

# Changing Settings to 3 Week View

- From the main menu page, click on **UltraView**.



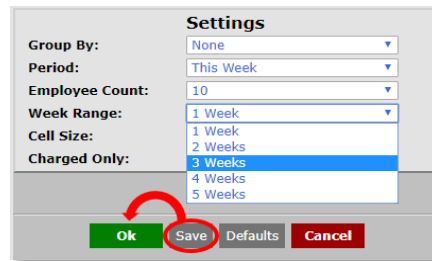
- Initially your screen will look like something like this.

Refresh Filter Global Macro Lock Reports Settings Help Station: All NotConfirmed: Confirm Back						
Hours	Schedules	Absences	Exceptions			
Employee Name	Total	Confirm	Sat 04-20	Sun 04-21	Mon 04-22	Tue 04-23
Student, Stanley P 90000001						
Schedule, Skylar M 90000005						
Timeclock, Timothy A 90000003						
Webtime, Wendy J 90000004						
Partimer, Patricia D 90000002						

- Click on **Settings**.



- Drop down the **Week Range** to **3 Weeks**, then click **Save** and **Ok**. *NOTE: If you do not click **Save** first, it will only change the view **one time**.*



- Your screen will now look something like this, with the **current and two prior weeks**.

Hours	Schedules	Absences	Exceptions			
Employee Name	Total	Confirm	Sat	Sun	Mon	Tue
Schedule, Skylar M 90000005	H:29.34	<input checked="" type="checkbox"/>	10.92 IE OL OH	ABS		9.22 IE OE UH
	H:32.77 A 8	<input checked="" type="checkbox"/>	7.88 OE UH			8.48 IE OE UH 8.13
Timeclock, Timothy A 90000003	H:42.7 A 4	<input checked="" type="checkbox"/>			10.65 SO	10.63 SO 3 INH
	H:36.23 A 8	<input checked="" type="checkbox"/>			10.60 SO	8.00 SO 7
Webtime, Wendy J 90000004	H:32 A 8	<input checked="" type="checkbox"/>			8.00 SO	8.17 SO 7
	H:24 A 10	<input checked="" type="checkbox"/>			8.00 SO	VAC: 2.00(P) 8