

# Scheduling

## OVERVIEW

The **Scheduling** function allows an Owner to schedule an employee's tasks, view pending tasks, and access an employee's work schedule. See the related links to learn more about how this feature works.

## RELATED LINKS

- [Schedule Task Setup](#)
- [Pending Tasks](#)
- [Work Schedule](#)
- [Hours Editor](#)

To access these functions, your specific Card ID (The 12-digit number on the back of the card) must have these functions selected in permission settings. Please see your store Owner/Manager to update your permission settings. See [Permission Settings and Functions](#) for more information on how to set permissions.