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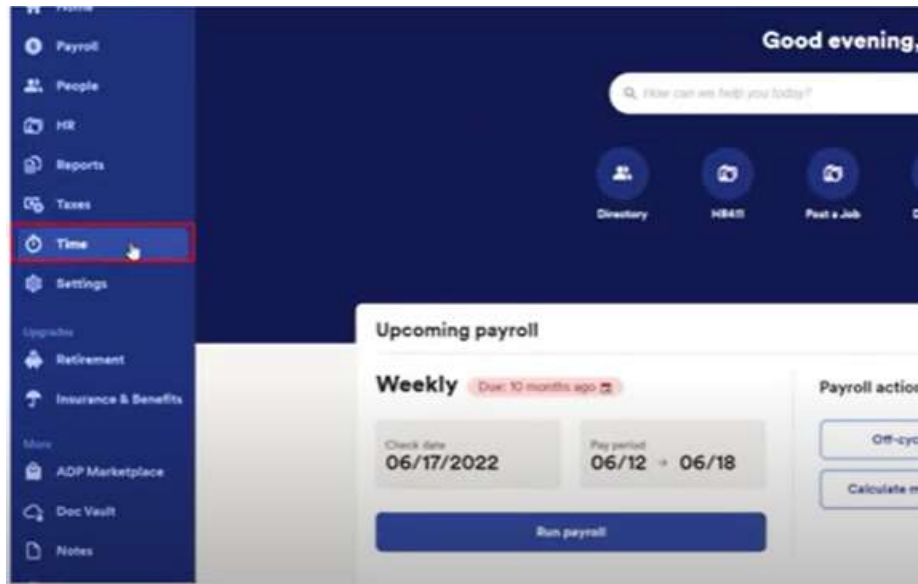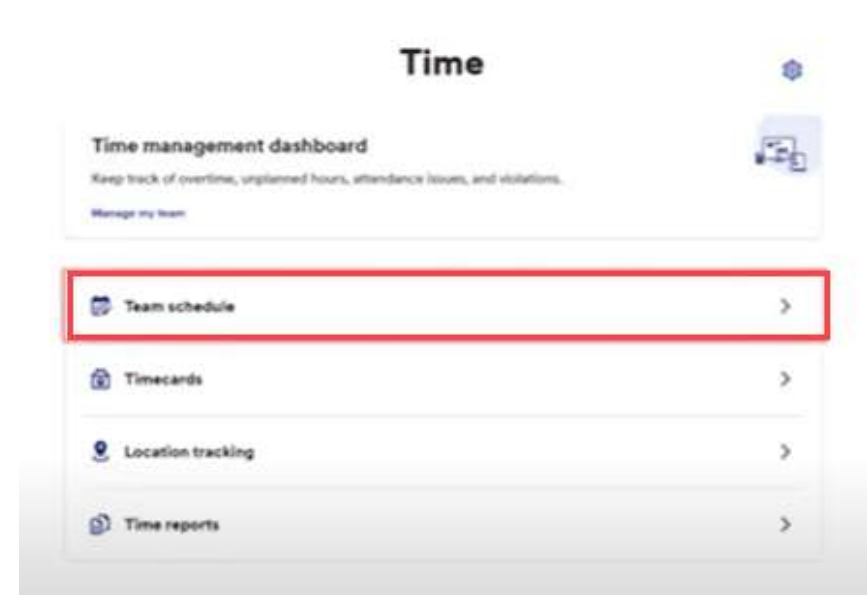

2 Then click on **Team Schedule**.

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

4 Then choose the Home Department to filter.

5 Then choose which department you want to filter.

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