UTILIZING FILTERS FOR YOUR EMPLOYEES

When you are within your Plan Content click on Select to the right of Employees.

Then the employee screen will move into view. Click on Filters

Click on Add Filters
Start typing the field you would like to filter on. For this example I used Agency Subsection Name – Employee. The – Employee means that you are applying the filter to the employee dictionary.

Then select your operator. It works best if you select Equal to.

Then start typing the name of the item you would like to search by. Then some options will start to show up for you to select from.
Then click Close

Then the system will take you back to the dictionary. It will show that your filter has been applied.