



How to Create Custom Locations

- This function does not work for timekeeping.
- This is typically done in any of the scheduler tools and is used when you have multiple departments that you want to separate or if you want to segment off certain groups of employees based on department or job.
- The view will default to **All Home Locations**, which will include all of the employees which report to you or your subordinates.
- On the upper right-hand side above the schedule, select the icon below and a drop-down box will appear.



- See the drop-down box below.

The screenshot shows a software interface with a top navigation bar and a main content area. The top bar includes a 'View by Employee' dropdown, a 'Quick Actions' button, and several icons for 'Show / Hide', 'Gantt View', 'Zoom', 'Tools', and 'Generate Schedule'. The main content area has a table with columns for 'Name', '[0/0]', 'Primary job', and 'Scheduled ...'. A dropdown menu titled 'Locations & Hyperfinds' is open on the right side of the interface. The menu has a search bar and a list of items: 'None', 'Locations', 'All Home Locations', and a list of specific locations: '11th', 'Admin', 'CTU', 'CVICU', and 'Emergence Services'. Each location item has a star icon and a blue arrow icon. At the bottom of the menu are two links: 'New Hyperfind' and 'Select Locations'.

- Highlight and click **Select Locations**.
- Your available locations will be displayed on the left-hand side of the box.
 - Selecting the blue arrow will allow you to drill down to sub departments or jobs.



- Selecting the box will add that department or job to the current list that you wish to view.

Select Locations ×

▼ Locations Selected | Favorites Select Favorite ▼ As Of 12/05/2024 📅

USA > 901 > NURSING > 901620-UH 5th Floor ℹ ×

Select All Search 🔍

← [Home](#) > [USA](#) > [901](#) > [NURSING](#) > [901620-UH 5th Floor](#)

☐ 901608-UH Patient Transport USA/901/NURSING/901608-UH Patient Transport ▶ ℹ	Jobs
☐ 901609-UH 6th Floor USA/901/NURSING/901609-UH 6th Floor ▶ ℹ	☒ RN SUPVR USA/901/NURSING/901620-UH 5th Floor/RN SUPVR ℹ
☐ 901610-UH PICC Team USA/901/NURSING/901610-UH PICC Team ▶ ℹ	☒ RN USA/901/NURSING/901620-UH 5th Floor/RN ℹ
☒ 901620-UH 5th Floor USA/901/NURSING/901620-UH 5th Floor ▶ ℹ	☒ RN MGR USA/901/NURSING/901620-UH 5th Floor/RN MGR ℹ
	☒ PCT USA/901/NURSING/901620- ℹ

Save As Cancel Apply

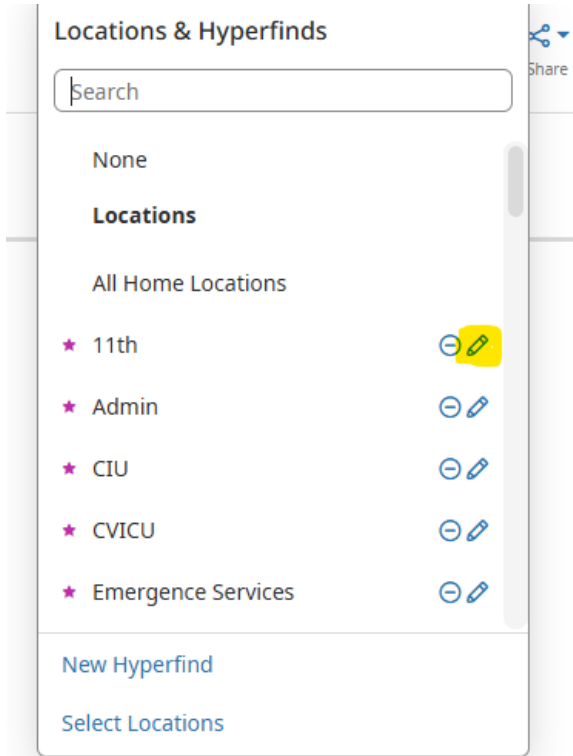
- Once you are finished, select **Apply**.
- You can also **Save As** to name this location and save it as a favorite for easier access.

Editing a Saved Location

- On the upper right-hand side above the schedule, select the icon below and a drop-down box will appear.



- See the drop-down box below.



- Select the edit icon to the right of the location that you wish to edit.
- Use the X to the right of the department to remove selected departments or jobs from your location.
- Use the check boxes to add departments to your location.



Edit Locations - Staffing



▼ Locations Selected | Favorites Staffing As Of 12/05/2024

USA > 907 > NURSING > 907636-Prov Central Telemetry Monitor



USA > 907 > NURSING > 907757-Prov Cardiac Intervention Unit



USA > 907 > NURSING > 907632-Prov 9th Floor Med Surg



Select All

Search



← Home > USA > 907 > NURSING

USA/907/MED STAFF



☐ NURSING

USA/907/NURSING



☐ OUTPATIENT

USA/907/OUTPATIENT



☐ PHARMACY

USA/907/PHARMACY



Locations

☐ 907601-Prov Nursing Services-Admin

USA/907/NURSING/907601-
Prov Nursing Services-Admin



☐ 907607-Prov RN Float Pool Oth Spec Nursing

.../907/NURSING/907607-
Prov RN Float Pool Oth Spec
Nursing



Cancel

Save

• Select **Save**.