

Follow these steps to run and view a report that displays working time and approved leave for employees in your agency through Manager Self Service.

1. Once you've logged into Manager Self Service (MSS), expand the list of reports available in the Detailed Navigation window by clicking on the black arrow to the left of My Reports, then select Reporting when it appears.



2. When you reach the reporting menu, select Display Working Time and Approved Leave Report from the Queries list. This will launch a new window called Launchpad for Reports: LPA Reporting.

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Welcome Employee Self-Self-Self-Self-Self-Self-Self-Self-	ervice Manager Self-Service Chart	User Access
Reporting Detailed Navigation C My Work Overview Tasks and Alerts My Team My Organization C My Reports Reporting	MANAGER SEL Queries Display Working Time Manageme Employee Work S	F-SERVICE REPORTS

Page 1

3. Select the time period for which you'd like to view results by clicking on the Period drop down button (circled in the below image). The options for the period of time include: Today, Current Month, Current Year, All, Past (Until Today), Future (From Today), Key Date, and Other Period.

L	aunchpad for Reports		
	LPA Reporting		
<	Period Today Selectio Current Month Select Current Year En All Al Past (Until Today)	Date 10/22/2010	Filter On
	St Key Date	)011767 )011977	P
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	Alden Erik Bartley	10011907	Р
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	Report Result		

**Note:** Selecting **Today** will display results for any absence or working time occurring on today's date. **Key Date** will run the report as of a particular starting date. **Other Period** is used to designate a specific start and end date, such as 5/1/2010 - 5/16/2010, and will show all working time and approved leave during the specified timeframe.

4. Select the group of employees (for example, Direct Reports) to include in the Employee Work Schedule report by using the Selection drop down menu.

La	nunchpad for Reports			
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	Lou Hager	10011977	Р	
	Fabian Casey McCo	rd 10011967	Р	
	Alden Erik Bartley	10011907	Р	
	Row 1 of	5 💌 😤 🖹		
	Report Result			

Note: Selecting Direct Reports will result in a report listing all employees that directly report to you. All Employees selects all direct and indirect employees that you directly supervise. Direct Organizational Units selects all organizational units that you directly supervise for selection. All Organizational Units lists all organizational units that you directly and indirectly supervise for selection.

5. Select the employee(s) or organizational unit(s) you would like to include in this report by clicking in the blue box to the left of the employee(s) or organizational unit(s) name, then select the **Report Result** button (circled in the image below). If you do not select at least one employee you will receive an error message and will be unable able to proceed.

	La	unch	npad for Reports			
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I			Sun Coburn	10011767	P	
I			Lou Hager	10011977	Р	
I			Fabian Casey McCord	10011967	P	
I			Alden Erik Bartley	10011907	Ρ	
I			Row 1 of 5	¥ ¥ ¥		
I						
		R	eport Result			

**Note:** To select All Employees or Organizational Units listed, click the **Select All** button. To select multiple, but not all, employees, press the **Control key** and hold it down while you click on the blue button beside the name of each employee you would like to select.

6. Determine how you want to view your report and if you want to print or save report. There are many options available, including one-click layout templates that display data with automatic filtering and totaling, and a number of ways you can customize the data displayed when you run the report using the default view.

To select one of the Layout templates described on the next page, click on the Select Layout button on the right hand side of the top of the screen (circled in the image below). This will launch the Layout Choose menu shown near the center of the image below.

unchpad for Reports										1	History <u>Back</u> Forwa
Details Sort in Ascending Order Sort	rt in descending order	Set Filter Total Subt	tals Print Preview	Local File	Mai	il Recipient	ABC Analysis	Graphic	Change Lay	out. Select La	ayout More
MSS Display Working	a Time and A	nnroved Leav	<u>م</u>								
NOO DISPlay WORKING		ose	6	☑ /							
Personnel Number Last name First	st name Lavout	Loveut description			Hours	Start time	End time	Amount	Created by	Approved by	Approval date
10002576 Nieto Hele	lene /ALL LEAVE	All leave - approved		-	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
Nieto Hele	lene /ANINI IAL LV	Annual leave - approved		- /	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
· · · · · · · · · · · · · · · · · · ·		Default			7.500						
Nieto Hele	lene /FMLA	EMLA leave - approved			4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
Nieto Hele	lene (OTHER LV	Other Leave - approved			3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
	/SICK LEAVE	Sick leave - approved		_	7.500						
Nieto Hele	lene WORK HOURS	Recorded Working Hours	s - approved	_	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
Nieto Hele	lene				3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
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Nieto Hele	lene A.Annual Le	eave 11/23/2010	Approved		7.500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/23/2010
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Nieto Hele	Iene A.Annual Le	eave 11/18/2010	Cancelled		7.500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/2010
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		11/1//2010			15.000						
											Page 1

### **Layout Templates**

- All leave approved: Shows all types of leave and totals of each leave type that have been approved, by personnel number.
- Annual leave approved: Shows all types of annual leave that has been approved, and totals each leave type by personnel number. Example shown below in the uppermost screenshot; the other leave views described on this page have a similar appearance.
- **Default:** Shows working hours and all types of leave by personnel number and totaled by date. Use this layout if you would like to customize the view using the tools described on page 5.
- FMLA approved: Shows all types of FMLA leave that have been approved and totals each leave type by personnel number.
- Other leave approved: Shows all other types of leave that have been approved and totals each leave type by personnel number
- Sick leave approved: Shows all types of approved sick leave and totals each leave type by personnel number
- Recorded working hours approved: Shows all approved attendance hours/working hours and totals, by personnel number and date. Example shown in the bottom screen shot below.

	Launchpad for Reports											History Back Forwar	ird 🚍
Example:	Details Sort in Asce	ending Order	Sort in desc	ending order Set Filter	Total Sub	totals Print Preview	Loc	al File Mail Recip	ient ABC An:	alysis Graphic Chan	ge Layout Se	lect Layout More	
	MSS Displa	ay Wor	king Tim	e and Approv	ed Leav	/e							
Annual leave – approved	*Personnel Number	Last name	First name	_Att./Absence type	Date	Processing status	T	≠Hours Start time	End time	Amount Created by	Approved by	Approval date	
Annual loave appleved		Nieto	Helene	A.Annual Leave	08/26/2010	Approved	1	7.500 00:00:00	00:00:00	0.00 HR-ADMIN	HR-ADMIN	08/21/2010	
lavout					08/26/2010			7.500					
layout		Nieto	Helene	A.Annual Leave	08/25/2010	Approved		7.500 00:00:00	00:00:00	0.00 HR-ADMIN	HR-ADMIN	08/21/2010	
					08/25/2010			7.500					
		Nieto	Helene	A.Annual Leave	08/24/2010	Approved		7.500 00:00:00	00:00:00	0.00 HR-ADMIN	HR-ADMIN	08/21/2010	
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		Nieto	Helene	A.Annual Leave	08/23/2010	Approved		7.500 00:00:00	00:00:00	0.00 HR-ADMIN	HR-ADMIN	08/21/2010	
		here a			08/23/2010	1		7.500	00.00.00			07/04/00 40	
		Nieto	Helene	A.Annual Leave	07/30/2010	Approved	-	7.500 00:00:00	00:00:00	0.00 HR-ADMIN	HR-ADMIN	07/31/2010	
		hliata	Lielene	A Appuel Legue	07/30/2010	Approved		7.500	46:00:00			07/24/2010	
		MIELO	Helelle	A.Annual Leave	07/23/2010	Approved	-	2.500 14.00.00	16.50.00	0.00 HR-ADMIN	HR-ADMIN	0772472010	
		Nieto	Helene	A Annual Leave	06/10/2010	Approved	Ť.	9.000 00:00:00	00:00:00	0.00 HR-BATCH	HR-BATCH	06/08/2010	
		11010	ricicito	p o unidar 20010	06/10/2010			9,000	00.00.00	0.00 111 0/11 0/11	Pint Britton	000002010	
		Nieto	Helene	A Annual Leave	06/09/2010	Approved	1	9.500 00:00:00	00:00:00	0.00 HR-BATCH	HR-BATCH	06/08/2010	
					06/09/2010			9.500					
		Nieto	Helene	A.Annual Leave	05/06/2010	Approved		4.000 12:30:00	16:30:00	0.00 HR-BATCH	HR-BATCH	05/06/2010	
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		Nieto	Helene	A.Annual Leave	03/22/2010	Approved		1.000 16:00:00	17:00:00	0.00 HR-BATCH	HR-BATCH	03/22/2010	
					03/22/2010			1.000					
		Nieto	Helene	A.Annual Leave	03/18/2010	Approved		3.000 13:30:00	16:30:00	0.00 HR-BATCH	HR-BATCH	03/18/2010	
					03/18/2010			3.000					
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10002576 1	Vieto	Helene	Attendance hours	12/14/2010	Released for approval	3	.500 13:00:00	16:30:00	0.00	MSSTRAIN5		
1	Vieto	Helene	Attendance hours		Released for approval	4	.000 08:00:00	12:00:00	0.00	MSSTRAIN5		
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1	Vieto	Helene	Attendance hours	12/13/2010	Released for approval	4	.000 08:00:00	12:00:00	0.00	MSSTRAIN5		
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1	Vieto	Helene	Attendance hours	12/08/2010	Released for approval	4	.000 08:00:00	12:00:00	0.00	MSSTRAIN5		
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1	Vieto	Helene	A.Annual Leave	11/23/2010	Approved	1	.500 00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/23/201
-				11/23/2010		• 7	.500					
1	Vieto	Helene	A.Annual Leave	11/18/2010	Cancelled	7	.500 00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/201
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				11/18/2010		• 7	.500					
1	Vieto	Helene	A.Annual Leave	11/17/2010	Approved	7	.500 00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/201
1	Vieto	Helene	A.Annual Leave		Approved	7	.500 00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/201

#### **Example:**

### **Default view**

### **Tools for Customizing the Default Layout**

Sorting Your Report – You can sort the information in the report in ascending or descending order. To sort, click the column heading you would like to sort the results by (for example: personnel number, last name, first name, etc.), then click the Sort in Ascending Order or Sort in Descending Order button.

Filtering Data – The Filter button allows you to select a particular column and filter the report by data in that column. For example, if you only want to see Annual Leave, filter on the Att/Absence type column, with the filter set to annual leave. (For more information on filtering data, see the instructions on filtering in Step 8, on page 5.)

**Totaling Data** – The **Total** button allows you to total a column that contains numbers, such as the hours column. After totaling a column, the **Subtotal** button, which is discussed below, will appear after the **Total** button on the menu. To total a column, click on the top of the column to highlight it, and press the **Total** button.

Subtotal Data – The Subtotal button allows you to subtotal, for example, the hours listed in a report by date or by attendance type. To subtotal a column, total first and then the Subtotal button will appear. Click on the header of the column you would like to subtotal, then click Subtotal. (See example at the bottom of this page.) Note: If subtotaling by date, if an employee has changed a leave request, this leave will be listed twice.

**Print Preview** – Select **Print Preview** to view the report as it will appear in a printout prior to printing. If you wish to print the report, click on File on the internet browser, then select print.

Local File – To save the file to your computer, click the Local File button. You have several choices of file types in which to save your report. To save the report to an Excel spreadsheet, select Spreadsheet. Once you select the folder in which you would like to save the file, name the file, then click the Generate button to save the file to your computer.

sonnerreuniber	Last name	Firstname	Att./Absence type	Date	Processing status	Hours Start time	Endtime	Amount			
10011767	Coburn	Sun	Attendance hours	03/18/2010	30	3.00 06:00:00	09:00:00	0.00	^		
10011767			Attendance hours	03/17/2010	30	8.50 14:30:00	23:00:00	0.00			
10011767			Attendance hours		30	3.50 06:00:00	09:30:00	0.00			
10011767			Attendance hours	03/16/2010	30	8.50 14:30:00	23:00:00	0.00			
10011767			Attendance hours		30	5.50 06:00:00	11:30:00	0.00			
10011767			Attendance hours	03/15/2010	30	7.50 14:30:00	22:00:00	0.00			
10011767			Attendance hours	03/12/2010	30	3.50 06:00:00	09:30:00	0.00			
10011767			Attendance hours	03/11/2010	30	8.00 14:30:00	22:30:00	0.00			
10011767			Attendance hours		30	6.00 06:00:00	12:00:00	0.00			
10011767			Attendance hours	03/10/2010	30	8.00 14:30:00	22:30:00	0.00			
10011767			Attendance hours		30	3.50 06:00:00	09:30:00	0.00			
10011767			Attendance hours	03/09/2010	30	7.50 14:30:00	22:00:00	0.00			
10011767			Attendance hours		30	6.00 06:00:00	12:00:00	0.00			
10011767			Attendance hours	03/08/2010	30	8.00 14:30:00	22:30:00	0.00			
10011767			Attendance hours	03/05/2010	30	3.50 06:00:00	09:30:00	0.00			
10011767			Attendance hours	03/04/2010	30	9.00 14:30:00	23:30:00	0.00			
10011767			Attendance hours		30	4.50 06:00:00	10:30:00	0.00			
10011767			Attendance hours	03/03/2010	30	9.00 14:30:00	23:30:00	0.00			
10011767			Attendance hours		30	4.50 06:00:00	10:30:00	0.00			
10011767			Attendance hours	03/02/2010	30	7.50 14:30:00	22:00:00	0.00			
10011767			Attendance hours		30	3.50 06:00:00	09:30:00	0.00			
10011767			Attendance hours	03/01/2010	30	8.50 14:30:00	23:00:00	0.00			
			Attendance hours	02/26/2010	30	3.50 06:00:00	09:30:00	0.00			
10011767											

Note: Below is an example of the report in optimized view, with the employee's hours totaled for each day, and with the approval status of each day's hours included:

La	unchpad for Reports											1	History, Back Fo	rward
	Details Sort in Asce	nding Order	Sort in desce	nding order Set Filter	Total Subto	tals Print Preview L	ocal File	Mail Recipi	ent ABC Analysis	Graphic	Change Lay	out Select La	yout More,	
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	moo Biopio	,,	ang min	o una rippiore	a Louis	<b>.</b>								
	*Personnel Number	Lastname	First name	Att./Absence.type	Date	Processing status	±H(	urs Start tim	e End time	Amount	Created by	Approved by	Approval date	
	10002576	Nieto	Helene	Attendance hours	10/29/2010	Released for approval	4.	0:00:80 000	12:00:00	0.00	MSSTRAIN5			-
		Nieto	Helene	Attendance hours		Released for approval	3.	500 13:00:0	16:30:00	0.00	MSSTRAIN5			
					10/29/2010		• 7.	500						
		Nieto	Helene	Attendance hours	10/28/2010	Released for approval	4.	0:00:80 000	12:00:00	0.00	MSSTRAIN5			
		Nieto	Helene	Attendance hours		Released for approval	3.	500 13:00:0	16:30:00	0.00	MSSTRAIN5			
					10/28/2010		• 7.	500						
		Nieto	Helene	Attendance hours	10/27/2010	Approved	4.	Q0 08:00:0	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010	
		Nieto	Helene	Attendance hours		Approved	3.	500 13:00:0	16:30:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010	
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		Nieto	Helene	Attendance hours		Approved	3.	500 13:00:0	16:30:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010	
					10/26/2010		• 7.	500						
		Nieto	Helene	Attendance hours	10/25/2010	Approved	3.	000 09:00:0	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010	
		Nieto	Helene	Attendance hours		Approved	3.	000 13:00:0	16:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010	
					10/25/2010		<ul> <li>6.</li> </ul>	000						
		Nieto	Helene	Attendance hours	10/19/2010	Approved	4.	0:00:80 000	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	10/25/2010	
		Nieto	Helene	Attendance hours		Approved	3.	500 13:00:0	16:30:00	0.00	MSSTRAIN5	MSSTRAIN5	10/25/2010	
					10/19/2010		• 7.	500						

7. When the report opens, it will look like the first screenshot on the previous page, with scroll bars along the bottom and right edge indicating more data is included outside of the current view area. To expand the view area to display as much of the report as possible, right-click anywhere in the report, and select Optimize Width from the menu that appears (circled in the screenshot below).

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ISS Displa	ay Wor	king Tim	e and Approv	/ed Leav	e								
ersonnel Number	Lastname	First name	Att./Absence type	Date	Processing status	±Hours	Start time	Endtime	Amount	Created by	App	Ap	
10002576	Nieto	Helene	Attendance hours	10/29/2010	Released for approval	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5			
	Nieto	Helene	Attendance hours		Released for approval	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5			
				10/29/2010		• 7.500	1						
	Nieto	Helene	Attendance hours	10/28/2010	Released for approval	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5			
	Nieto	Helene	Attendance hours		Released for approval	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5			
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	Nieto	Helene	Attendance hours	10/27/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	11/02	
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSST	11/02	
				10/27/2010		• 7.500	1						
	Nieto	Helene	Attendance hours	10/26/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	11/02	
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSST	11/02	
				10/26/2010		• 7.500	1						
	Nieto	Helene	Attendance hours	10/25/2010	Approved	3.000	09:00:00	12:00:00	0.00	MSSTRAIN5	MSST	11/02	
	Nieto	Helene	Attendance hours	Copy	Text	3.000	13:00:00	16:00:00	0.00	MSSTRAIN5	MSST	11/02	
	Sec			10/2		• 6.000	1						
	Nieto	Helene	Attendance hours	10/- Detail	s Ctri+Shift+F3	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	10/25	
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				10/1 Find		• 7.500	1						
	Nieto	Helene	Attendance hours	10/ Find h	text	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	10/22	
	B.H.o.B.	Lisland	Allendance house	C III G I	VCA1	2 600	42.00.00	10-20-00	0.00	LICOTOLINE	LICOT	40/00	

8. To filter data, click on the Set Filter button to launch a new window in which you will Define Filter Criteria. Click on the name of the column(s) you would like to use as the filter. (For the below example, we use the Att./Absence type column.) Once you have selected the column by which you would like to filter, click the Add Filter Criterion button, the left arrow in the center of the screen, circled below. Then, click on the Filter button, which is a small square button denoted by a funnel icon, located below the Column Set window (also circled below).

🖙 Define Filter Criteria			×
1st Step: Define the Filter Criteria			
□ ▲ ▼ ★ ▼		的	
Filter criteria		Column Set	
Column Name		Column Name	
Att./Absence type		Personnel Number	
		Last name	
		First name	
		Date	
	U	Processing status	
		Hours	
		Start time	
		End time	
		Amount 👻	
2nd Step: Determine Values for Filter Criteria			
		<b>e</b>	
✓ ×			

9. After clicking filter, the Define Filter Criteria window disappears, and you are returned to the report display. You will see a drop down button in the column heading(s) you defined as filter column(s) in Step 8. Click on this drop down button to select the data type you would like to display through the filter. (In our example, we have chosen to view only Annual Leave.) To finalize your filter, double-click on the data type by which you wish to filter, and click the Execute button, displayed as the green checkmark at the bottom of the screen.

Launchpad for Reports		
Details Sort in Ascending Order Sort in descending order Set F	ilter   Total   Print Preview   Local File   Mail Recipient   ABC Analysis   Graphic	Change Layout
In Determine values for filter criteria	Restrict Value Range (1)	
Determine values for inter chiefta	Result value Range (1)	
Att (Abonno time	> Search Chiena	unt
ALLADSence type		00 🔺
	Att./Absence type	00
	Attendance hours	00
	A Sick Leave	00
	A Family Sick Leave	00
	4 Entries found	00
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		/2



### **Note:** Below is an example of the report that has been filtered to show only annual leave:

Launchpad for Reports										
1	Details Sort in Ascending Order	Sort in descending order	Set Filter Total Subtotals Print Prev	ew Local File	Mail Recipient	ABC Analysis Gra	phic Change La	yout Sele	ect Layout Mor	e]
	MSS Display Working Time and Approved Leave									
	Personnel Number Last name	First name	_Att./Absence.t/pe	Date	Processing status	*Hours Start tim	e End time	Amount	Number (unit)	Created by
	8895 Dickerson	Michelle	A.Annual Leave	02/02/2010	Approved	9.50 00:00:00	00:00:00	0.00	9.500	GHONNE
				02/02/2010 9.50						
						** 9.50				