





View all comments

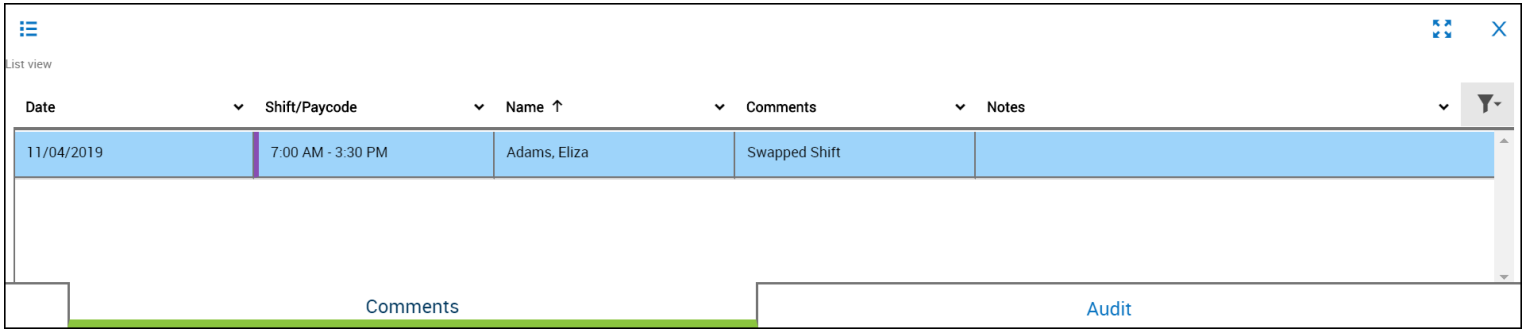
To examine all comments in the loaded schedule, select the Comment tab at the bottom of the main schedule page. Each row of the Comments table represents one comment, and the columns represent various characteristics of the comment (date, employee name, and so on). The top row (header) of the table identifies the columns. Comments applied to entities in group rows are displayed as identical comments for each employee in the group.

Note: If text in the Comments tab is cut off because the cell size is too small, position the cursor over the cell to display a tool tip with all the text.

Configure the Comment table view

View options are at the top right corner of the table.

Indicator	Function
	Expands the table to fill the space occupied by the schedule.
	Returns the table to its default size.
Show Filters Row	Displays filter controls (described under table controls)
Columns	<p>Enables you to toggle one of the following indicators to include or remove a column in the Comment table view. (Individual columns are described under Transaction characteristics.)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> indicates that the column is included in the table view. <input type="checkbox"/> indicates that the column is removed from the table view.










Date	Shift/Paycode	Name	Comments	Notes
11/04/2019	7:00 AM - 3:30 PM	Adams, Eliza	Swapped Shift	

Comments Audit

Table controls

Header menu



In the header at the top of each column, select  to open a menu of commands. A  beside the command indicates that the command is in effect.

Indicator	Command	Function
	Sort Ascending	Sorts the table by the value of the characteristic in that column, in ascending alphanumeric order.
	Sort Descending	Sorts the table by the value of the characteristic in that column, in descending alphanumeric order.
	Hide Column	Removes the column from the table. (To include the column again, use the  menu.)
	Group/Ungroup	Toggle switch that collapses all the transactions that have the same value for that column into one row or expands transactions collapsed for that column to display each transaction as separate rows.

Filter transactions

You can filter out certain rows of the table by using the filter control for any column.



1. Click Filter  and select Show Filters Row.
2. In the filters row at the top of each column, select  to open a list of the following options. If the option does not appear, it is not applicable:

Option	Meaning
Starts With	Shows only transactions where this field starts with the text you enter
Not Starts With	Shows only transactions where this field does not start with the text you enter
Custom	Allows system administrators to code a different option
In	Shows only transactions where this field contains the text you enter
Not In	Shows only transactions where this field does not contain the text you enter. If you use more than one value for In or Not In, each value must be separated by a semicolon.
=	Shows only transactions where this field exactly matches the text you enter
!=	Shows only transactions where this field does not exactly match the text you enter
Is Null	Shows only transactions where this field is empty
Is Not Null	Shows only fields where this field is not empty
Between	Shows only transactions where this field is between two text values, separated by a space, using time, date, or alpha-numeric sequence as applicable to the format of the text in the column

Option	Meaning
Not Between	Shows only transactions where this field is not between two text values, separated by a space, using time, date, or alpha-numeric sequence as applicable to the format of the text in the column

3. Enter the text to search in the text box.

4. Press Enter to apply the filter.

Comment characteristics

Each column represents a different characteristic of the comment.

Characteristic	Explanation
Date	Date of commented item
Shift / <u>Paycode</u>	<u>Shift label</u> or start time and end time, or paycode name
Name	Employee with the commented item
Comment	The configured comment
Notes	Note or notes attached to the comment