



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

# Genesys Engage cloud Agent's Guide

Bidding Assignment Pane

# Bidding Assignment Pane

## Important

This content may not be the latest Genesys Engage cloud content. To find the latest content, go to [Genesys Engage cloud for Agents](#).

You reached this pane by clicking on the name of a bidding scenario in the [Bidding Scenarios View](#).

As an agent, you can only access a bidding scenario for a specific period of time, which is known as the bidding window. The bidding window closes on the date and time that are labeled Bidding End Time in the upper left portion of the screen.

## To Modify and Navigate the Display:

1. Click one of these controls: **Show controls.. [+]**

Control	Description
<b>Sort</b> button	Sort the rows by day of the week, earliest shift start, earliest meal start, total weekly paid hours, ascending or descending.
<b>Filter</b> button	Filters the rows by days of the week, days off, shift start, first meal start time.
<b>View</b> drop-down menu	Display schedule information in the grid below, in one of these selected formats: start/end time, shift name, total daily paid hours, meals start/end times
<b>All</b> button	Display all schedules regardless of how your ranked them (default).
<b>Desired</b> button	Display only the schedules that you ranked as Desired.
<b>Unwanted</b> button	Display only the schedules that you ranked as Unwanted.
<b>Previous <i>n</i></b> button	Display the previous <i>n</i> schedules.
<b>Next <i>n</i></b> button	Display the next page, which contains <i>n</i> schedules (except for the final page, which may contain fewer).

2. Click the **Apply** button, or click **Cancel** to abandon the dialog without making your changes.

### To Rank a Schedule:

1. Select the check box in the far right column for each schedule that you wish to affect.
2. Click one of these controls to indicate your bids: **Show controls.. [+]**

Control	Description
<b>Add to Desired</b> button	Rank the selected schedules by adding them to the Desired view. Immediate results appear, as a ranking number in the Bid column of each selected shift. (These numbers are unique and consecutive, starting with one: 1, 2, 3, 4...)
<b>Add to Unwanted</b> button	Rank the selected schedules by adding them to the Unwanted view. Immediate results appear, as a [bracketed] ranking number in the Bid column of each selected shift. (These numbers are unique and consecutive, starting with one: 1, 2, 3, 4...)
<b>Remove</b>	Remove all selected schedules from the Desired or Unwanted current views. (You cannot remove anything from the All view.)

### The Schedules Grid

The grid displays information about the available schedules. The information varies depending on the View selected. Default: **Start/End Times**. The grid columns are:

#### Show grid columns.. [+]

Grid Column	Description
<b>Name</b>	Displays the schedule name and week numbers if the schedule bid is longer than one week.
<b>Days of the Week</b>	Each column displays schedule information for a day of the week, depending on the View selected. The Views are named (and they display the corresponding named values) for each day's shift and total for the week: <ul style="list-style-type: none"> <li>• <b>Shift Start/End Times</b></li> <li>• <b>Shift Names</b></li> <li>• <b>Total Daily Paid Hours</b></li> <li>• <b>Meals Start/End Times</b></li> </ul> <p><b>Note:</b> Regardless of the View selection, this column can also display the name of full day activity which is not a shift and/or does not have Time defined.</p>
<b>#</b>	Displays the number of instances of this exact schedule that are available to be bid on across the

Grid Column	Description
	contact center. For example, if the number in this column is 3, then 3 different agents can be granted this particular schedule.
<b>Weekly Totals</b>	Displays the total paid hours for the week, for each schedule.
<b>Bid</b>	Displays your current bid for this particular schedule.
<b>Check box</b>	<p>Displays a check box for each schedule bid. How to use it:</p> <ul style="list-style-type: none"> <li>• Select a check box to select the schedule on the same line.</li> <li>• Click Add to Desired or Add to Unwanted to add the selected schedule to the corresponding list.</li> <li>• Click Remove to remove the selected schedule from the list that it is currently on.</li> <li>• You can select multiple schedules.</li> </ul>