

## Customize Schedule Views

This guide demonstrates how to customize schedule views in Scheduler.

### Schedule Views

Scheduler allows managers and administrators to manage schedules from three different schedule views.

The Day, Week, and Month Views offer similar features and functionality, such as the ability to add, remove, and modify shifts. Views also include additional features based on the scope of the view.

Each schedule view includes various sorting and filtering options that allow you to customize and save each view to best meet your scheduling needs.

### Schedule View Filter Options

There are many filters available to customize the schedule views.

**Menu > Team > Schedule > Advanced Scheduling > Schedules**

**Note** In this example image, the Schedule is set to Day View, but many of these features are available in the Week View and Month View views as well. Any features unique to a specific view are indicated within the reference table

Number	Name	Description
1	<b>Daily Timeframe Adjuster</b>	Narrow the search down to only a specific time frame, such as only during the hours of operation. ***this view is only available on the Day View.

2	<b>Scheduled Employees Only</b>	When enabled, the schedule hides employees who do not have assigned shifts for the time period.
3	<b>Group by Cost Center</b>	When enabled, all employees are grouped by scheduled cost center on the schedule.
4	<b>Filter icon</b>	Select this icon to open the Filters panel.  This feature allows more granular filtering, such as employees assigned a certain skill or to a specific cost center.
5	<b>Show Contracted Hours</b>	When enabled, any contracted hours display on the schedule.
6	<b>Show Time Offs</b>	When enabled, displays any approved time offs on the schedule.
7	<b>Show Pending Time Offs</b>	When enabled, any pending time off requests display on the schedule.
8	<b>Show Shifts from Other Schedules</b>	When enabled, shifts assigned to the employee from other schedules display in the employee's row. These shifts are view only. To edit them, return to their base schedule.

## Save and Manage Views

Save filtered schedule views for easy access in the future.

**Menu > Team > Schedule > Advanced Scheduling > Schedules**

### Save Schedule Views

After updating the schedule view to the desired setting, save those settings for reuse by opening the **Actions{...}** menu and selecting **Save View As**.

In the **Save View As** window, provide a **Name** and **Description**.

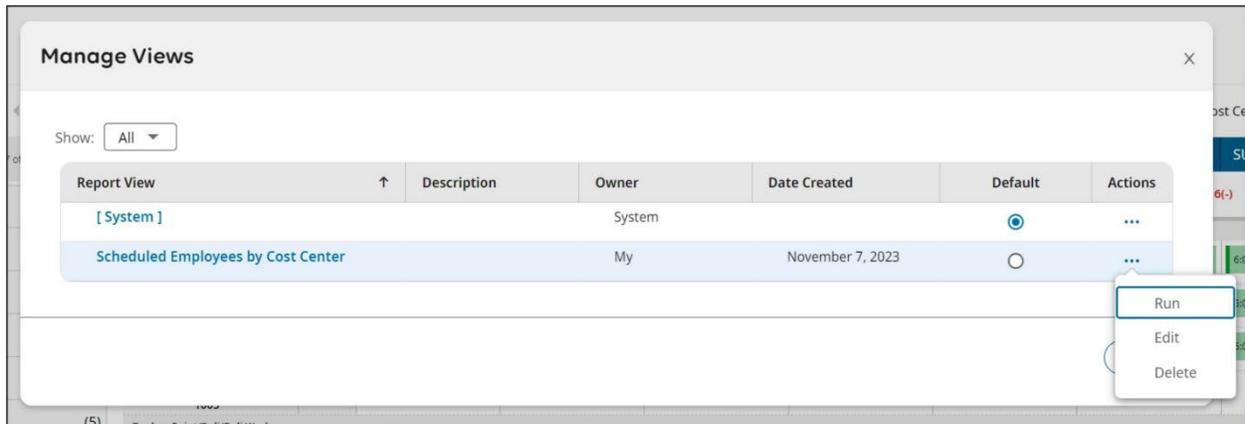
Select the **My Default** box to make this view the default when looking at schedules.

Select the **Share** box to make this view available to other users. You can choose to share the view with specific employees only or with all employees.

Select **Save**.

## Manage Schedule Views

Created views may be edited after they are saved. To view the list of schedule views, open the **Actions** menu and select **Manage Views**.



The **Manage Views** window displays a list of all available views. The view that is set as the default has the **Default** field selected in its row.

Open a view by selecting its name in the Report View column.

Use the **Actions** menu on any View's row to either **Edit**, **Delete**, or **Run** the view.

## Print Schedule Views

Schedule views are print-friendly. Print the current schedule view by opening the **Actions** menu and selecting **Print**.

Adjust the settings as needed in the browser's **Print** window.

In the **Week View** only, there is a setting in the **Actions** menu labeled **Download PDF**. This creates a PDF copy of the schedule view.