




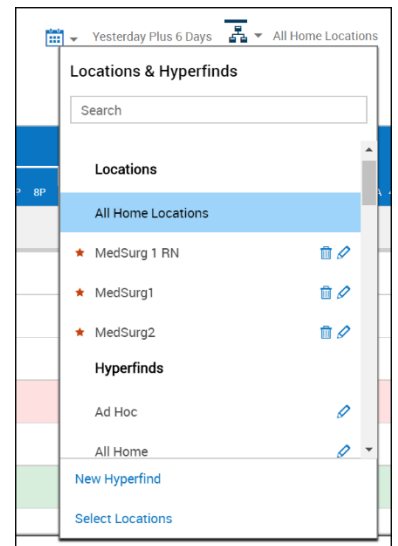
# Select Employees in Schedule

You have been assigned a group of employees. This group may include only your department, several departments or an entire site. In Schedule Planner, you can select employees using a Hyperfind query or filter the employees based on location and job. For example, you may want to view only RNs in the ICU or RNs in the ICU and PCU.

## Select employees

1. Select the **Locations & Hyperfinds** icon .
2. Select either a query under **Locations** or **Hyperfinds** or **Select Locations** to select location(s) or job(s).

**Note:** Selecting a Hyperfind query instead of a location query limits certain functionality in Schedules. Display coverage, review rule violations or view open shifts are some of the options that will not be available.



## Select Locations

If you have selected **Select Locations**, then follow these steps:

1. In the **Select Locations**, either select locations or click on the blue arrow to view additional locations or jobs. Select the check box of any job or any level of the business structure to include that job or location.
2. Select **Apply**.

