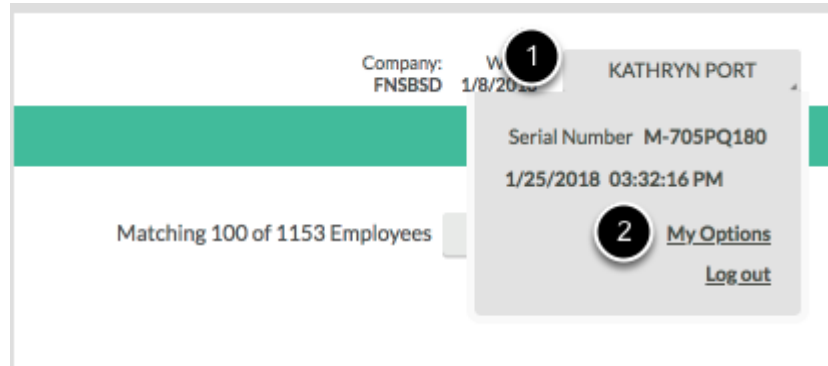


Filters: How to Apply a Global Filter by Location

By setting your Global Filter, you are setting the default filters for individual hours, group hours, and reports. This step is necessary in order to filter out districtwide employees such as subs and temps from your view.

Select Your Name



1. Select your name in the upper right-hand corner.
2. A dropdown menu will appear. Select **My Options**.

Select Global Filter

USER OPTIONS

A screenshot of the 'USER OPTIONS' page. The 'General' tab is selected. Under the 'Personal' section, there are fields for 'First name KATHRYN', 'Last name PORT', 'Employee KATHRYN PORT [10815]', 'Department HUMAN RESOURCES', 'Network ID 10815', 'LDAP User Name f10815', 'Email Address kathy.port@k12northstar.org', and 'SMS Address'. Under the 'Options' section, there is a 'Global Filters' section with a red circle '1' over the plus sign. Below it, the 'Employee Filter' is highlighted with a red box and a red circle '2' over it.

1. Open up the **Global Filter** by clicking on it.
2. You'll see the **Employee Filter** appear. Click this to open it.

Custom Field Filter

Employee Filter

Preview Load Save as Reset All

Include

Search

<input type="checkbox"/>	610
<input type="checkbox"/>	615
<input type="checkbox"/>	620
<input type="checkbox"/>	625
<input checked="" type="checkbox"/>	630
<input type="checkbox"/>	635
<input type="checkbox"/>	640
<input type="checkbox"/>	645
<input type="checkbox"/>	650

18 of 1153 employees match

Cancel Filter

1. Check the box next to **Location** to select this filter.
2. You need to know your location code which is the first three digits of your long account code. Your admin secretary will know this code if you don't have it.
3. Select **Filter**.

Save this Filter.

Expand all Collapse all

Cancel Save

Select the **Save** button in the top right-hand corner.

You Should Now Only See the Staff in Your Location

The screenshot shows the TimeClock Plus interface. At the top, there is a navigation menu with four tabs: HOURS, SCHEDULES, EMPLOYEE, and RE. The HOURS tab is selected and highlighted in green. Below the navigation menu, there are two sub-tabs: Individual Hours and Group Hours. The Individual Hours tab is selected and highlighted in green. Below the sub-tabs, there is a search bar with the text 'Search' and a magnifying glass icon. To the right of the search bar, there is a dropdown menu with the text 'No employee is selected'. Below the search bar, there is a table with two columns: 'Showing 18 records of 18' and 'No employee is selected'. The table has two rows: 'HUMAN RES... KATHRYN PORT' and 'HUMAN RES... BERNICE CREEK'. A circular callout with the number '3' is positioned over the 'No employee is selected' text in the table.

1. Select **Hours**.
2. Select **Individual Hours**
3. You will now only see the staff assigned to your building.