

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

The screenshot shows the employee list screen with a search bar and a table of employees. A yellow arrow points to the 'Filters' button.

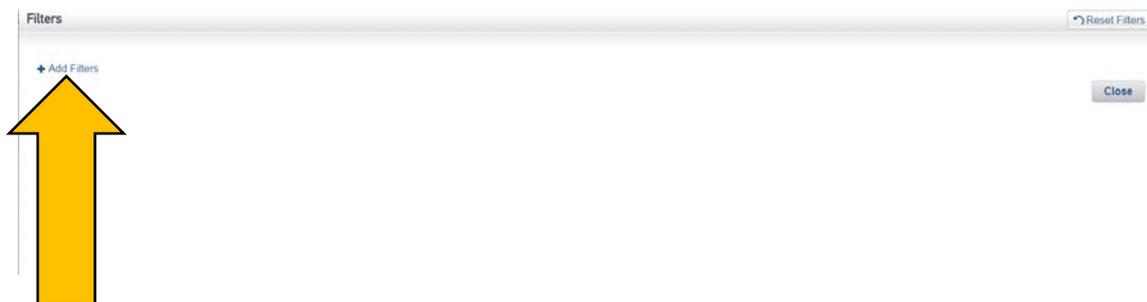
Search by Employee

Displaying 1 - 100 of 4,271

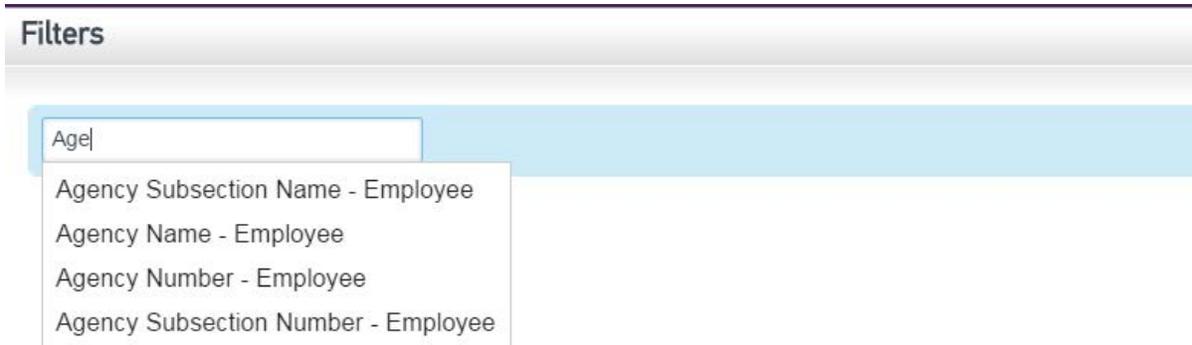
[Filters](#)

JOB TITLE	AGENCY NAME	AGENCY SUBSECTION NAME
Educational Services Tech/Para	North Dakota State University	Library
Extension Specialist	North Dakota State University	Ext Ctr for 4-H Youth Dev
Non-employee	North Dakota State University	Chemistry and Biochemistry
Dining Supervisor	North Dakota State University	Dining
Graduate Research Assistant	North Dakota State University	AES Plant Science
Doctoral Grad Research Asst	North Dakota State University	Civil & Environmental Eng.
General Science-Professional	North Dakota State University	AFS Plant Science

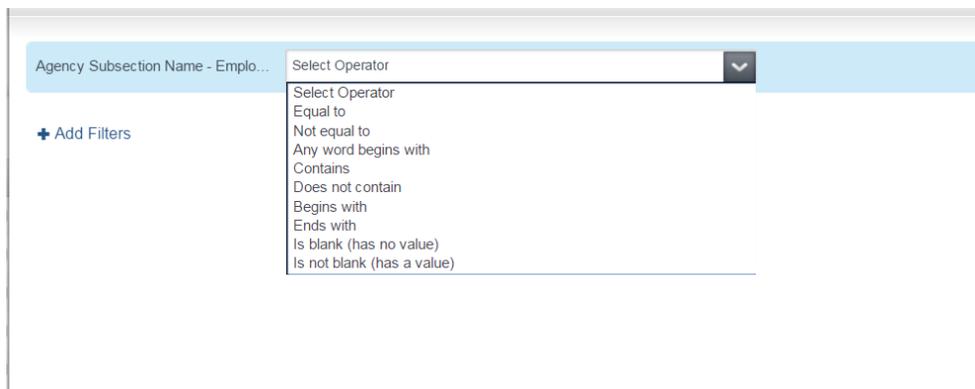
Click on Add Filters



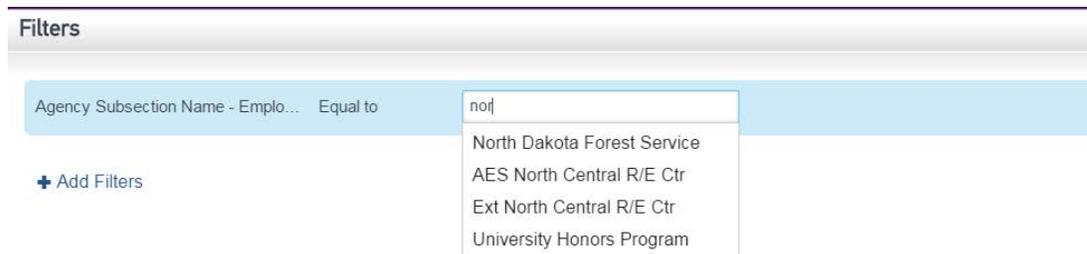
Start typing the field you would like to filter on. For this example I used Agency Subsection Name – Employee. The – Employee means that you are applying the filter to the employee dictionary.



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.

The screenshot shows a data dictionary table with the following columns: DYEE ID, JOB TITLE, AGENCY NAME, and AGENCY SUBSECTION NAME. The table contains 8 rows of data. In the top right corner, there is a status bar that says 'Displaying 1 - 41 of 41' and 'Filters Applied' with a green checkmark icon. An orange cloud-like highlight is drawn around the status bar.

DYEE ID	JOB TITLE	AGENCY NAME	AGENCY SUBSECTION NAME
99025	Natural/Phys Science Tech/Para	North Dakota State University	North Dakota Forest Service
11137	Natural/Phys Science Tech/Para	North Dakota State University	North Dakota Forest Service
78179	Director/Assoc Dir/Manager	North Dakota State University	North Dakota Forest Service
49682	Natural/Physical Science Prof	North Dakota State University	North Dakota Forest Service
98100	Temporary Fire Fighter	North Dakota State University	North Dakota Forest Service
14500	Temporary Fire Fighter	North Dakota State University	North Dakota Forest Service
14083	Temporary Fire Fighter	North Dakota State University	North Dakota Forest Service
59882	Temporary Fire Fighter	North Dakota State University	North Dakota Forest Service