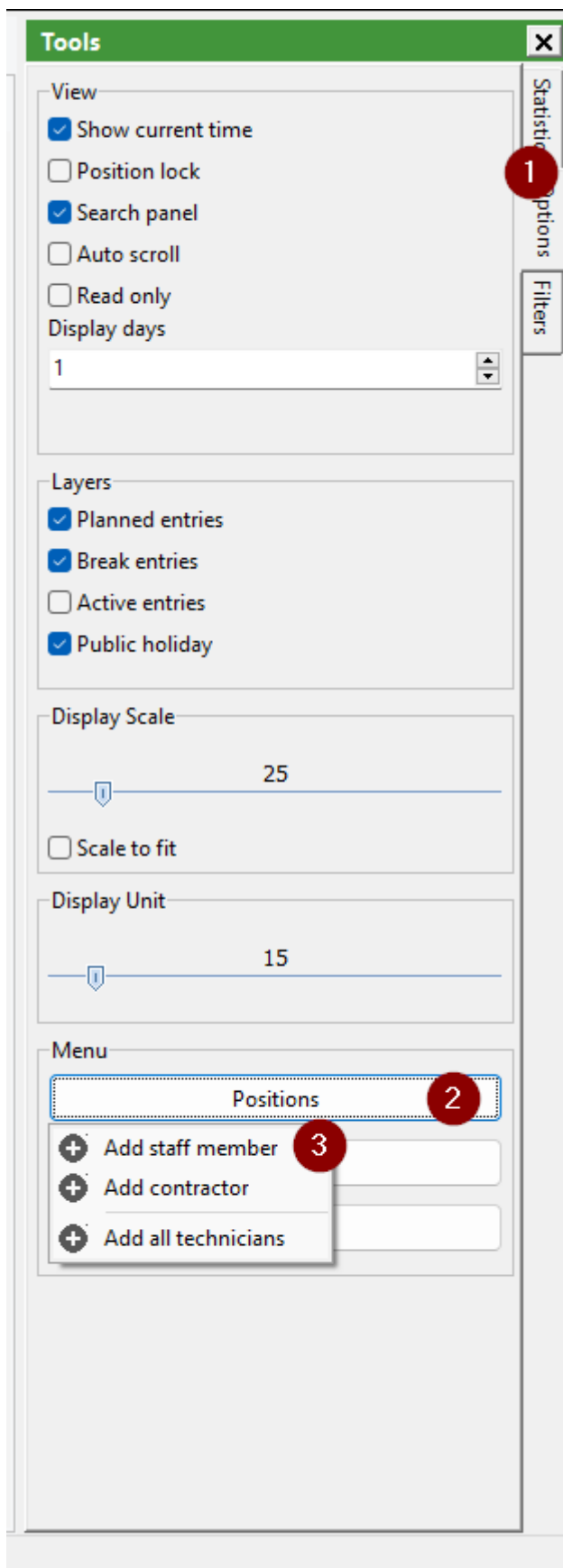# Workshop planner

- [Adding staff / contractors](#)

Adding staff / contractors

If the planner has not staff members, select the tools then press on the positions button

Tools ✕

View
☑ Show current time
☐ Position lock
☑ Search panel
☐ Auto scroll
☐ Read only
Display days

1 ⏶⏷

Layers
☑ Planned entries
☑ Break entries
☐ Active entries
☑ Public holiday

Display Scale

25

☐ Scale to fit

Display Unit

15

Menu

Positions ②

⊕ Add staff member ③
⊕ Add contractor
⊕ Add all technicians

Statistics ①
Options
Filters

If the tools menu is missing, right click on the planner grid and select View -> Tool panel