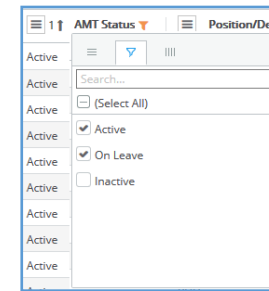
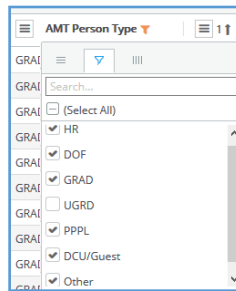


## Default Button and Column Filters

**Dashboard** – Displays records based on **AMT Access Group** and **Default Department Filter** as saved in Preferences. Cannot be changed or cleared.

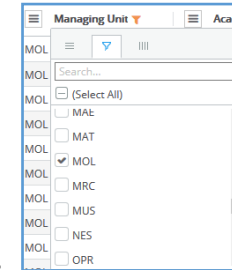
**People** – Displays people based on **AMT Access Group** and filters for;

- **Dept Button**  - set to **Default Department Filter**, as saved in preferences
- **AMT Person Type** – set to UGRAD as unselected      **AMT Status** – set to Inactive as unselected



**Groups** – Displays **Groups** based on **AMT Access Group** and filters for;

- **Managing Unit** column set to **Default Department Filter** as saved in preferences.
- **Groups List** also displays **Groups Shared** by others by others.

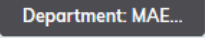


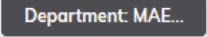
**Commitments** – No defaults for button or column filters, but displays any **Commitment** created by a member of your **AMT Access Group**, as well as those that use a chartstring associated with the **Default Department Filter** as saved in preferences.

**Faculty Projections** – No defaults for button or column filters, but displays those **Faculty Projections**

- created by members of your **AMT Access Group** as saved in preferences, and
- those Faculty Projections shared with you by others.

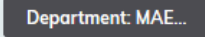
**Locate People in Other Departments**— If you aren't able to find a person using the **Search By** text box or **Column Filter** searches;

1. Click  and remove your default department.
2. Redo your search.

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

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

**Locate “missing” Alumni** — Student alumni who, after graduation, work for the university as a DCU, will no longer have a departmental affiliation. Clear the **Department Button** filter. A name search should now work.

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