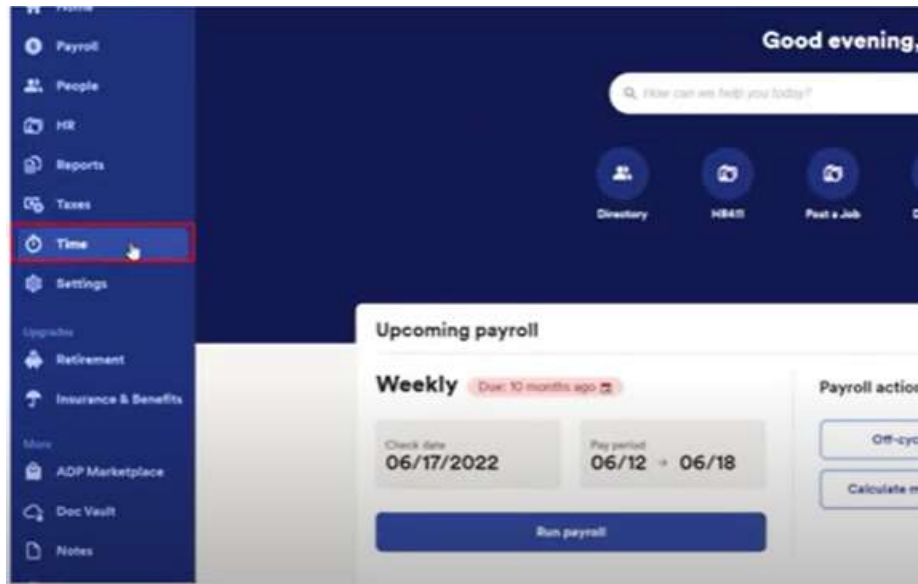
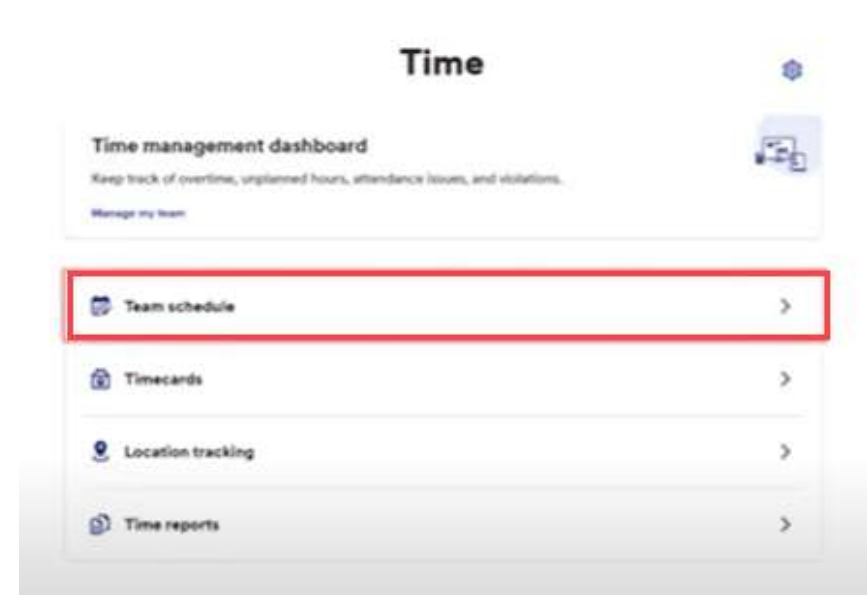


Schedule Filters

- 1 To get to the Scheduling Page, Log in to RUN and click the **Time** button on the left hand side.



- 2 Then click on **Team Schedule**.



Schedule Filters

3 This will open the scheduling screen and then you can click on Display/Filter.

Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 Hrs	+	+	+	+	Open Shifts (1) Drafts: 0 Published: 1 Claims Pending: 0	+	+
LG Gutierrez, Lisa 23:00 Hrs	End: 3:00 AM	+	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	+	+
DP Patterson, Desmond 18:00 Hrs	End: 3:00 AM	+	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	+	+	+
JR Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
RW Ward, Rachael 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+
BW Woods, Ben 23:00 Hrs	+	+	VACATION 8:00 AM - 4:00 PM	VACATION 8:00 AM - 4:00 PM	8:00 AM - 3:00 PM DRAFT	+	+

4 Then choose the Home Department to filter.

Display/Filter

Display shift types

- Show Draft Shifts
- Show Unavailability
- Show Time Off
- Show Holidays

Sort employees by

Last Name (A-Z)

Employee filters

Schedule Status

All Employees

Manager

(2) Options selected

Select All

Home Department

(2) Options selected

Select All

Employee Search

Employee Search

Reset Apply

Schedule Filters

5 Then choose which department you want to filter.

Display/Filter ✕

Display shift types ⓘ

- Show Draft Shifts
- Show Unavailability
- Show Time Off
- Show Holidays

Sort employees by

Last Name (A-Z) ▾

Employee filters ⓘ

Schedule Status

All Employees ▾

Manager

(2) Options selected ▾

Select All

Home Department

200 - HR ▾

Search: 🔍

Select option(s)

- 100 - Admin
- 200 - HR

6 This is how it will look with the schedules showing employees in that department.

Manage Schedules 🔍

< Week of Apr 10, 2023 - Apr 16, 2023 > Filters applied Publish drafts (0) Actions ▾

Last Name (A-Z)	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16
Open Shifts 1 Shifts, 9:00 Hrs	+	+	+	+	Open Shifts (1) Drafts: 0 Published: 1 Claims Pending: 0	+	+
Reed, Jazmin 18:00 Hrs	+	8:00 AM - 6:00 PM	+	12:00 PM - 8:00 PM	+	+	+
Ward, Rachael 44:00 Hrs	8:00 AM - 3:00 PM	VACATION 8:00 AM - 4:00 PM	12:00 PM - 8:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	8:00 AM - 3:00 PM	+

2 Employees 62:00 Hrs 1 Employee 7:00 Hrs 2 Employees 18:00 Hrs 1 Employee 8:00 Hrs 2 Employees 15:00 Hrs 1 Employee 7:00 Hrs 1 Employee 7:00 Hrs 0 Employees 0:00 Hrs