

**Locate People in Other Departments**— If you aren't able to find a person using the **Search By** text box or **Column Filter** searches;

1. Check Department: MAE... and remove your default department.
2. Redo your search.

To allow this person to show when Department: MAE... is set to your default department, follow the steps to **Tag** the person.

## Tag a Person to Add to Your List

Add people not home based in your unit. For example:

- Lecturers with a secondary appointment
- DCUs and Guests,
- Shared SCADs
- Shared postdocs

### Steps

1. Remove all filters and use the **Search By** text box to locate the person.
2. Click the person's name in the result list to access the person's **Profile**.
3. Enter the name of the department to which you want to link the person. People can be linked to multiple departments.
4. Select the Tag Type, then click Add
5. To remove a Tag, click Remove

### DEPARTMENT TAG

DEPARTMENT	ASSOC TYPE	
PHY-Physics	Affiliated	<span>Remove</span>

**Department:**

**Tag Type:** None ▼ Add

**Locate Emeritus Faculty** — Emeritus faculty have an **AMT Status** of Inactive. Set the **Column Filter** to include Inactive.

Drag Columns Here to Group Them

2 ↑ Name | 
 NetID | 
 AMT Person Type | 
 1 ↑ AMT Dept | 
 AMT Status ↓ | 
 Position/Degree

## Group By

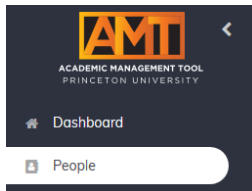
1. Drag column name to Drag Columns Here to Group Them and drop. You can group by multiple columns.
2. If you see Grouping is disabled when paging your list spans more than one page. You will see page numbers at the bottom of the list. Use filters to shorten your list to one page.

**Multi-level Sort** — Hold the Shift and click column Names for multi-level sorting. A number indicating the primary, secondary, etc. sort, and an arrow indicating ascending or descending display to the left of the column name. 1 ↑ AMT Dept 2 ↑ Name

## Maximize List View

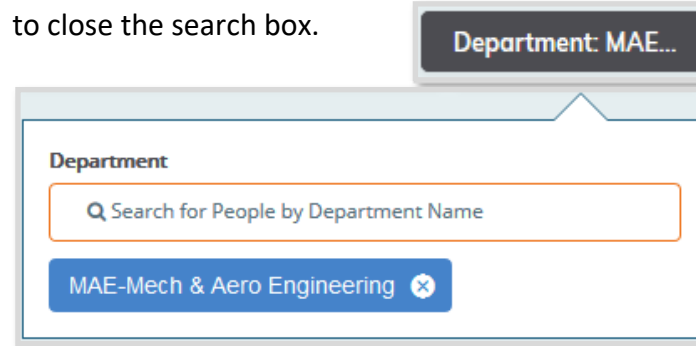
### 1. Collapse the AMT Menu

Click to collapse the **AMT Menu** and display more columns.



### 2. Close Toolbar Filters

Click an open toolbar filter (Department, Group, Advisor) to close the search box.



**List Quick Details** — At the bottom of each list you find data source on the left, and the row count on the right.

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1 TO 28 OF 28