

PEOPLE

Find a Person: Use last name for best results. If search returns no one, check for and remove other filters, e.g. **Department**.

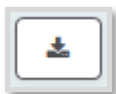
Department is set to your **Default Department Filter** (found in Preferences) on initial entry and when you click Page Reset.

Click to clear the Department Filter.

Click to close the Search box and regain space.

Create a list of people who belong to the same **Group** by searching for a Group Title, Lead or Member, as well as by Department.

Create a list of advisees for a specified faculty member.



Export to Excel — When creating an export, all columns are included, even those not displayed on screen.



Reset Page — Sets all Toolbar and Grid customizations to defaults.

Drag Columns Here to Group Them

Name	NetID	AMT Person Type	AMT Dept	AMT Status	Position/Dept
Aaron, Elizabeth	ebarnett			Active	PHD
Aaron, Lewis H. (Hire)	lharnett			Active	
Austin, Joseph Y.	ajlute	HR	FAC	Active	Custodian

Column Settings Menu

Set display options for one or more columns.

Freeze Panes by pinning selected column to Left or Right of list.

Reset column settings for all columns. Does not reset toolbar filters.

Adjust width of selected or all columns.

Column Filter Menu

A filter set here displays the Active Filter icon, , to the right of the column name.

Column Show/Hide Menu

All columns show same list of available grid columns.

Select which columns to **Show** (check), and **Hide** (uncheck).

When **Exporting Data**, all available grid columns are included even if hidden.

The type of **Column Filter** is based on the column content type.

Value Selection Filter

- Choose to display all or only selected column values from list.
- Select values to display by either checking those to include and unchecking those to exclude.
- Search by value, which will automatically check matching values.

Text Filter

Create simple or compound matching criteria, using;

- Equals,
- Ends with,
- Not Equal,
- Contains, and
- Starts with,
- Not contains.

Number Filter

Select values using simple or complex comparisons such as

- Equals,
- Greater than,
- Not equal,
- Greater than or equals, and
- Less than,
- In range.
- Less than or equals,

Date Filter

Select for dates that fall

- on or after a specified date (Greater than or equals),
- before a specified date (Less than or equals, or
- within a specified date range (In range).