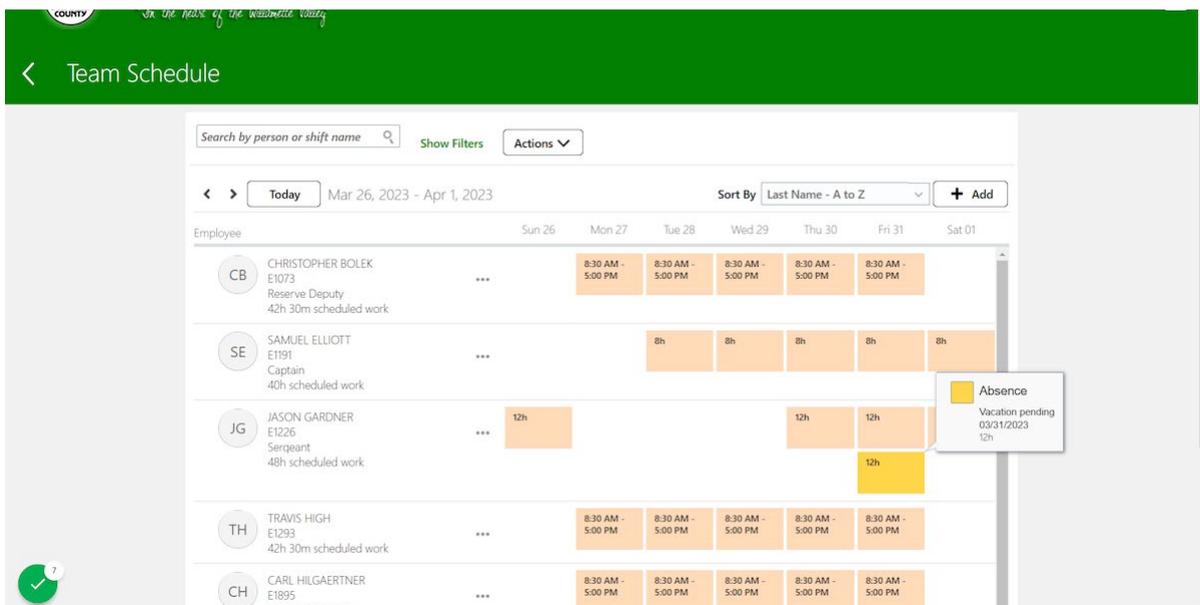
STEP 3

Scroll down to the “Schedules” section, and select “Team Schedule”.



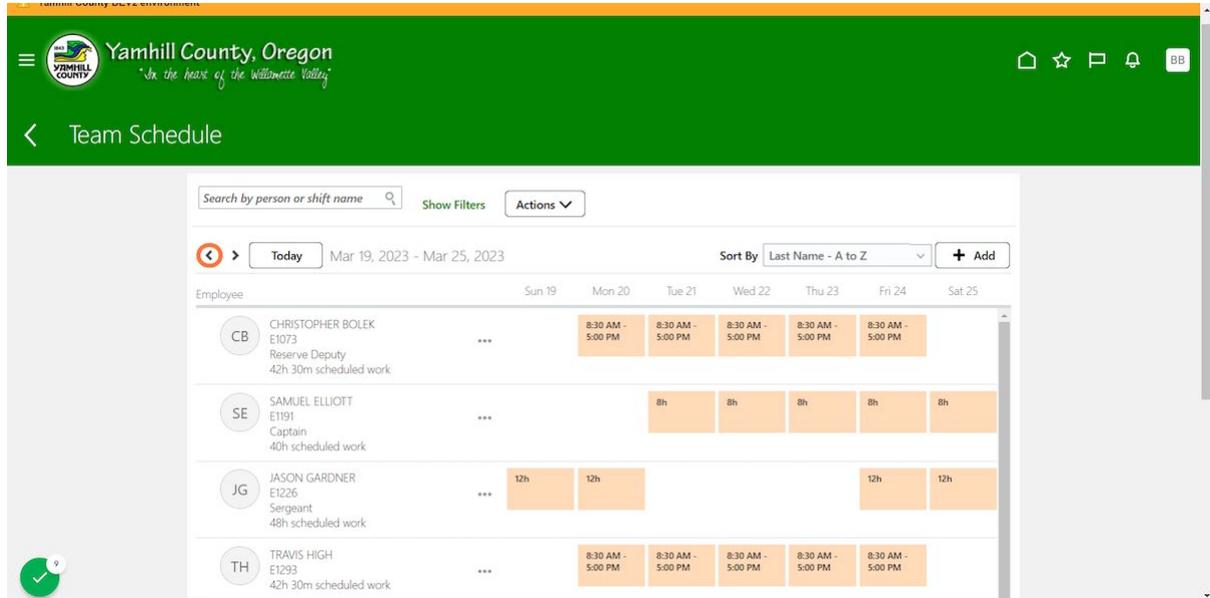
STEP 4

View your team's work schedule for a one-week period. The scheduled hours are displayed. Any time entered outside of the scheduled hours is displayed in a different color.



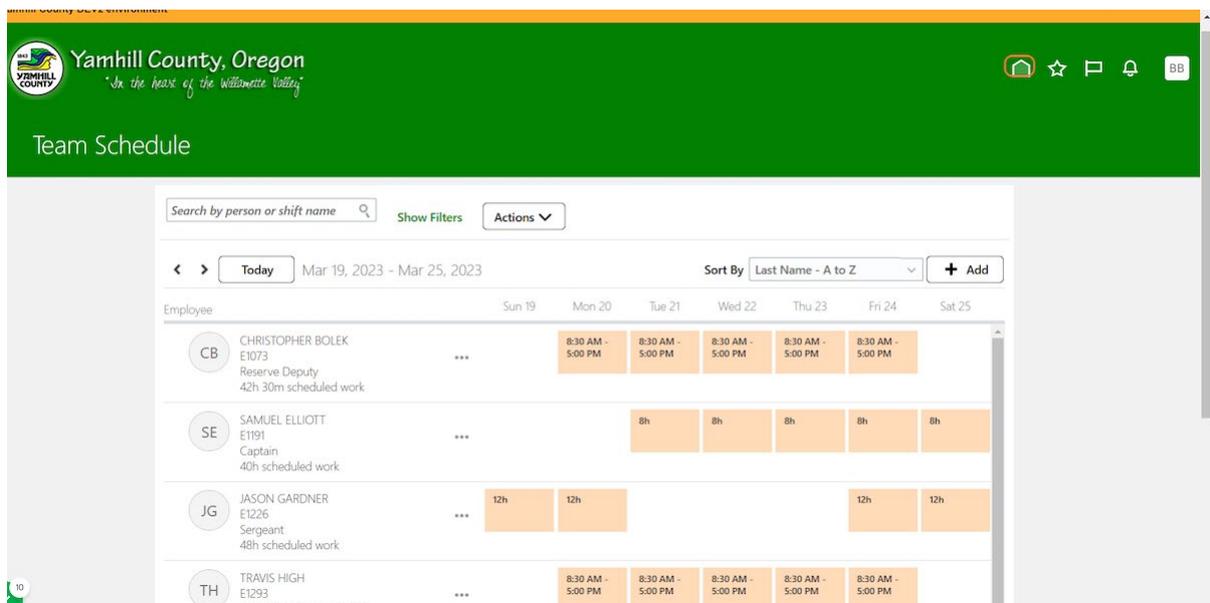
STEP 5

Click on the “<” or “>” icons towards the top left of the section, to move to a prior or future period.



STEP 6

Click on the “Home” icon to return to the main screen.



STEP 7

End of the procedure.

