Workforce Management Web for Agents Help (Classic)

Bidding Assignment Filter View

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Bidding Assignment Filter View

You reached this window by clicking the **Filter** button in the Bidding Assignment pane.

Use the Filter dialog to limit the display of available schedules in the Bidding assignment window, in this way: Select days of the week and then a second characteristic which will apply to schedules which have shifts on those days.

1. Select some or all of the Days of the Week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) for each week. Your next selection(s) will apply only to schedules which have shifts on those days. Default setting: all days selected.

2. Select one of these three radio buttons:

Radio Button	Description
Show all	Undo all current filtering by disabling all other possible choices. Display all schedules.
By Days Off	Display only schedules which match the full Days Off that you select.
By Shift Start **And First Meal Time** (a check box that is enabled only if By Shift Start is selected)	Display only schedules with shifts that start no earlier than your **Earliest Start Time** setting and no later than your **Latest Start Time** setting, on your selected days. If you select the check box, both fields are required. Also, display only schedules that have shifts with a first meal that starts no earlier than your **Earliest Start Time** setting and no later than your **Latest Start Time** setting. If you select the check box, both fields are required.

3. Click **Submit** to apply your choices, or click **Cancel** to abandon the dialog without applying them.