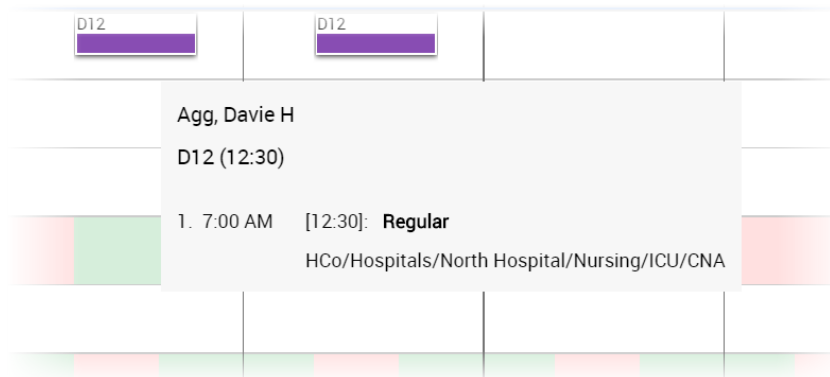


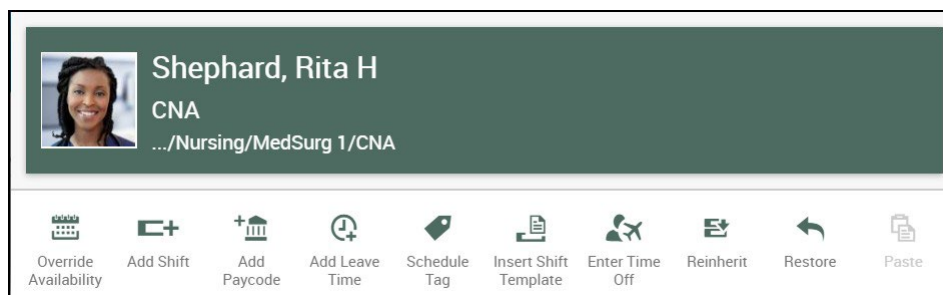
View More Details in the Schedule

Scheduler provides tools to let you drill down for more information about employees, shifts, and paycodes.

To get basic information about an employee, a shift, or a paycode, position the cursor over the item. A tool tip appears.



To take action, right-click the item. A glance with information and action buttons appears. To get information or to take action on an employee, a shift, a paycode, or an empty cell, tap the item: a glance with additional information and action buttons appears.



When viewing the current schedule, both open shifts and self-scheduled requests appear in bold. When you access the glance, a message at the top indicates the origin of the request. For example, "This shift was requested via open shift request."

For Self-Schedule and Open Shift requests, after the manager modifies the request, the requests no longer appear in bold, and the message is gone from both the tooltip and glance.

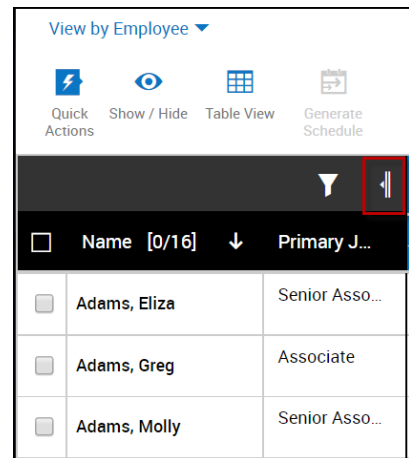


Detailed employee information

A set of Dataview columns containing additional employee data may be configured for your schedule planner. Using the following controls, you can show or hide all the configured columns or show and hide only a selection of the configured columns.

Controls are in the black cell at the top of the **Name** column.

1. Click **Column Display** to select which configured columns you want to make available for display.
2. Click **Apply**.
 - At the top of the column, which is just to the left of the first displayed day, select **Expand** to show all the available columns or **Collapse** to hide them.
 - To change the width of a column, drag the edge of the column header.



Sorting employees

By default, the employee rows are sorted by employee **Name**, in alphabetical order. You can also sort the employee rows by the contents of any displayed column.

1. Click the column header to sort by the data in that column in alphanumeric order. An up or down arrow in the header indicates the current sort order, ascending or descending.
2. (Optional) Click the column header again to reverse the sort.
3. (Optional) Click the box next to **Name** for a menu to **Select All**, **Unselect All**, or **Sort Selected First**. If you check one or multiple employees and select **Sort Selected First**, your selections move to the top of the list.