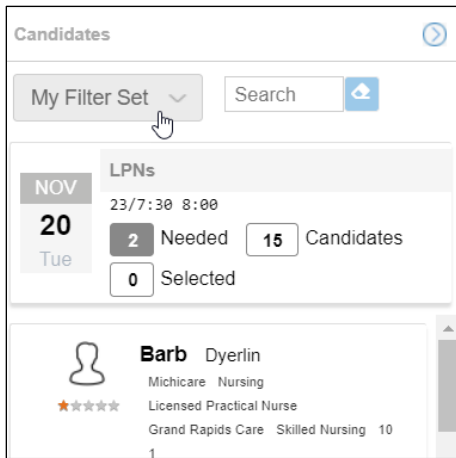


Visual Scheduling: Filtering a Candidate List

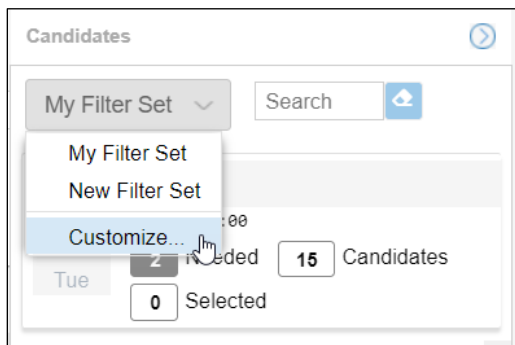
A candidate list can be managed more easily by applying filters to narrow the list to the most relevant candidates based on eligibility and availability for the coverage schedule. A default filter set, called “My Filter Set” is already available in the filter list. You can modify this filter set to meet your needs or add a new filter set.

To apply a filter set to a candidate list, click the **My Filter Set** button. The list will be modified base on the filters in the set.

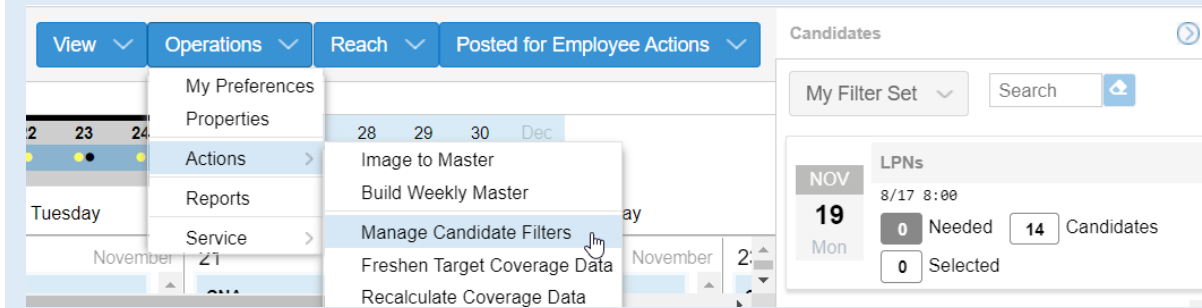


To Modify a filter set:

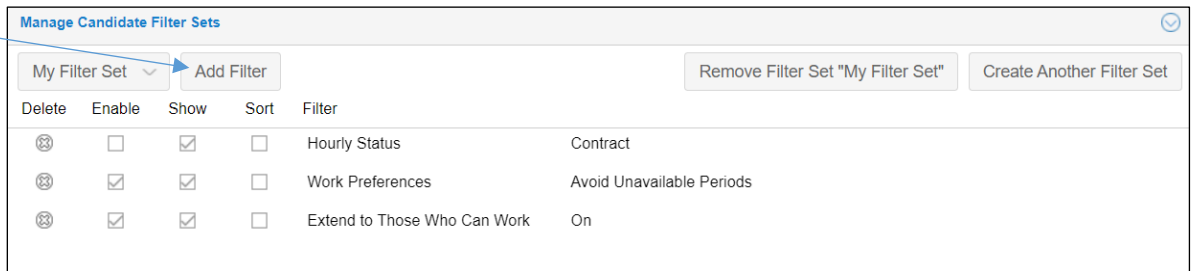
1. Expand the My Filter Set drop-down menu and select **Customize** to open the Manage Candidate Filter Sets panel.



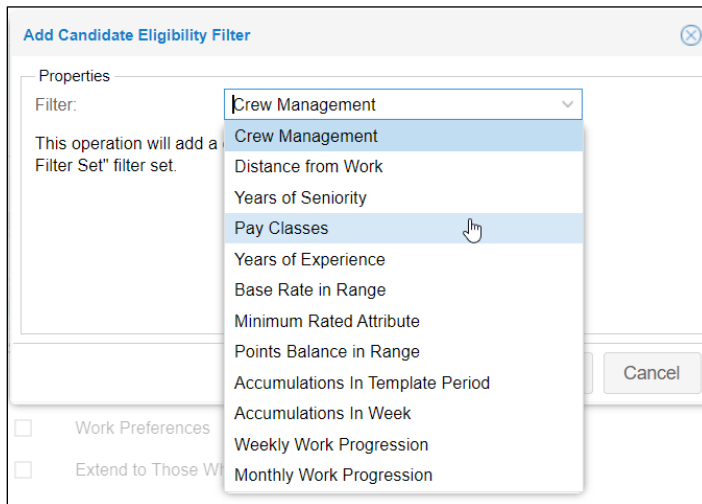
You can also access the Manage Candidate Filter Sets panel from the Operations drop-down list in the template page.



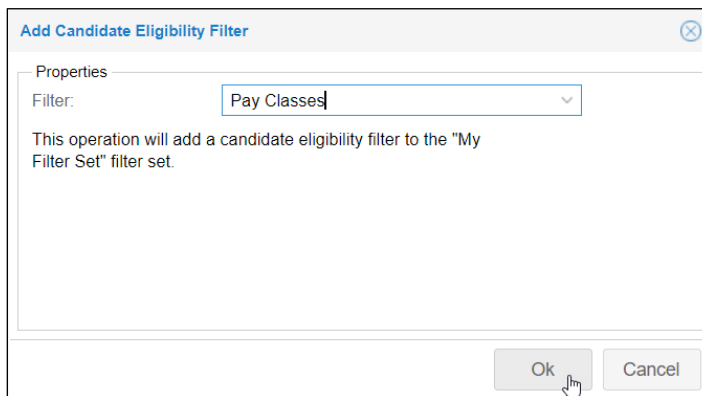
2. Click the **Add Filter** button in the Manage Candidate Filter Sets panel.



3. Select a filter from the *Filter* field drop-down list in the *Add Candidate Eligibility Filter* window.



4. Click the **OK** button.



The filter you selected is added to the list of filters.

5. Select how you want the filter applied by enabling the options Enable, Show, Sort.

Delete	Enable	Show	Sort	Filter	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hourly Status	Contract
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work Preferences	Avoid Unavailable Periods
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extend to Those Who Can Work	On
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pay Classes	No Selections

Enable, Show and Sort checkboxes

Pencil icon

Enable Allows filters to be used in selecting candidates to fill work positions.

Show Displays the filter but can only be used for selecting candidates when the filter is also enabled.

Sort Allows sorting in the list of candidates by the selected filter.

Some filters have additional properties that you need to define. For example, with the Pay Classes filter you need to select which pay classes to include. To do this, click the **Pencil** icon in the filter row. Enable the appropriate pay class in the *Filter Properties* window.

Filter Properties ✕

Please Select

Selections

HRL:

SAL:

MFT:

CON:

Ok Cancel

Filters that have show enabled are displayed in the candidate tile.

Data for filters with Show enabled

Extended Reach Filter

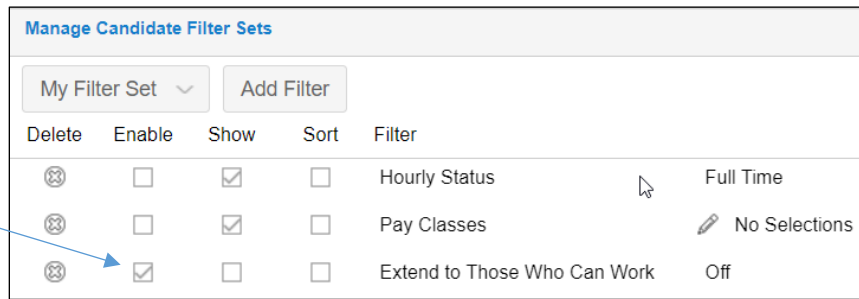
The extended reach filter, when enabled with Reach turned on, can bring in more eligible candidates to the list. Employees the extended reach filter brings into the candidate list are determined by the extended work position labor pool. These are employees who are eligible to work the selected position based on being assigned to the workgroup set of the extended labor pool or have a personal transfer rate assigned that matches the workgroup of the selected position.

To add the extended reach filter:

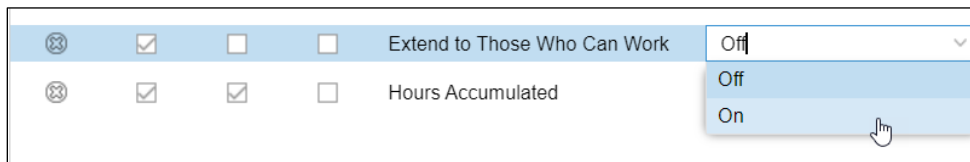
1. Check Reach in the template window to make sure it is turned on. If not, click **Reach** and enable the Extend Candidate Search checkbox in the *Extended Reach* window.

2. Click the **Add Filter** button in the Manage Candidate Filter Sets panel and select **Extended Work Position Labor Pool**.

3. Enable the filter by clicking the Enable checkbox.



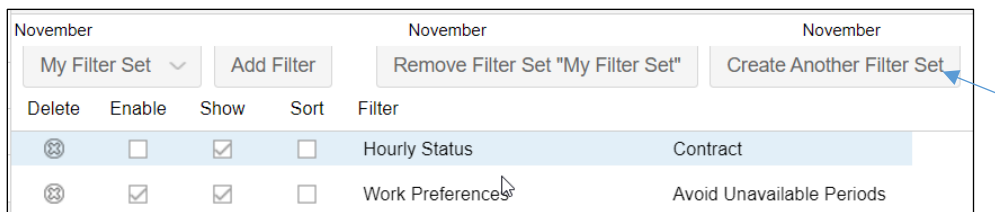
4. Click the *Off* field and select **On** from the drop-down list.



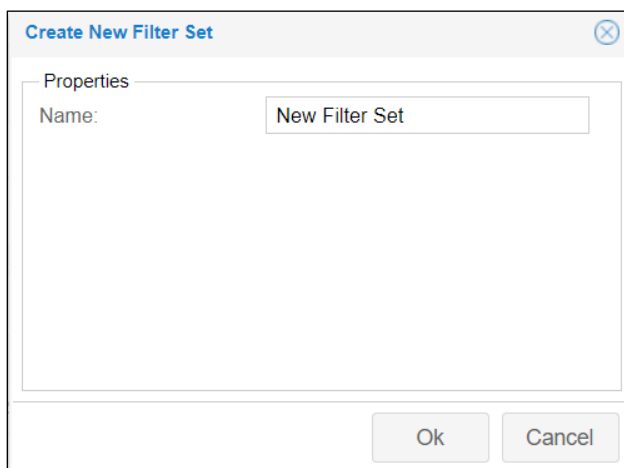
Add a New Filter Set

To add a new filter set:

1. Click the **Create Another Filter Set** button in the Manage Candidate Filter Sets panel.

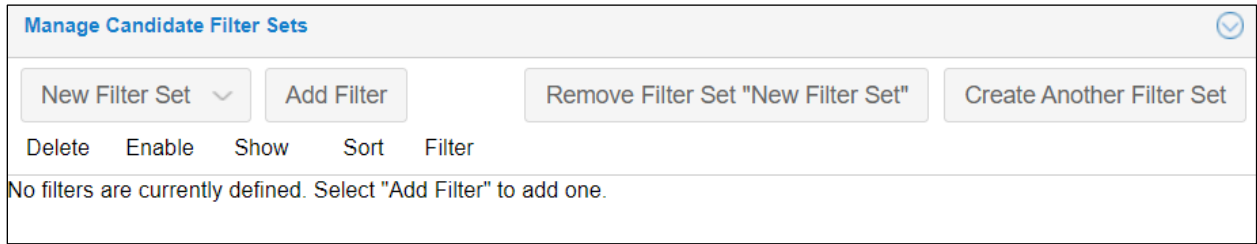


2. Type a name for the new filter set.



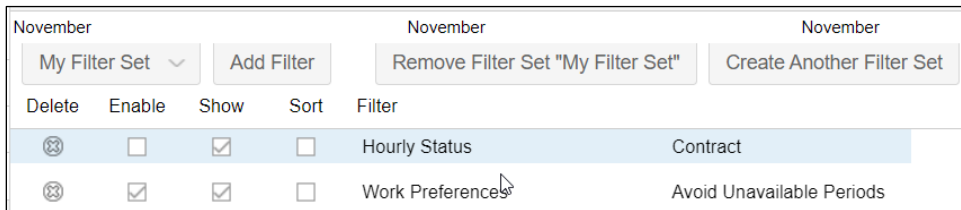
3. Click the **OK** button.

4. Add filters to the new filter set using by clicking the **Add Filter** button.



Remove a Filter Set

You can remove a filter set by clicking the **Remove Filter Set [Name of Filter]** button.



Confirm that you want to remove the filter set by enabling the confirmation checkbox.

