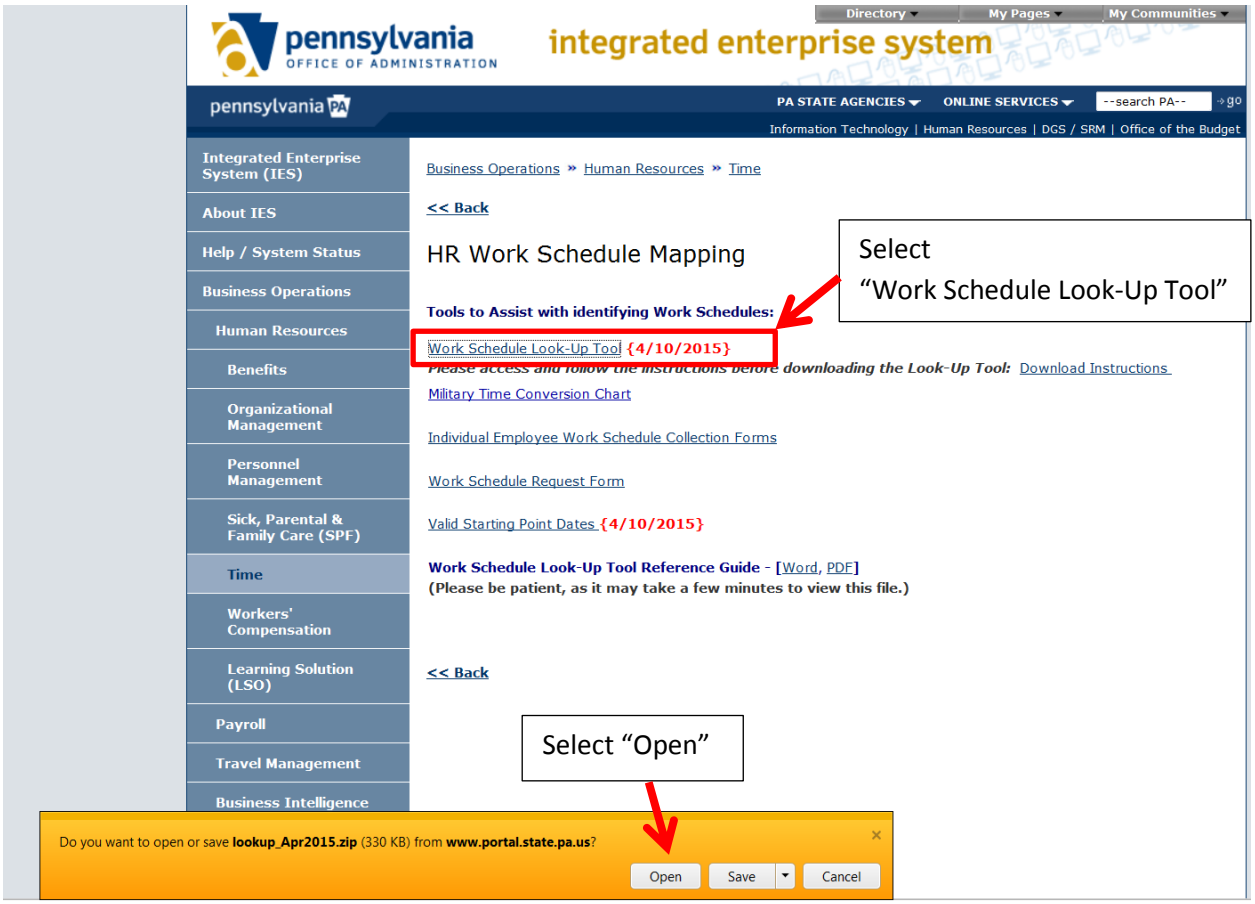
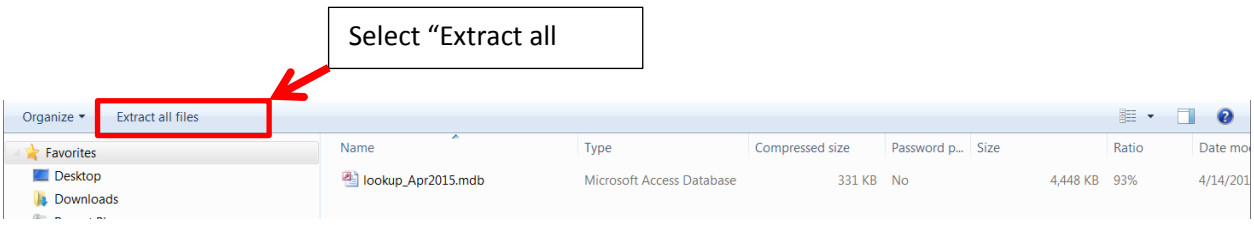
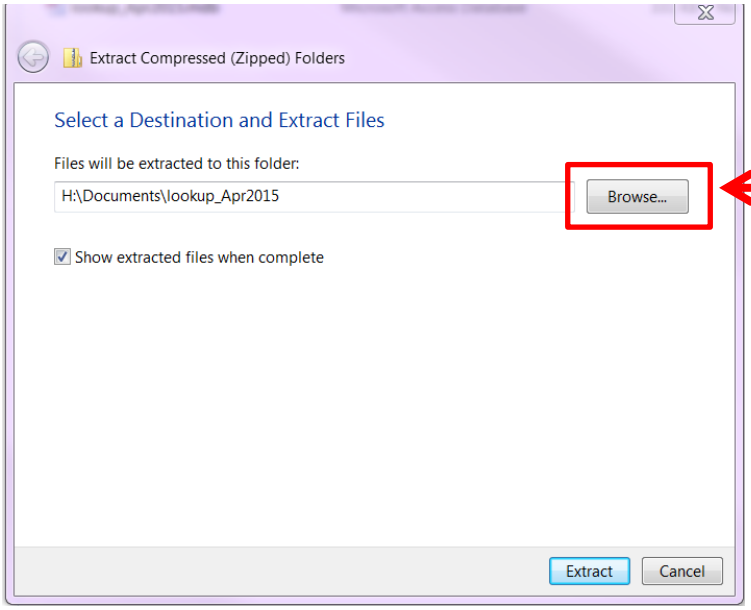
Download Instructions for Work Schedule Look-Up Tool

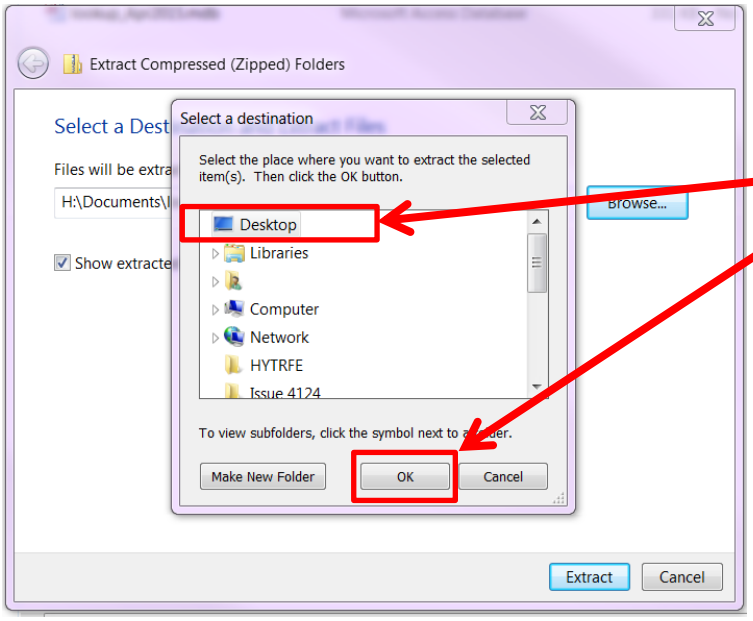
NOTE: If you have <u>any</u> previous Work Schedule Look-Up Tool files on your desktop, they <u>must</u> be deleted before attempting to download.



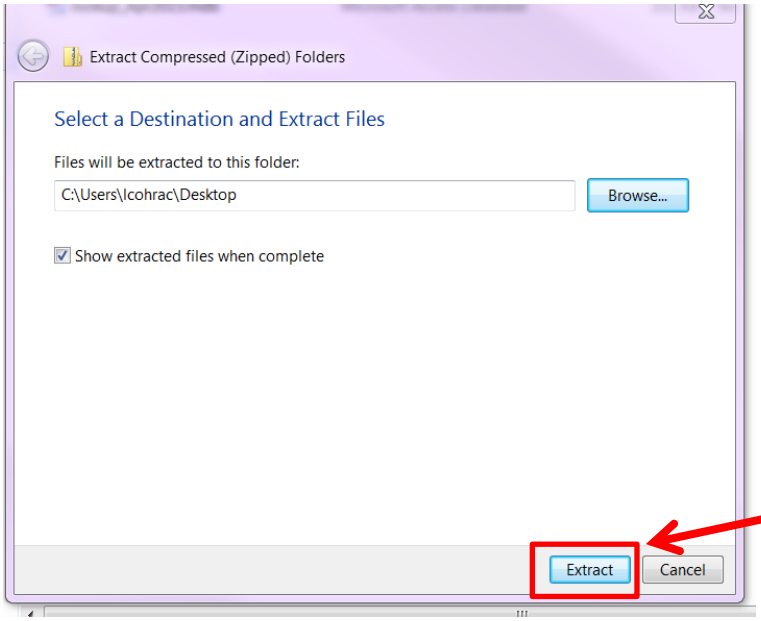




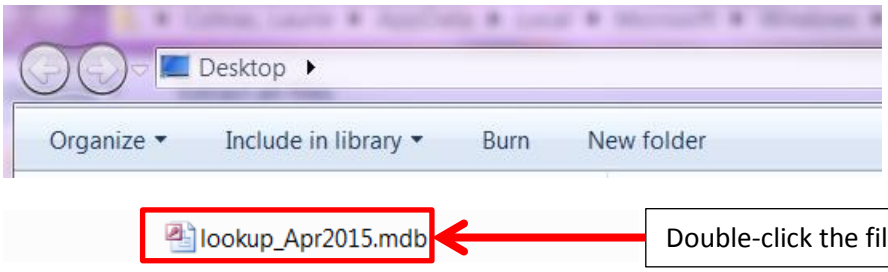
Select "Browse"



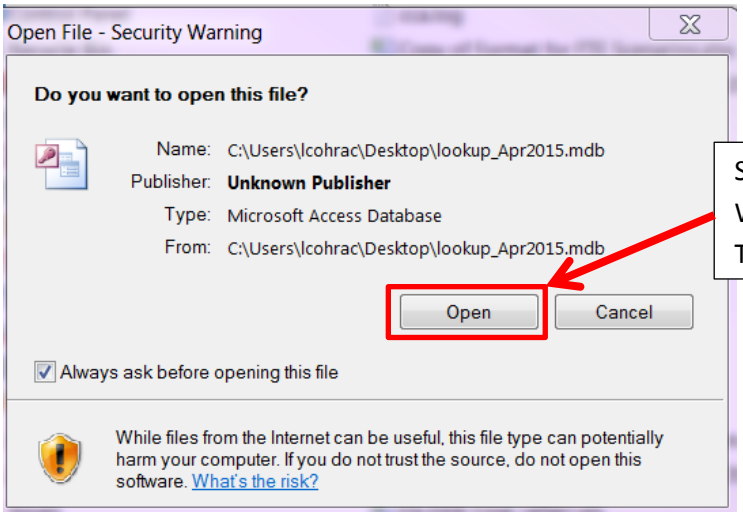
Select "Desktop" and then select "OK"



Select "Extract"



Double-click the file to open it.



Select "Open" to access the Work Schedule Look-Up Tool.

The Work Schedule Look-Up Tool is saved on your Desktop.