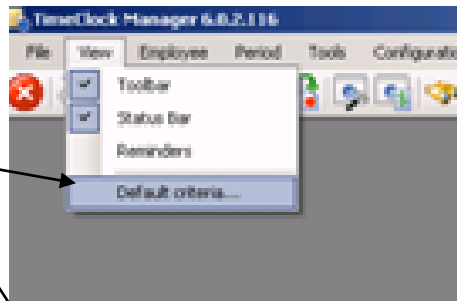
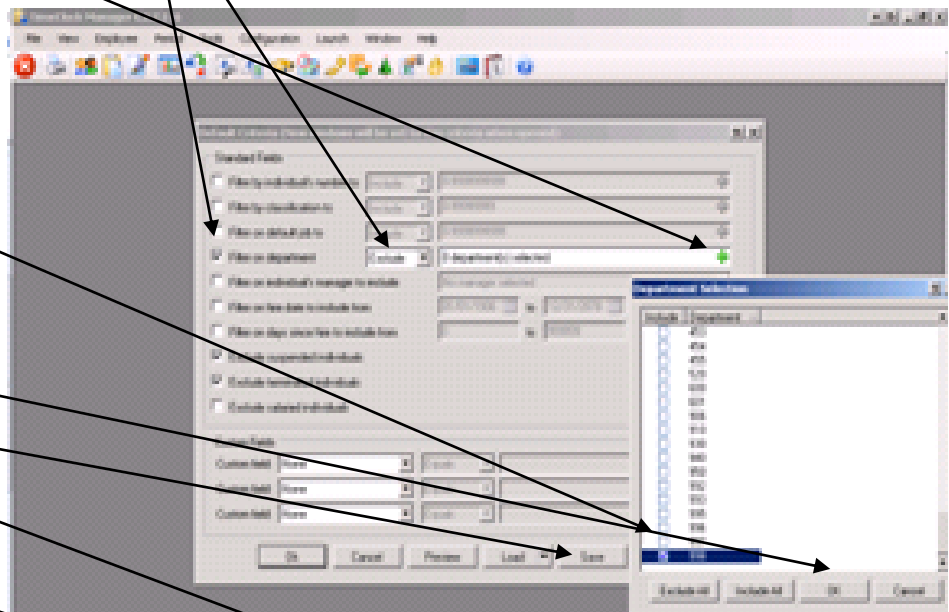


**Setting Default Criteria**

1. Click on **View> Default Criteria**
2. Check the box next to **Filter on Department**
3. Change the drop down from Include to **Exclude**
4. Click on the **Green Plus (+)** to the right



5. Check the boxes next to the numbers **800, 992, 993, 997** and **998** Note: If there are other numbers in the 900's they may need to be checked.



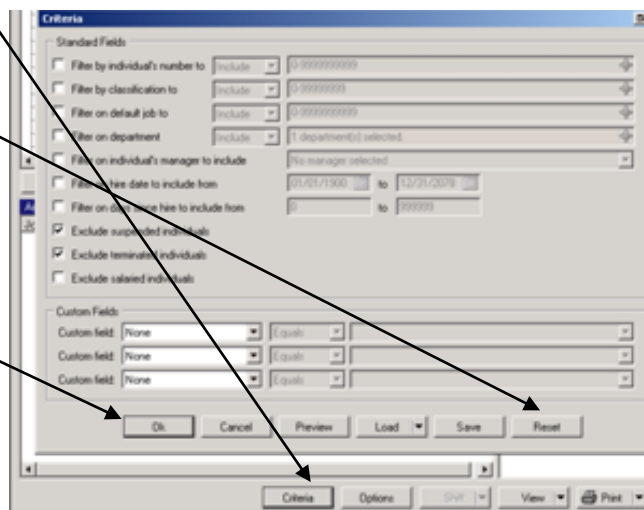
6. Click **OK**
7. Click **Save**
8. Type in **GLOBAL** (in CAPS)
9. Click **OK**

The next time you log in you should only see your base staff members



**When you want to see all of the substitutes you will**

1. Click the **Criteria** button on the bottom left hand corner of the screen you are in
2. Click **Reset** on the bottom right hand of the criteria selection screen
3. Click **OK**



Note: To get back to your base staff close out of the screen you are in and enter back into it