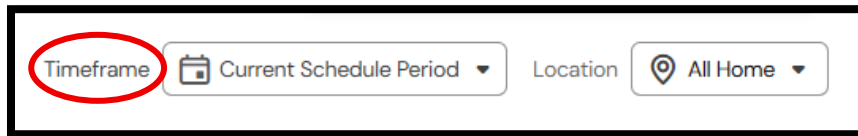


# HOW TO VIEW SCHEDULES BY DEPARTMENT

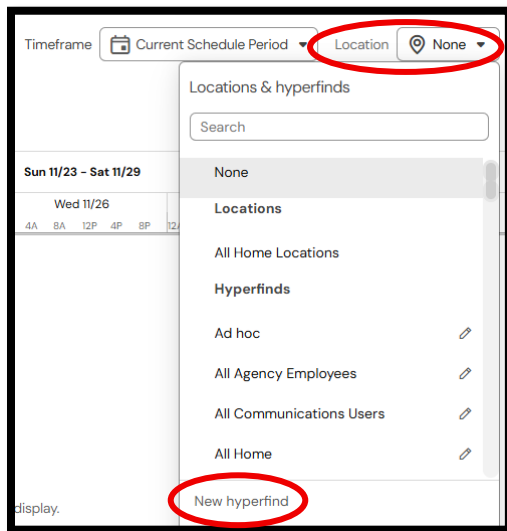
Managers can view schedules individually by department if needed.

**Home > My Team > Team Plan drop-down > Schedule Planner**

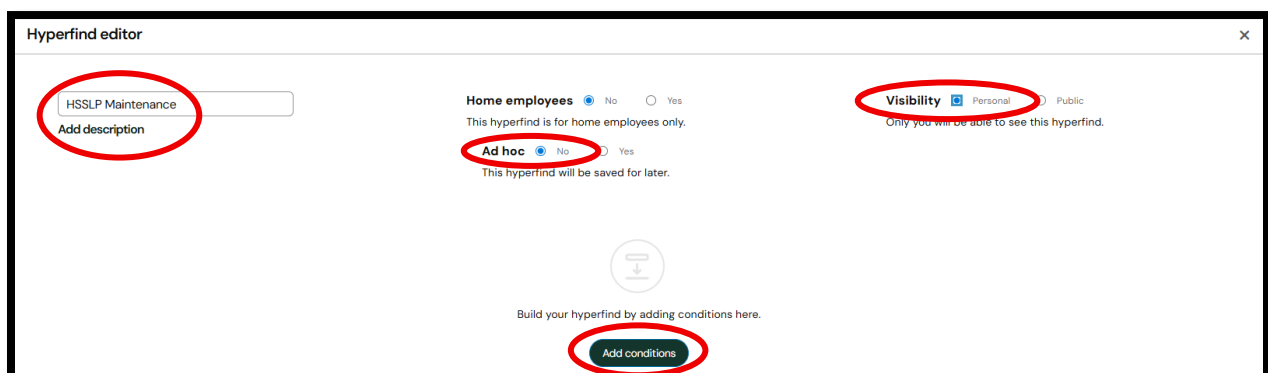
- From the Adv Schedule Planner page you can change the **Timeframe** in the upper right-hand corner if needed (ex. Current Schedule Period)



- Click the **Location** drop-down in the upper right-hand corner and go to **New Hyperfind**



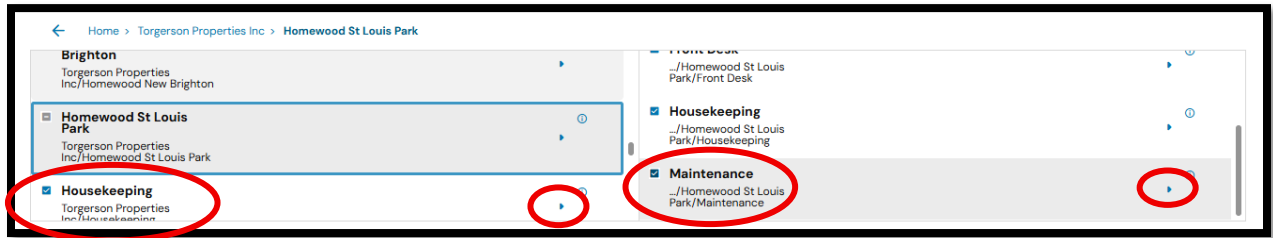
- The **Hyperfind editor** screen will appear. Change **Ad Hoc** to **No**, **Visibility** to **Personal** and **Add a Description** (Ex. HSSLP Maintenance). Then click **Add Conditions**



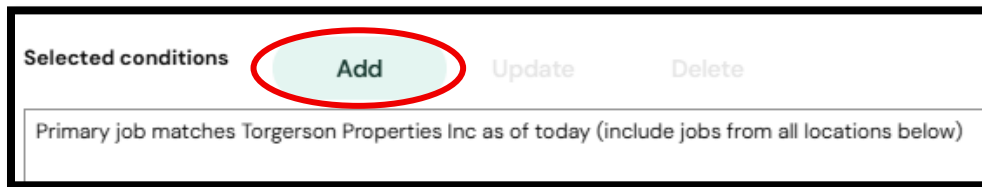
- Select **Torgerson Properties Inc** or select the **blue arrow**



- Select the appropriate **property** and **position** (Ex. Homewood Suites St. Louis Park and Maintenance) and click the **blue arrow** next to each section



- Click on **Add** and a brief description will appear below



- Then click **Apply** and **Save**. The location and position you created will auto-populate in the **Location** field and you will see a **blue star** next to the position that was created.

