

Customize your schedule views

Whether you’re assigning coverage, reviewing hours, or sharing schedules, custom views help you work faster. Learn how small layout and filter changes can make everyday scheduling easier.

Filters to focus your view

Filters let you adjust the same schedule in different ways, and change layout on each calendar lets you further customize what information is shown. There are four common ways to filter your view and the best one depends on the task.

Status▼

Used for part-time, full-time, or special flags to quickly show *who someone is*

Categories▼

Used for shift types, events, or clients to show *what kind of shift it is*

Positions▼

Used for locations, jobs, and roles to show *what work is being done*


Teams▼

Used for staff groups and manager responsibility to show *who you manage*


Common scheduling tasks each day

Building or adjusting the schedule

You want speed for getting schedules done, with less scrolling, faster edits, and fewer missed conflicts.




Best views
By Employee or Grid View



Customize layout

- Show approved or pending time off
- Adjust font size or name order to fit more staff on screen




Filter view


- By position to focus on role coverage
- By category to work on specific shift types (ex: weekends, nights)
- By team to see only the staff you manage or other departments

Reviewing coverage, hours, or time off

You want clarity before publishing by spotting gaps, over staffing, and approving time off with context.




Best views
Calendar Weekly or Statistics



Customize layout

- Show or hide total hours, time off, and shift notes




Filter view


- By position to see who’s working where
- By category to see what type of shifts are covered
- By team to review only your group’s schedule

Sharing or publishing the schedule for your team

You want clean, clear assignments for fewer questions, fewer missed shifts, and more schedule confidence.




Best views
Calendar Weekly or Monthly



Customize layout

- Adjust font size for readability or printing
- Choose how names appear (first, last)
- Hide internal-only details and notes



Filter view

- By position group or category group to make shifts easier to scan
- By team to partially publish your team’s schedule

Try it out today

- Pick one schedule view you already use
- Apply one filter
- Click change layout

Save and you’re ready! Your filtered view will follow you to other views until you change it. Need more guidance? Reach out to our team or learn between shifts in our help center.

- [How to change calendar layout](#)
- [How to setup employee status icons](#)
- [How to partially publish schedules](#)
- [How to create location groups](#)