

View Manager

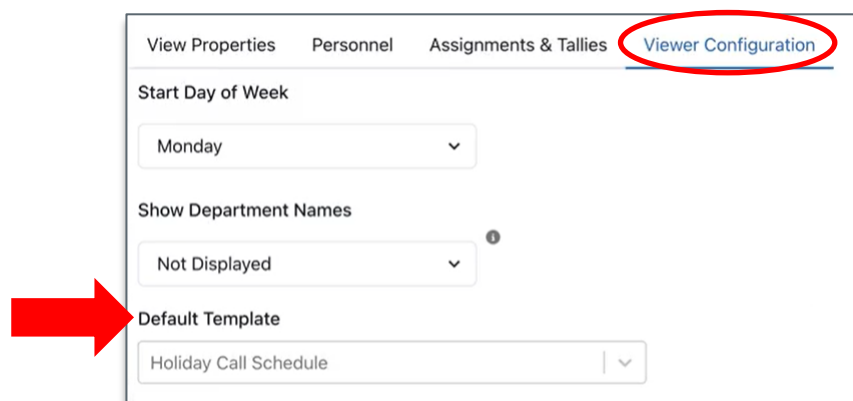
View Default Template

Overview

Admins can set a **Default Template** for each View within View Manager. This ensures a consistent experience for users when using the **Add Shift**, **single Fill/Request**, and **bulk Fill/Request** tools in Viewer. It streamlines workflows and reduces manual template selection errors.

Configuration

When creating or updating a View within View Manager, you can assign a Default Template in the Viewer Configuration tab.



The screenshot shows the 'Viewer Configuration' tab selected. It contains the following settings:

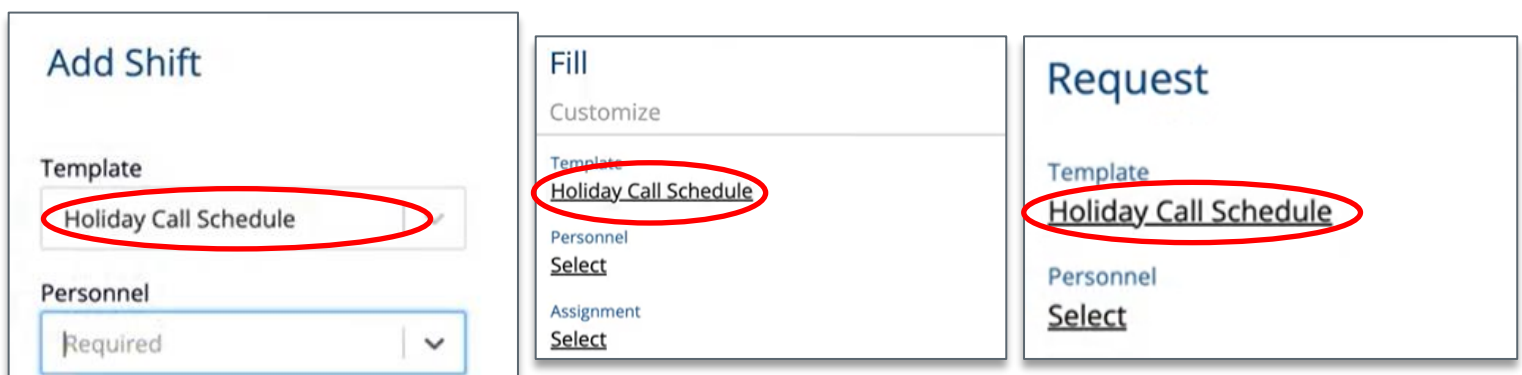
- Start Day of Week: Monday
- Show Department Names: Not Displayed
- Default Template: Holiday Call Schedule

The Default Template dropdown will only display templates that were selected in the **View Properties** tab during the View setup.

Viewer Tools

The selected default template auto-populates when users access Add Shift, single Fill/Request, or bulk Fill/Request tools.

Note: If a user does not have access to the default template set by the admin, the system will automatically default to a template that the user does have access to.



The three screenshots show the 'Add Shift', 'Fill', and 'Request' tools. In each tool, the 'Template' dropdown menu is pre-filled with 'Holiday Call Schedule', which is circled in red.

- Add Shift:** Template: Holiday Call Schedule, Personnel: Required
- Fill:** Template: Holiday Call Schedule, Personnel: Select, Assignment: Select
- Request:** Template: Holiday Call Schedule, Personnel: Select