TopTen REVIEWS

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Software » Business » Employee Scheduling Software Review » My Office Scheduling

My Office Scheduling

Print/Email

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SCHEDULING

Pros

My Office Scheduling allows you to define positions and add multiple locations on the schedule. You can also manage employees' information and availability.

Cons

This application ⬈ lacks the ability to repeat weekly schedules, has few support options and no export features, such as external calendar support.

The Verdict: 5.83/10

Scheduling is a basic application with some valuable tools. This software ⬈ needs several improvements ⬈ before it could be a top product on our lineup, particularly in its help and support and reporting tools.

(View Full Gallery)

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Reporting Score	Ease of Use Score	Cost for 10 Employees	Cost for 25 Employees	Cost for 50

A score based on the software's reporting options and ability to create reports.   **Percentage (More is better)**

My Office Scheduling	30

Compare to the Top 3 Employee Scheduling Software

#1 ShiftPlanning	95
#2 Time Forge Scheduling	100
#3 NimbleSchedule	90
Category Average	70

Percentage	0	20	40	60	80	100	120

Review	Specifications	Images	Side By Side Comparison	Learning Center

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My Office Scheduling is one of the most basic employee scheduling applications we reviewed. However, this doesn't mean it is inadequate. This application has a handful of tools for creating schedules, along with the ability to manage employees' information. This employee scheduling software is barren when it comes to reporting capabilities and its help and support needs drastic improvements, but if you want to create schedules and aren't looking for any frills, Scheduling has you covered.

When you create a schedule using this software, Scheduling asks for minimal information. You can define positions with this application, add multiple locations and track employee availability. Employees can also request time off directly in the application, and swap or bid on shifts.

Scheduling is a hosted service, which means that managers, supervisors and even employees can access the application online from any internet-connected computer or mobile device. This makes it easy for

TopTen Product List   See All »

	1	ShiftPlanning
	2	Time Forge Scheduling
	3	NimbleSchedule
	4	Work Schedule.Net
	5	Hello Scheduling

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Video Editing Software	2,344,618 views
DVD Copy Software	2,342,296 views
Registry Repair Software	2,136,072 views
Internet Filter Software	1,590,362 views

managers and supervisors to create schedules while they are away from the office, and it allows employees to see their shifts and request time off when they are not working.

While this online scheduler makes it easy for your employees to see their shift information and company message board from any device with internet access, the application lacks schedule-exporting capabilities. You can print the few available reports and schedule calendars, but there is no option to export them to other file types, and the software can't integrate with external accounting applications.

When you start using this work scheduling software, you add shifts, employees and their positions at your company. You are then directed to a dashboard where you can begin to create your first schedule. Before you do that, we recommend going into the employees' accounts and setting their availability for each day.

You can't assign skill levels to employees, and there is no tool that checks for conflicts such as scheduling an employee who has approved time off, double-booking an employee or accidentally scheduling overtime – except for reminders that show up at the bottom of the screen. This missing feature could cost you scheduling accuracy. If you end up publishing errors, you could miss many of the best reasons for purchasing this kind of software, such as reduced employee absenteeism and reduced turnover.

With My Office Scheduling, the only readily available reports are daily, weekly and monthly schedules, calendars and hours-worked totals. There are no options for employee-attendance reports, time-off summaries or labor costs.

Despite its inability to aggregate and report schedule data for management purposes, My Office Scheduling has useful options for your employees. When they log in, they immediately see their individual schedules for that day and the next few days.

One of our greatest complaints with Scheduling is its lack of help and support. There are no support resources, aside from a company blog on the Scheduling website. FAQs, a user guide, a user forum and even a knowledgebase would have been very useful, especially with features that we were confused about.

There is no telephone or live chat support. Email is the only form of contact we found, and even after we sent three emails to the company over the course of a week, we never received any response or acknowledgement.

Summary:

Scheduling has several valuable features that will save you time compared to using a spreadsheet application or making schedules on paper charts. This employee scheduling application falls short because it lacks conflict warnings, reporting tools and support options. Its positive attributes include the straightforward set-up wizard, convenient storage of employee information and multiple calendar views, all of which help managers save time and focus on items in their business that matter more.

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