



Module: m/02/190

'Sort and Filter...'

1. The sort option can be used to determine the order in which the user scrolls through personnel records.

Select the Sort and Filter menu option, then Personnel, then Sort by, and finally select the preferred sort order...



2. The next time the user enters a person-based screen, such as personnel, absence management or adjustments, the left and right scroll keys will move through the personnel data in the preferred sort order. timeware® will remember the user's sort order settings and enable them each time the users logs on.



3. The filter option can be used to 'hide' certain types of personnel records. The most obvious use is to hide leavers:

Select the Sort and Filter menu option, then Personnel, then Filter by, then Person Status...



4. Next, select the various types of person status that you wish to see:





5. The next time the user enters a person-based screen, such as Personnel, absence management or the planner, the various person status NOT selected will NOT appear in the selection. timeware will remember the user's filter settings and enable them each time the users logs on.

The following message appears at the top of the window to remind the user that the filter is switched on:



6. To remove the filter:
Select the Sort and Filter menu option, then Personnel, then Filter by and finally Remove Filter.





Notes: