Workforce Management Web for Agents Help (Classic)

Bidding Assignment Unwanted View

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Bidding Assignment Unwanted View

You reached this window by clicking the **Unwanted** tab in the Bidding Assignment Pane.

Use the **Unwanted** view to reorder your bids for schedules that you not want.

Ranking Your Bids

Your bids are already ranked when you reach this view; that happened when you clicked **Add to Unwanted** in the **Bidding Assignment** pane. Your most unwanted bid is numbered 1.

1. Select the number in the Bid column box, and enter a different number.

> ### Important
>
> If you change the rank of one of your bids and click **Apply**, the rest of your bids will be renumbered accordingly.

2. Click **Apply** to implement your change, or **Cancel** to abandon it.

Repeat as necessary to achieve the bid order that you want.

Removing Shifts from the Unwanted View

To remove one or more shifts from the **Unwanted** view:

1. Select the check box in the far right column of every shift that you wish to remove.
2. Click **Remove** to move the selected shift(s) to the **All** view and set the bid ranking to 0.
   or
   Click **Desired** to move the selected shift(s) to the **Desired** view.