

## Filters

Filters determine the default information that ExecuTime displays when you open the program. They also allow you to complete searches for records stored in ExecuTime.



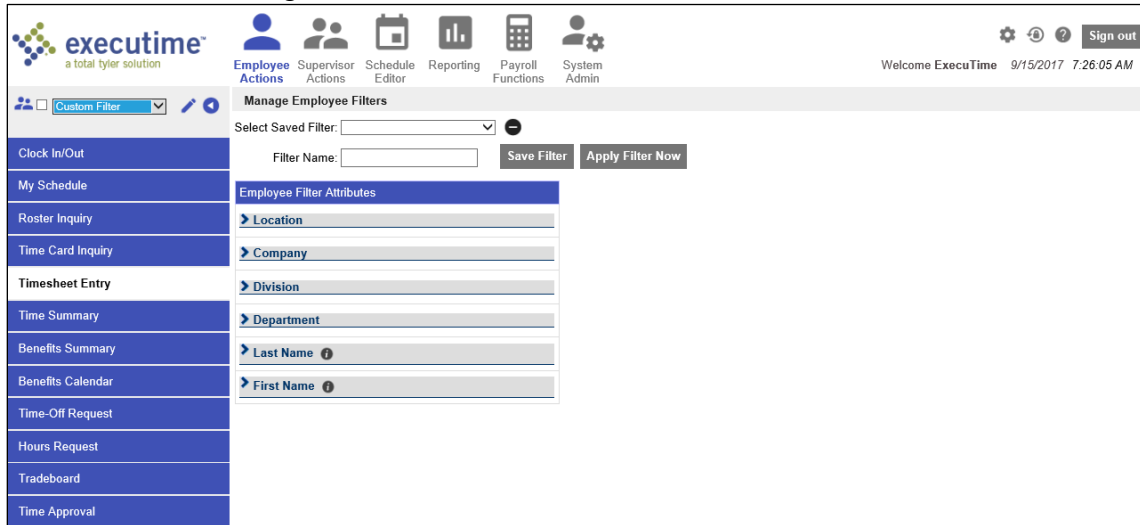
Filters apply to individual accounts; they cannot be created and automatically applied to multiple accounts. Access to data included in filters is determined by your user role. For example, if Supervisor Access is enabled for your user role, you can filter data for your direct reports. Any of the time activity tasks that are selected display information pertaining to the employee selected from the drop-down list in the filter, with exception of Employee Actions Timesheet Approval. To approve a time card as a supervisor, see Time Approvals in Supervisor Actions.

Filters can be set by any organization units and can also be applied to job costing codes. While viewing any content that is filtered, the screen header displays the Filtered Results indicator.

## Creating and Saving Filters

To create a filter:

1. Click the Edit button.  
The program displays the Filters screen. The standard filter (without Job Costing) only displays headers for each organizational unit.



2. Click a header to expand the field, and then select the filter values.
  - If you select multiple organizations within the same unit, for example, multiple departments, the condition applied between the units is an *or* condition (that is, department 1 or department 2).
  - If you select multiple organizations across different units, for example, Departments and Locations, the condition applied between the units is an *and* condition (that is, department 1 and department 2).
  - If you filter by name and are viewing multiple employees, separate the names with commas to display results for the specified names. You can also enter partial names or initial letters to see employees whose names start with a specific letter or range of letters.
3. To save the filter, enter a name in the Filter Name field and click Save Filter. Otherwise, click Apply Filter Now to display the results immediately without saving the filter.

Organizational filters can be used in conjunction with job costing filters. The conditions between Organizational fields and Job Costing fields use the *and* condition.

## Using Filters

The Filter option remains available for all the time management options but is most useful for Employee Actions and Supervisor Actions.

To apply filters for these activities:

- For saved filters, select the filter from the list.