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Workforce Management Web for Agents Help (Classic)

Bidding Assignment Desired View

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You reached this view by clicking the **Desired** tab in the **Bidding Assignment** pane.

Use the **Desired** view to reorder your bids for schedules that you want.

Ranking Your Bids

Your bids are already ranked when you reach this window; that happened when you clicked **Add to Desired** in the **Bidding Assignment** pane. Your most desired bid is numbered 1.

To change a single bid:

1. Select the number in the Bid column box, and enter a different number.

Important

If you change the rank of one of your bids and click **Apply**, the rest of your bids will be renumbered accordingly.

2. Click **Apply** to implement your change, or **Cancel** to abandon it.

Repeat as necessary to achieve the bid order that you want.

Removing Schedules from the Desired View

To remove one or more shifts from the **Desired** view:

1. Select the check box in the far right column of every schedule that you wish to affect.
2. Click **Remove** to remove the selected schedule(s) from the **Desired** view and set the bid ranking to 0.
or
Click **Unwanted** to move the selected schedule(s) to the **Unwanted** view.