

EMPLOYEE ENGAGEMENT

CUSTOM FILTERS

Users may select a combination of demographic types, categories and other options in order to create custom filtered views. Custom filters can be saved for future use and edited or deleted as needed. You may save multiple sets of filters, giving each set a unique name. Custom filters are available only to the user who created and saved the filter.

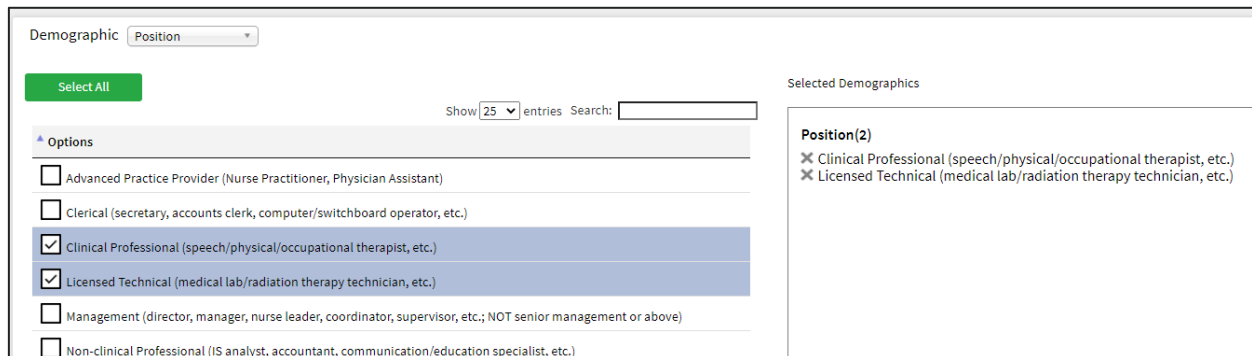
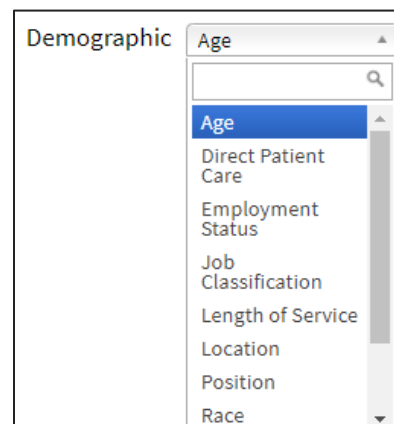
Create a Custom Filter

To access custom filters, select **Filters** in the upper right corner.

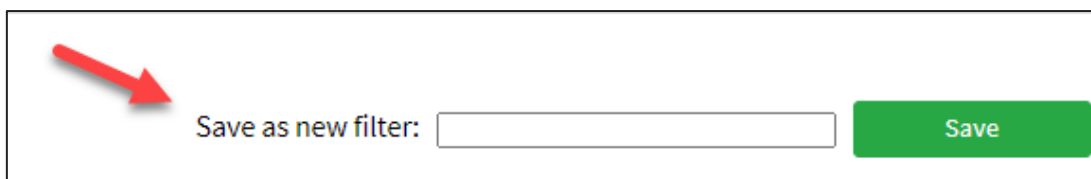


Use the Demographic dropdown menu to select a demographic.

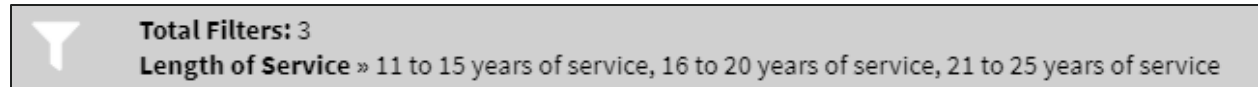
Under Options, check all the filter options you would like. You may repeat this process and select more demographics from the dropdown.




After you make your selections, enter a unique name for the set of filter selections next to **Save as New Filter** and click **Save**. Your custom filter is now applied to the data on each page.



The number of filters and selections made are displayed at the top of the page next to the filter icon.




 **Total Filters: 3**
Length of Service » 11 to 15 years of service, 16 to 20 years of service, 21 to 25 years of service

Open and Edit a Custom Filter

Select Filters in the upper right corner.



All of your custom filters will appear at the top of the screen. Use the dropdown menu to open a custom filter. Once the custom filter is selected in the dropdown, it is applied to the data on each page.



Custom Filters ⓘ

Load Saved Filter: Melissa P Filter for Team (3) ▼ 

- Longest Serving Associates (3)
- Melissa P Filter for Team (3)**

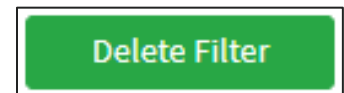
Red arrows point to the dropdown arrow and the edit icon.

If you want to edit the custom filter, click on the edit icon.

Check and uncheck individual filters or use the Clear Selections option. You can also edit the name of the Custom Filter. When you finish your edits, select Update Filter and your changes to the custom filter will be saved.



Select Delete Filter to permanently delete the custom Filter.



Remove Custom Filters

To remove custom filters, select Clear Filters in the upper right corner.

