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Workforce Management Web for Agents Help (Classic)

Bidding Assignment Sort View

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You reached this window by clicking the **Sort** button in the **Bidding Assignment Pane**.

Use the Sort dialog to display the available schedules in the Bidding assignment Window in a special order, in this way:

1. Select a day of the week and then a second characteristic which will apply to schedules with shifts on that day.
2. Select one of these radio buttons:

| Control | Description |
|--------------------------------|---|
| Day of the Week | Select one day only: Sun, Mon, Tue, Wed, Thu, Fri, Sat. |
| Earliest Shift Start | Sort by shift start time (default). Days Off are listed after all schedule days with shifts. |
| Earliest Meal Start | Sort by first meal start time. Schedules which contain shifts without meals are listed after all schedules which contain shifts with meals. |
| Total Weekly Paid hours | Sort by total weekly paid hours. |

3. Select a sorting method: either **Ascending** or **Descending**.
4. Click **Submit**, or click **Cancel** to abandon the dialog without making your changes.