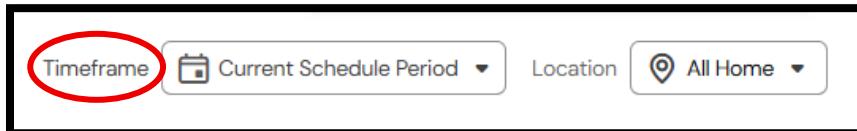


# HOW TO VIEW SCHEDULES BY DEPARTMENT

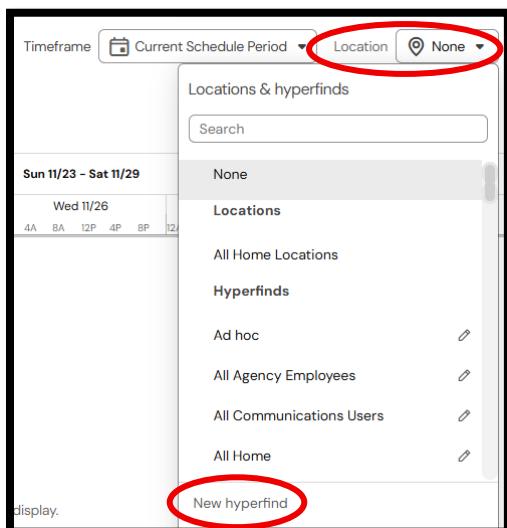
Managers can view schedules individually by department if needed.

## My Team > Team Plan > Schedule Planner

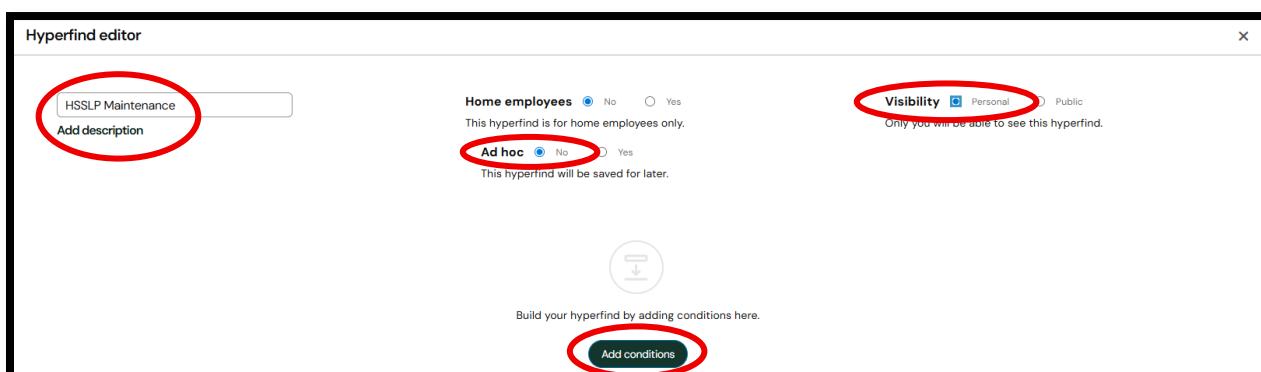
- From the Adv Schedule Planner page you can change the **Timeframe** in the upper right-hand corner if needed (ex. Current Schedule Period)



- 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

The screenshot shows a software interface for managing locations and positions. On the left, under 'Brighton' (Torgerson Properties Inc./Homewood New Brighton), there is a list of locations: 'Homewood St Louis Park' and 'Housekeeping'. 'Housekeeping' is selected, indicated by a blue border. On the right, under 'Front Desk' (./Homewood St Louis Park/Front Desk), there is a list of positions: 'Housekeeping' and 'Maintenance'. Both 'Housekeeping' and 'Maintenance' are selected, indicated by checked checkboxes. Red circles with blue outlines highlight the 'Housekeeping' entry in the left list and the 'Maintenance' entry in the right list, both of which have blue arrows pointing to the right.

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

The screenshot shows a software interface for managing selected conditions. At the top, there is a header with 'Selected conditions', 'Add' (highlighted with a red circle), 'Update', and 'Delete'. Below the header, a message states: 'Primary job matches Torgerson Properties Inc as of today (include jobs from all locations below)'. The 'Add' button is the primary focus, indicated by a red circle.

- 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.

The screenshot shows a software interface for managing locations. At the top, there is a dropdown menu with 'Location' (highlighted with a red circle) and a search bar with 'HSSL Maintenance 1'. Below the search bar, there is a list of locations: 'Employees with Unapproved Time...', 'HSSL Maintenance 1' (highlighted with a red circle and marked with a blue star), 'Manager with Unapproved Timeca...', and 'My Direct Team'. The 'HSSL Maintenance 1' entry is the primary focus, indicated by a red circle.