**When reviewing or processing pending PTO and R-shift tasks in Clairvia Web, it may be helpful to set a filter. If more than one profile is managed, each will need to have a filter established.**

Creating Filters for PTO/R Shift Requests

STEP 1: In the **Schedule** drop down from the Clarvia Web toolbar, select **Administer Requests**.

STEP 2: Click **Setup** in the upper-right corner of the page.

STEP 3: Click **Add** in the upper-left and **Name** the filter accordingly.

STEP 4: **Profiles Tab** – Check the appropriate profile you are building the filter for, and then click **Add>>**.

STEP 5: **Tasks Tab** – In the drop-down, pick your profile, select the appropriate Tasks, and then click **Add>>**.

STEP 6: **Employees Tab** – Check the box in front of profile name, then click **Add>>**.

STEP 7: Once complete, click **Save,** then **Select.**

- When selecting a filter, that filter will persist when logging out of Clairvia Web and will still be visible when logging back in. Please change the filter drop-down in the upper-right corner to (none) when done using that filter.
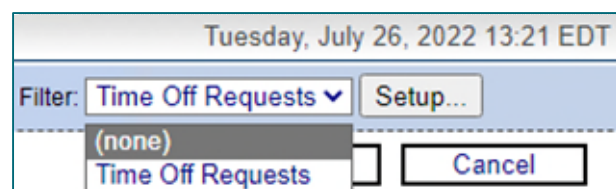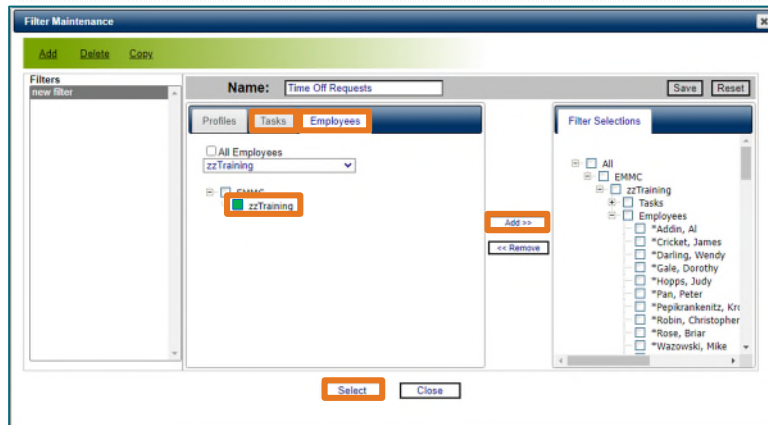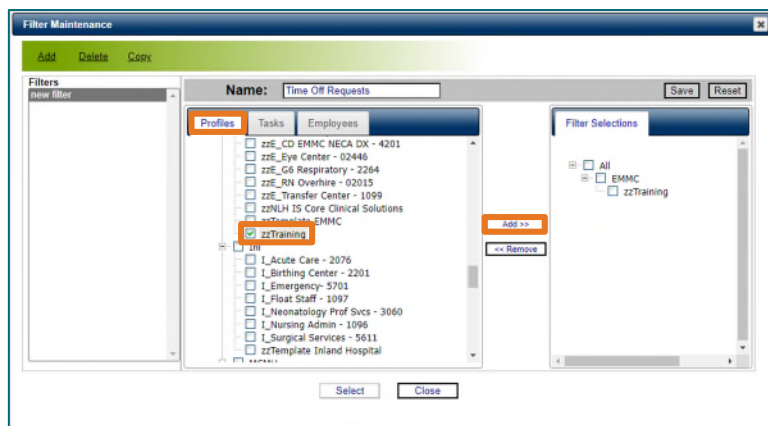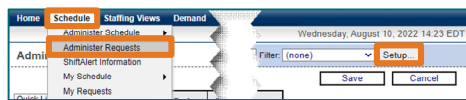
NOTE: **When new tasks are created related to PTO/R-Shifts or for new hires or transfers, the Tasks and/or Employees tab will need to be updated, so the filter will display the new task or employee.**