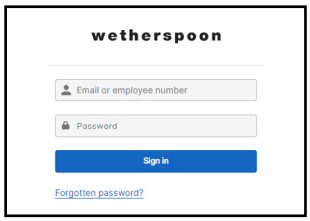
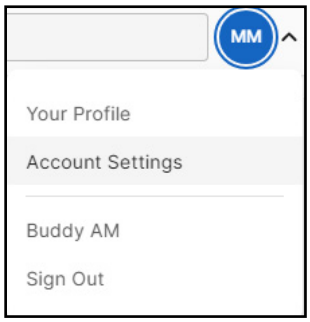
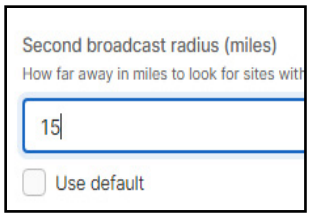
Area manager - Setting a second broadcast radius in mySchedule

Completed by	• Area manager
Reference	• Employment policies (myJDW)

Step 1		• Launch the mySchedule application. • Log in using your employee number and myJDW password.
Step 2		• In the top right-hand corner next to your initials, click the drop-down arrow and select 'Account Settings'.
Step 3		• Select the pub that requires the radius changing.
Step 4	 	• The radius can be changed for 'Open Shifts', 'Offered Shifts' and 'Swapped Shifts'. • Scroll to the required radius that needs changing. • Untick 'Use default'. • Type the distance in miles. • Scroll down and click 'Save settings'. • Repeat steps 3 and 4 for all pubs as required.
Step 5		• For any further queries, contact the **personnel systems support team**.

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