

Creating an Approval Filter Updated 10.27.2020

After logging into Telestaff you should see the number of outstanding approvals from today's date plus 14 days. The requests appear on the Dashboard.

You can narrow these requests down to a specific department, area, work code, etc.



Click on View All Requests

Requests

10/27/2020 - 11/10/2020

39 New Requests

[View All Requests](#)

0 Requests Approved

0 Requests Pending

0 Requests Denied

[View Details](#)

[View My Personal Calendar](#)

Create Approval Filter

Filter Requests



Clear

Apply

<no filters>

Available to All Users

From

10/27/2020



Through

11/10/2020



Request Status

None Selected

Work Code

None Selected

Shift

None Selected

Specialty

None Selected

Rank

None Selected

Organization

Search for an item

Adjust your range of dates here. Defaults to today plus 14 days.

You can select one or more work codes here.

Example: Overtime Training Pay or Court Time Off Duty Comp

It is typically best to narrow down to the region level if needed. Station is helpful if you are only looking at one shift. Going further than that is not necessary.

Department examples:

- Communications Department
- Racine County Sheriff's Office

Area examples:

- Communications Department
- All Training
- Operations
- Racine County Jail

Region examples:

- Communications Department
- Courts
- Investigations
- Patrol

Station examples:

- Communications 1st Shift
- Courts 1st Shift
- Investigations 2nd Shift

Unit examples:

- Communications Pool 1st Shift
- Metro Investigation

Position examples:

- Communications Dispatcher #1
- Metro Investigator #1

Create Approval Filter

Once you have made your selection click Apply to see the results. To save the filter for future use click the save icon and then Save As. Enter the name of the filter and click ok to save.

The screenshot shows a filter configuration form. At the top left, a save icon (a floppy disk) is highlighted with a red box. A dropdown menu is open from this icon, with the 'Save As...' option highlighted in blue. To the right of the save icon are 'Clear' and 'Apply' buttons. Below the save icon, there are several filter criteria, each with a calendar icon to its right:

- Date: 10/27/2020
- Through: 11/10/2020
- Request Status: None Selected
- Work Code: None Selected
- Shift: None Selected
- Specialty: None Selected
- Rank: None Selected
- Organization: Search for an item

Save As



Required field. *

Filter Name *

Cancel OK

Now when you go in to do your approvals, if you click the filter drop-down you will see your saved filters.

Click the filter, adjust your dates, and click Apply.

The screenshot shows a dropdown menu for filters. The top option is '<no filters>'. Below it, several filters are listed, with '[Admin]' selected and highlighted in blue:

- [Admin]
- [Communications]
- [Court Time Off Duty]
- [Investigations]
- [Jail]
- [Jail 2nd shift]
- [Jail 3rd shift]
- [Metro]