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

Create Approval Filter

Filter Requests

[save icon ▾]   Clear   **Apply**

<no filters>   ▾

☐ Available to All Users

From

10/27/2020   📅

Through

11/10/2020   📅

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

Request Status

None Selected   ▾

Work Code

None Selected   ▾

→ You can select one or more work codes here.

Example: Overtime Training Pay or Court Time Off Duty Comp

Shift

None Selected   ▾

Specialty

None Selected   ▾

Rank

None Selected   ▾

Organization

Search for an item

→ 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

KRONOS TeleStaff

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.

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.