QSSUG Finance/Personnel Committee - Webinar

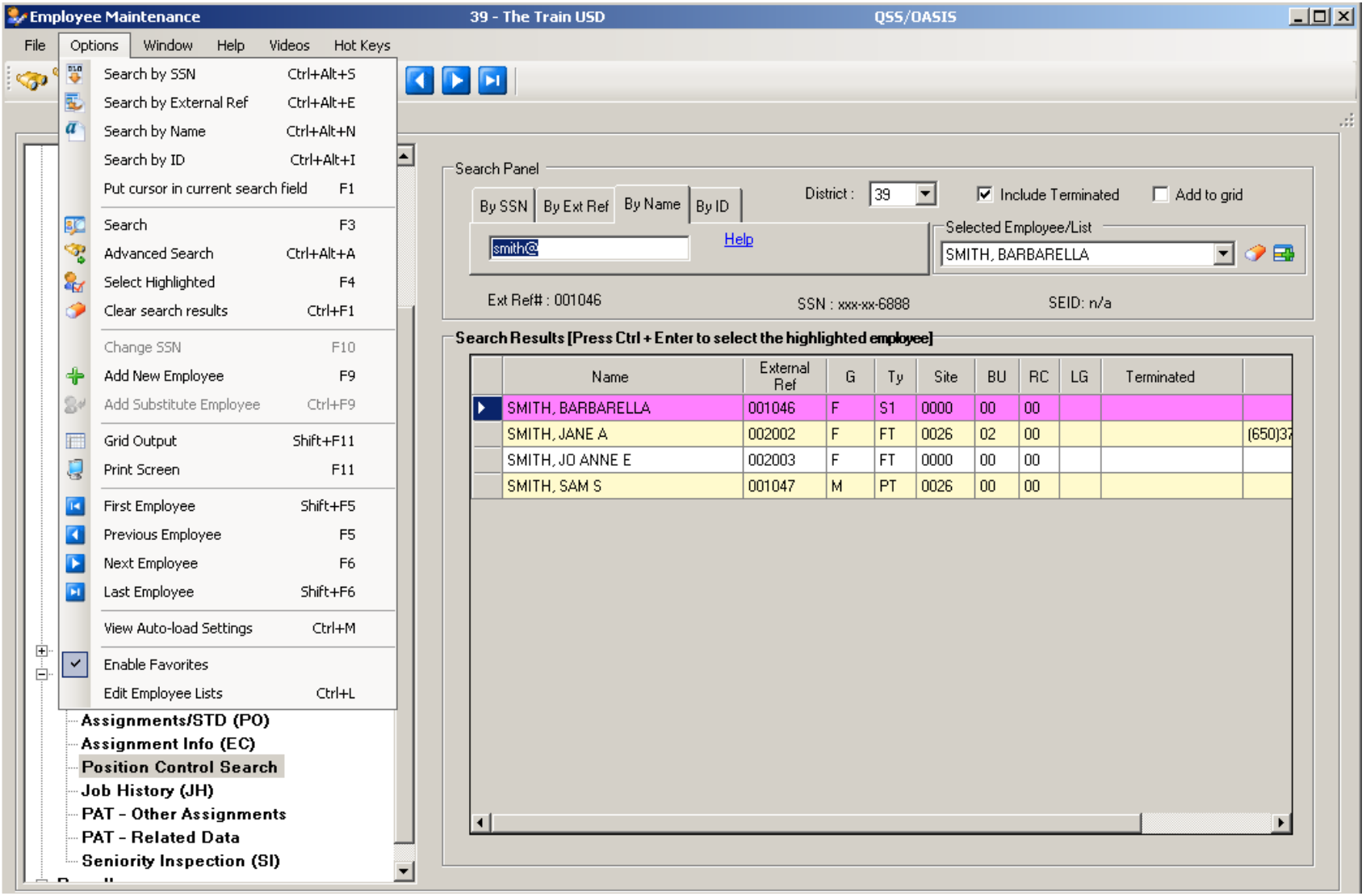
Human Resources

Employee List Management

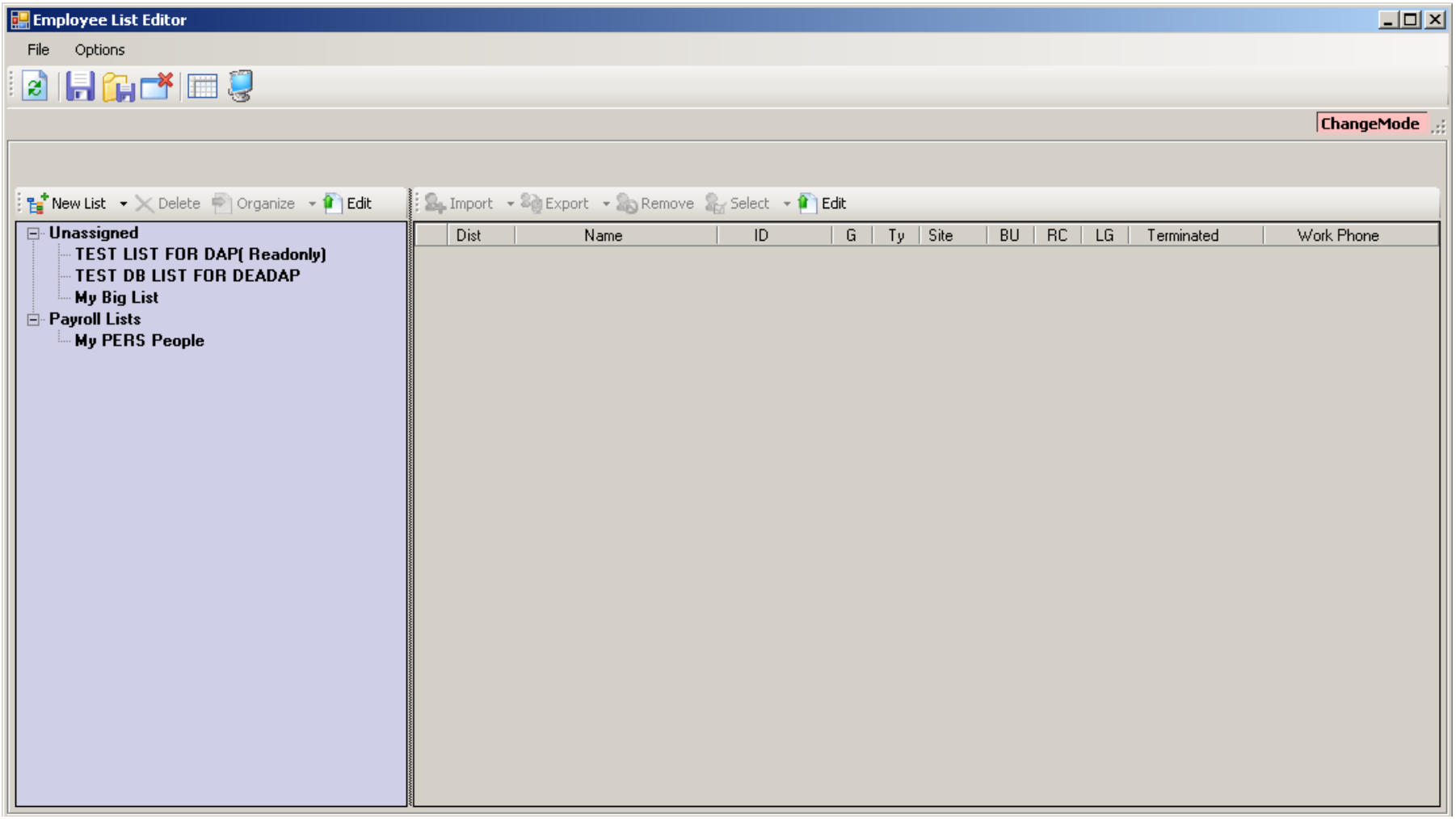
April 10, 2014

Duane Percox, QSS

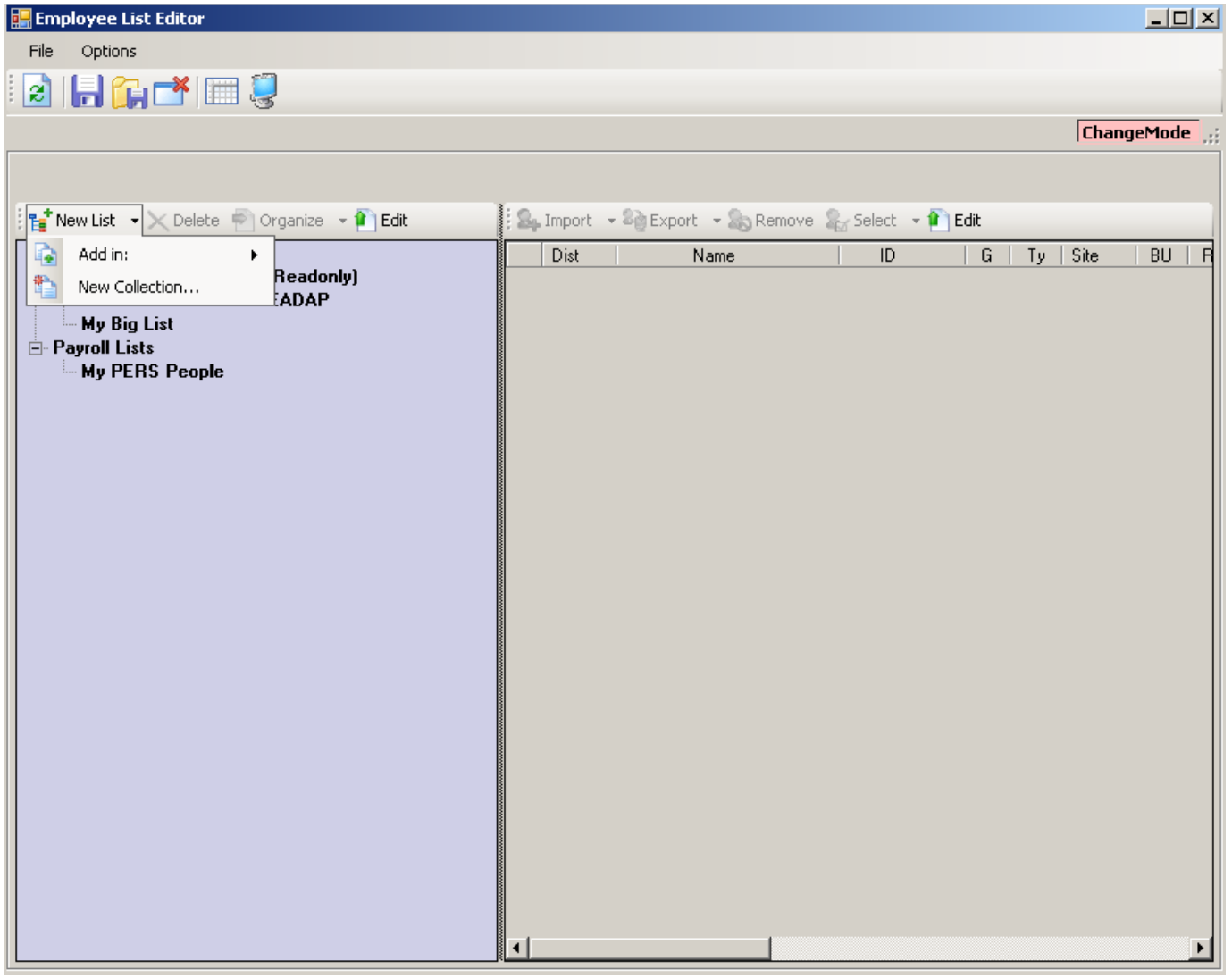
Employee List Edit – Menu or CTL-L



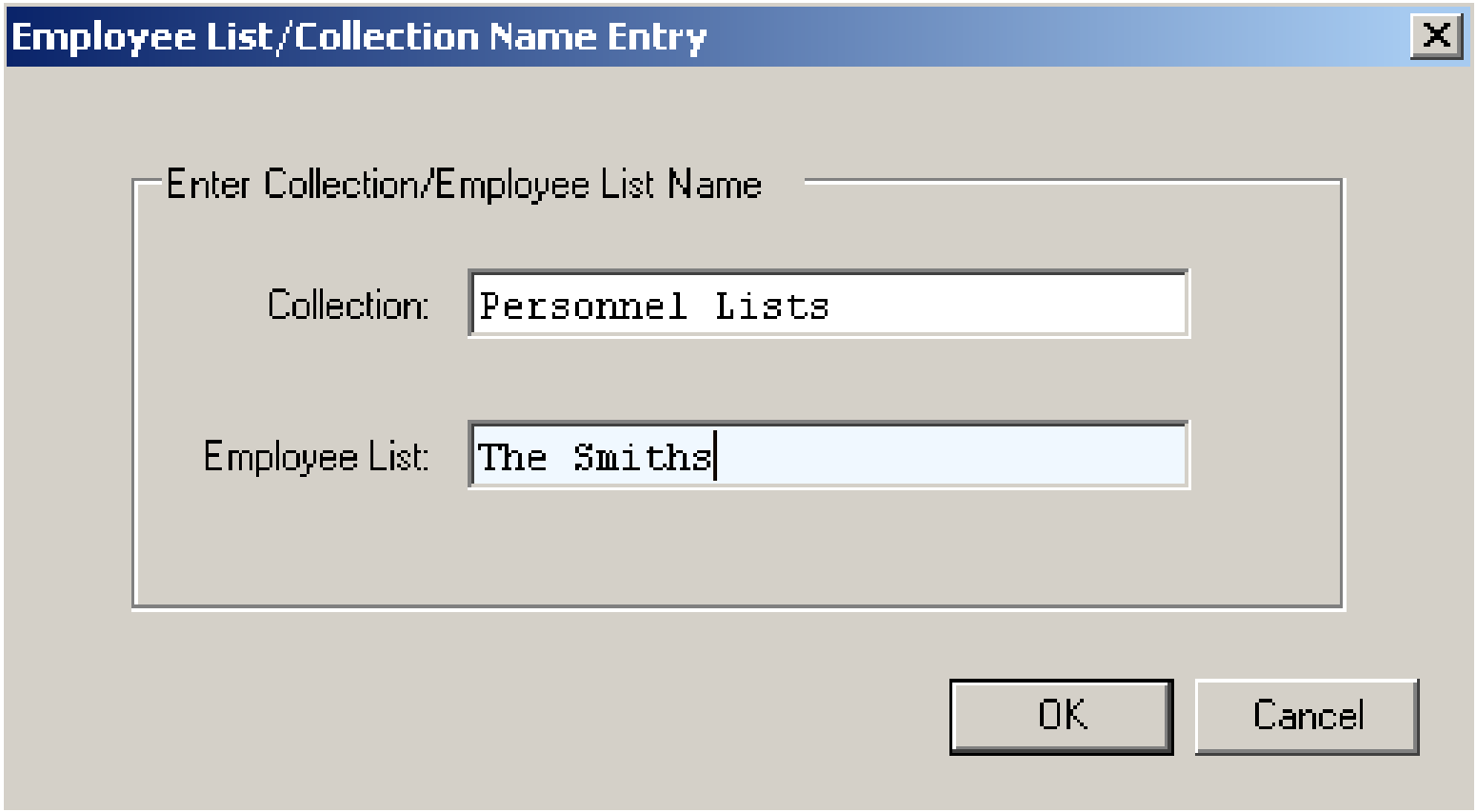
Edit Employee Lists



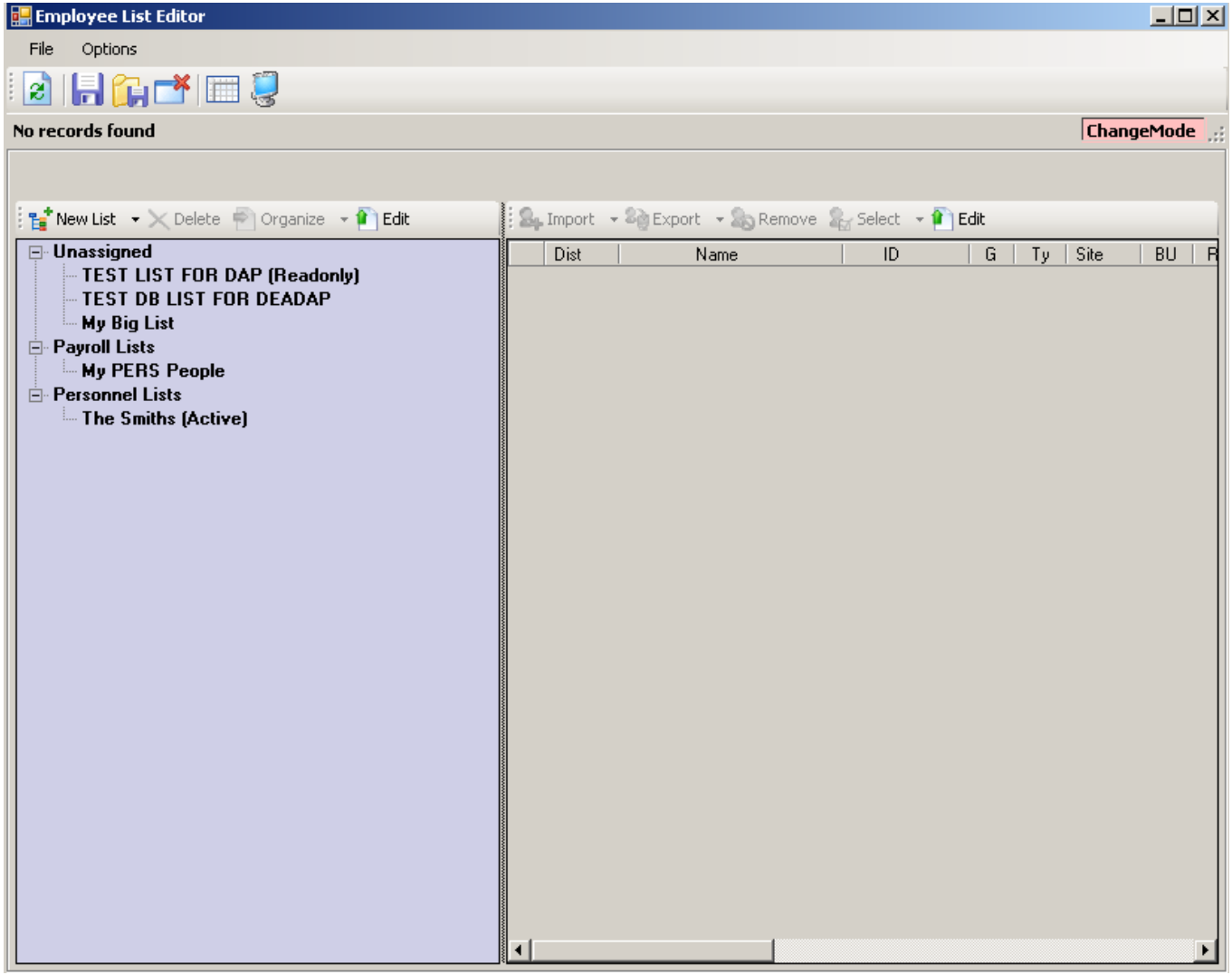
Define New Collection & List



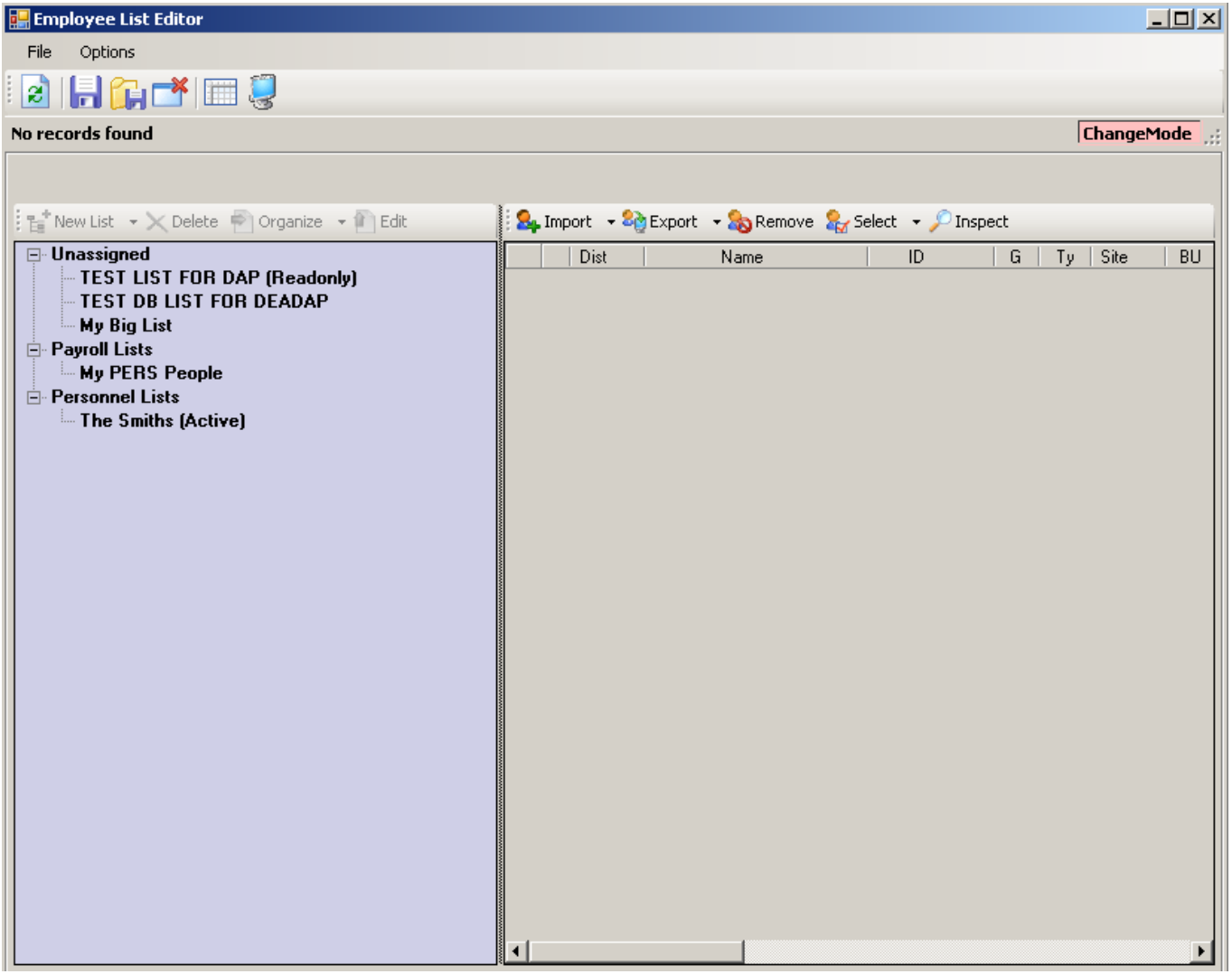
New List & New Collection



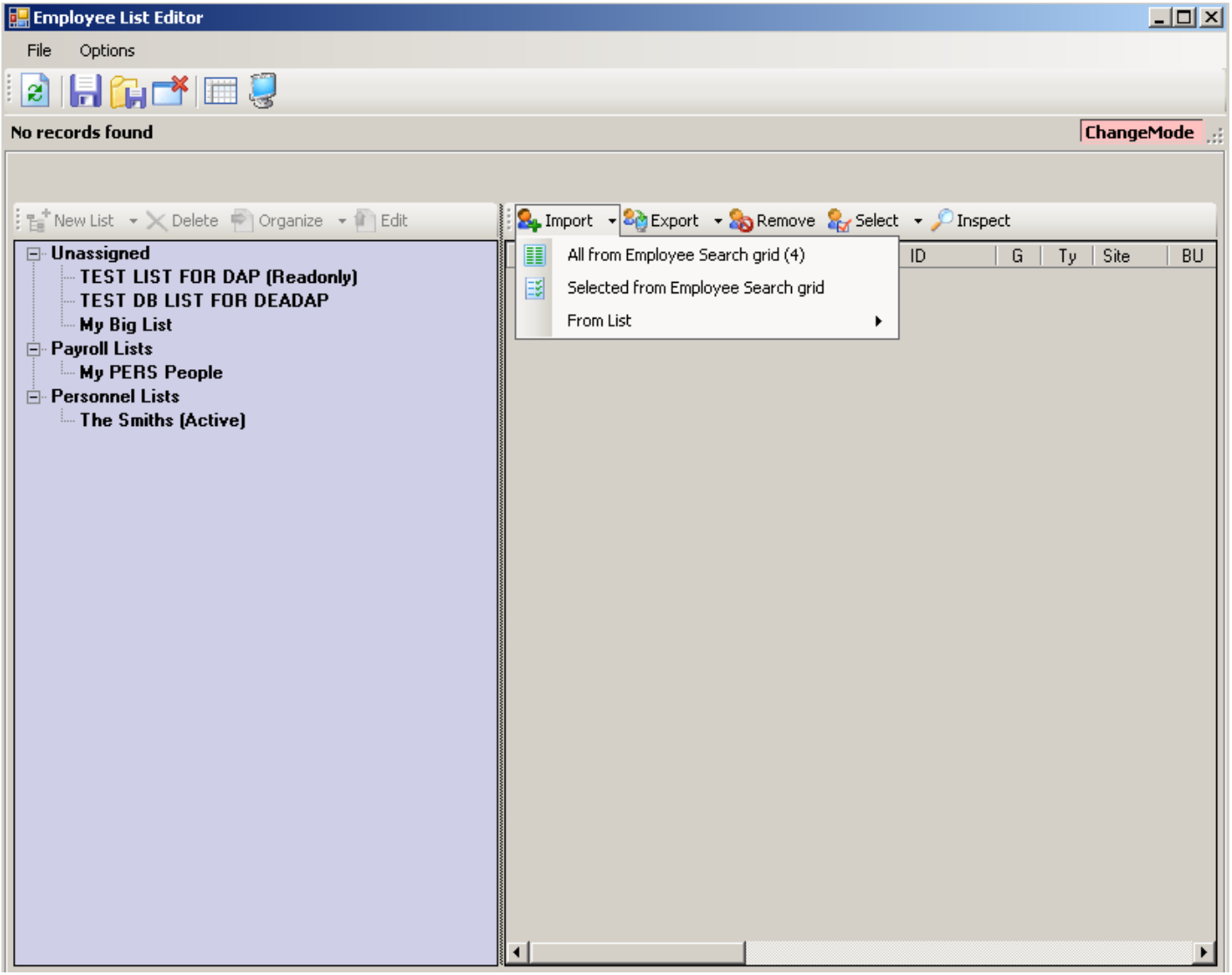
Result of Adding Collection & List



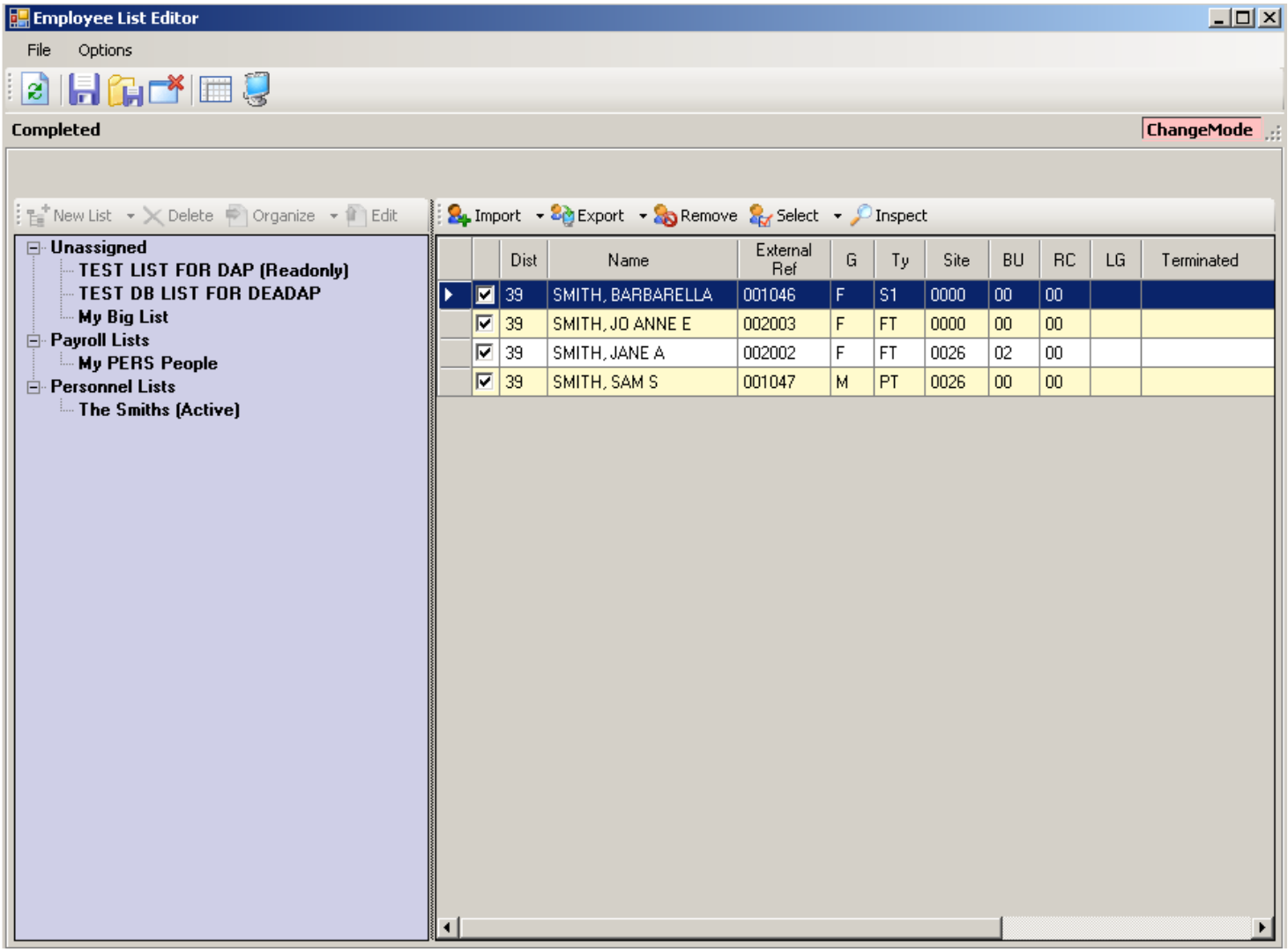
Click Edit Above Grid



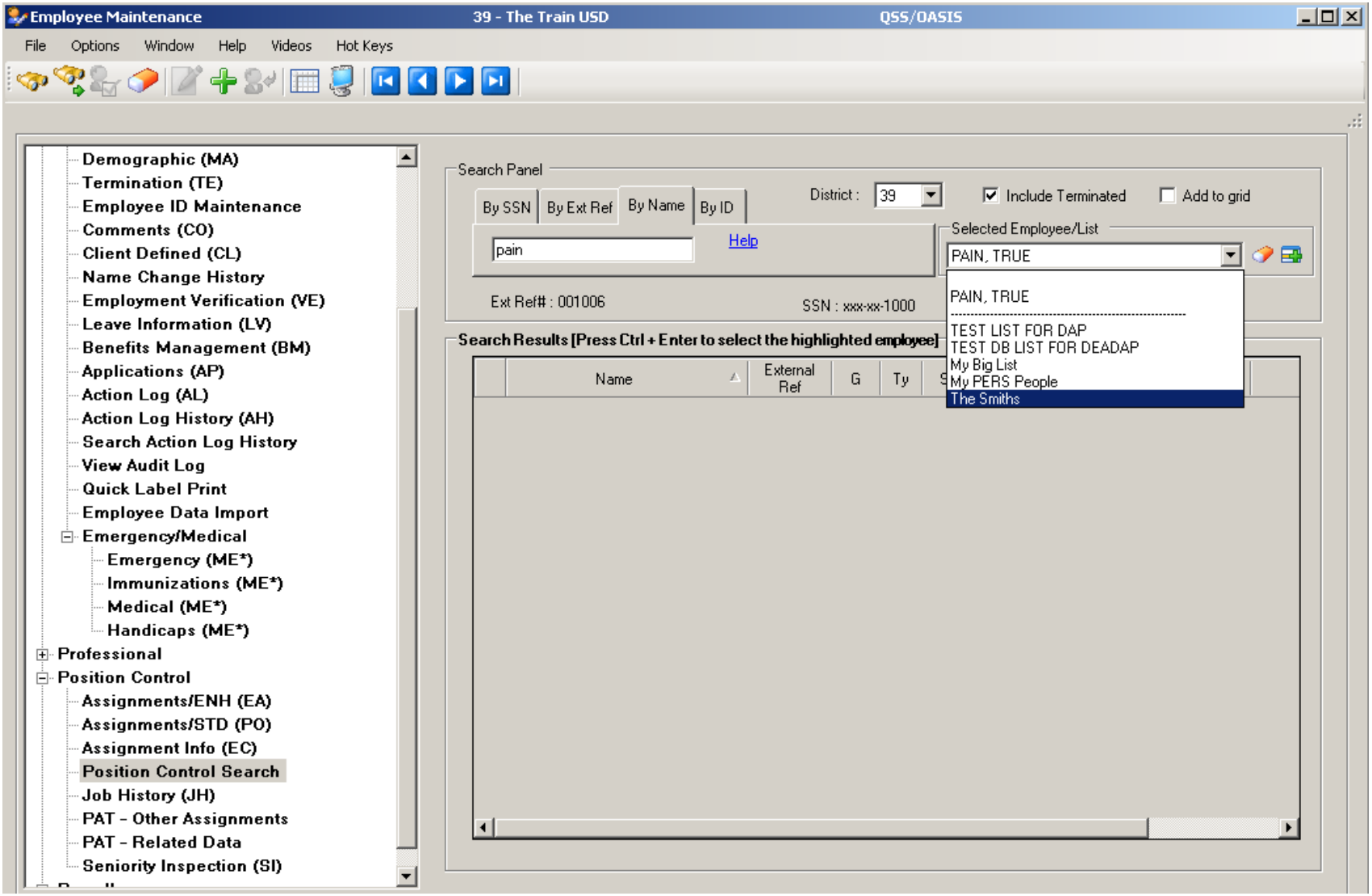
Import from Main Grid



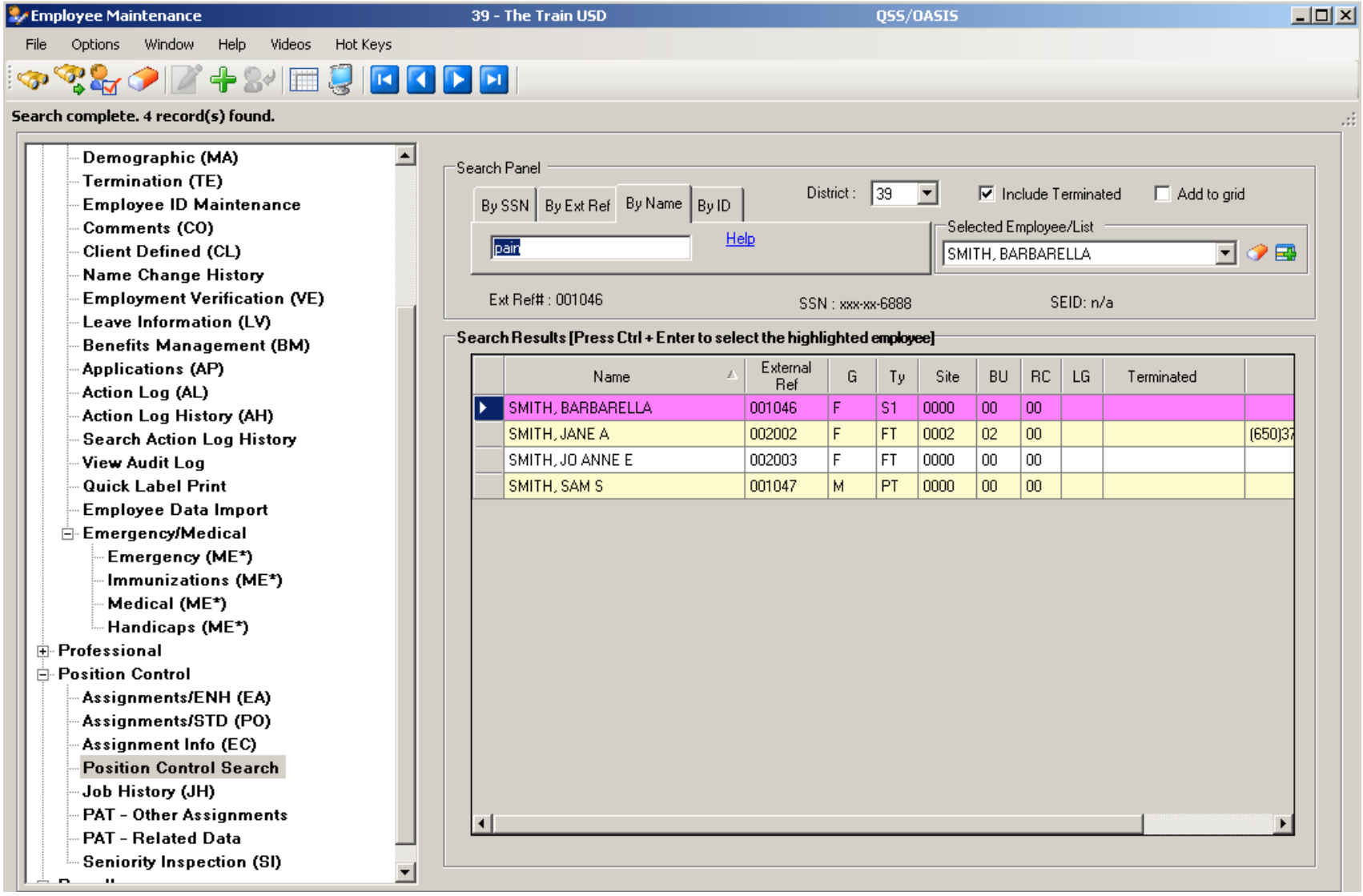
Import Results



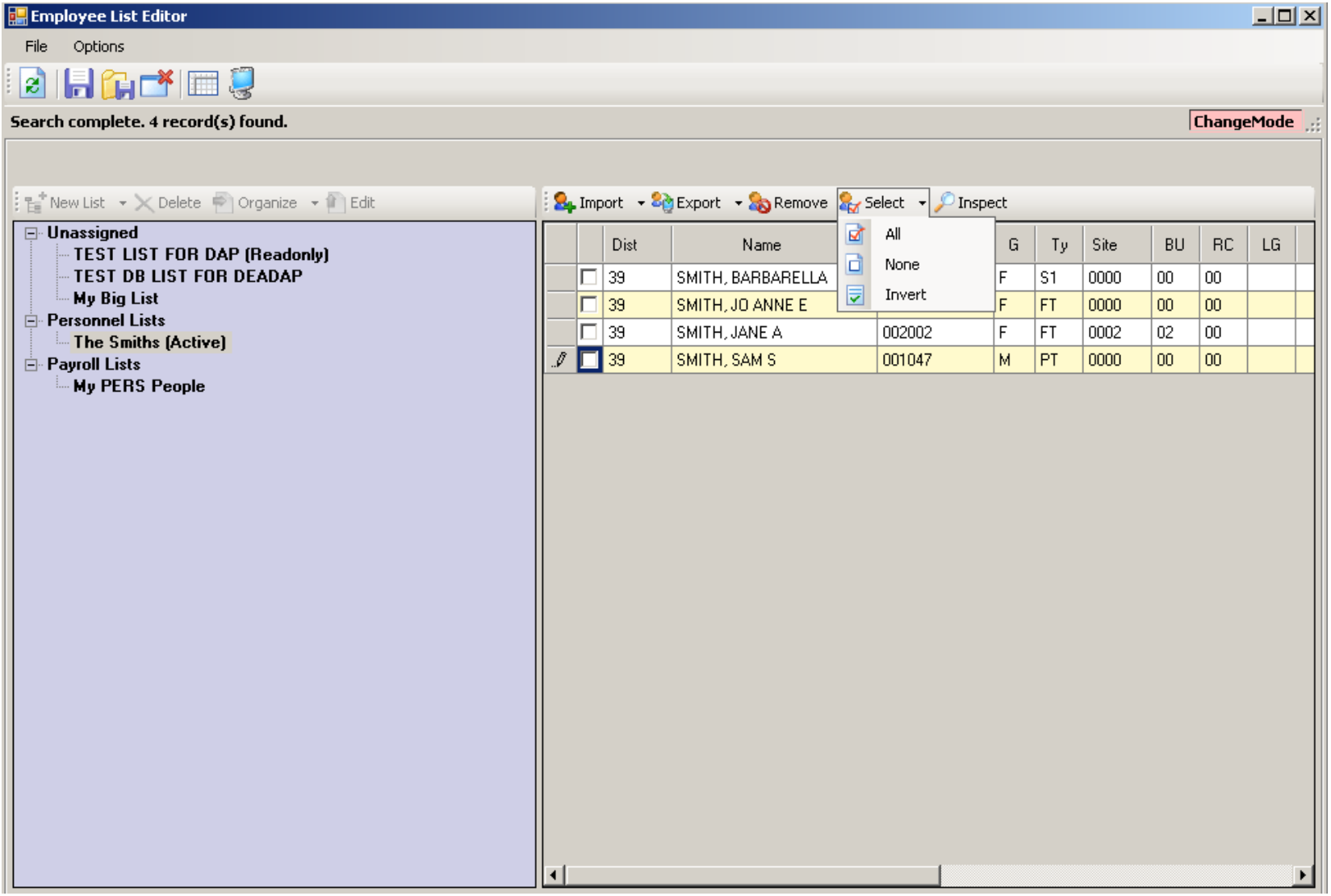
Save – List Added to Dropdown



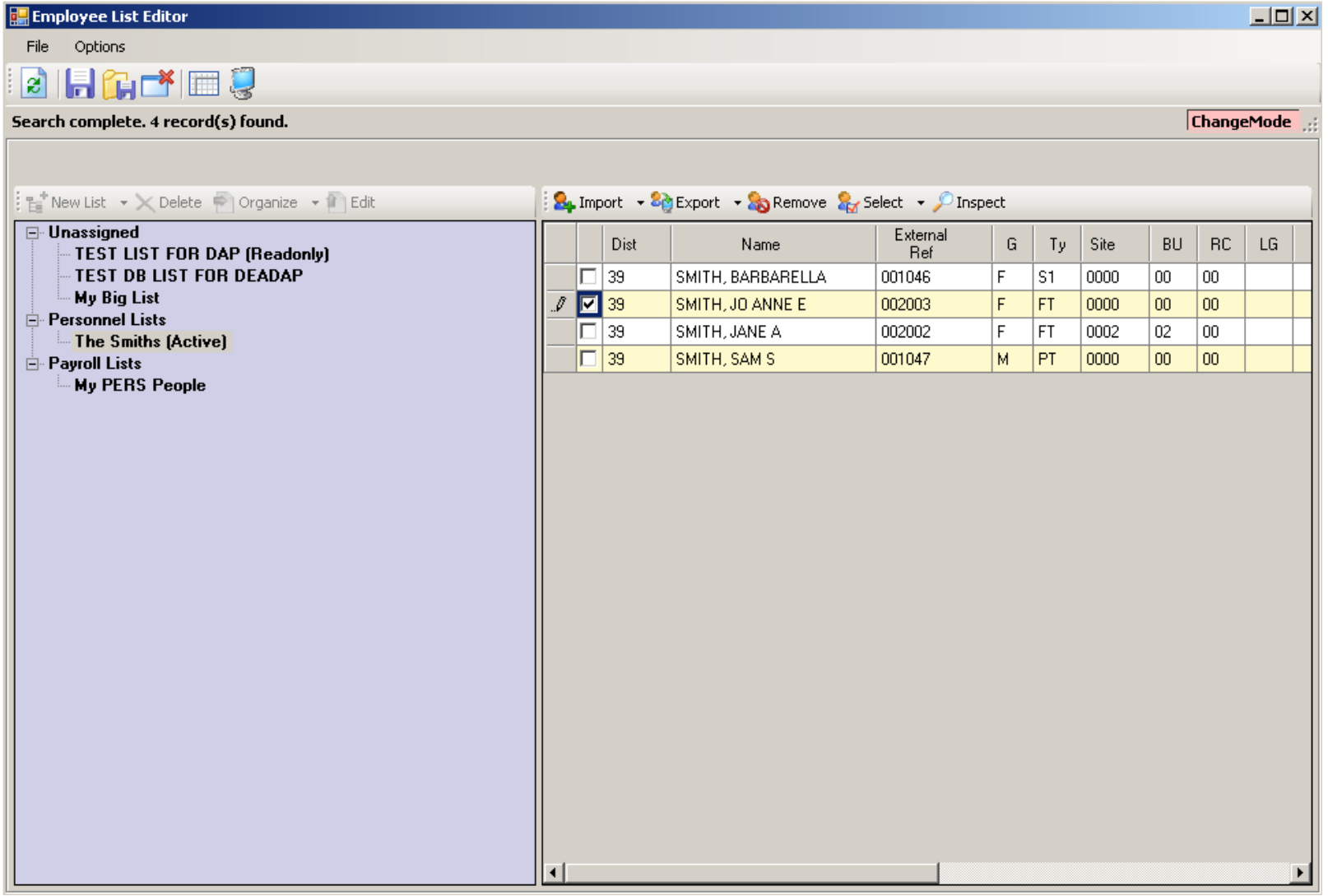
Select List – Get Employees



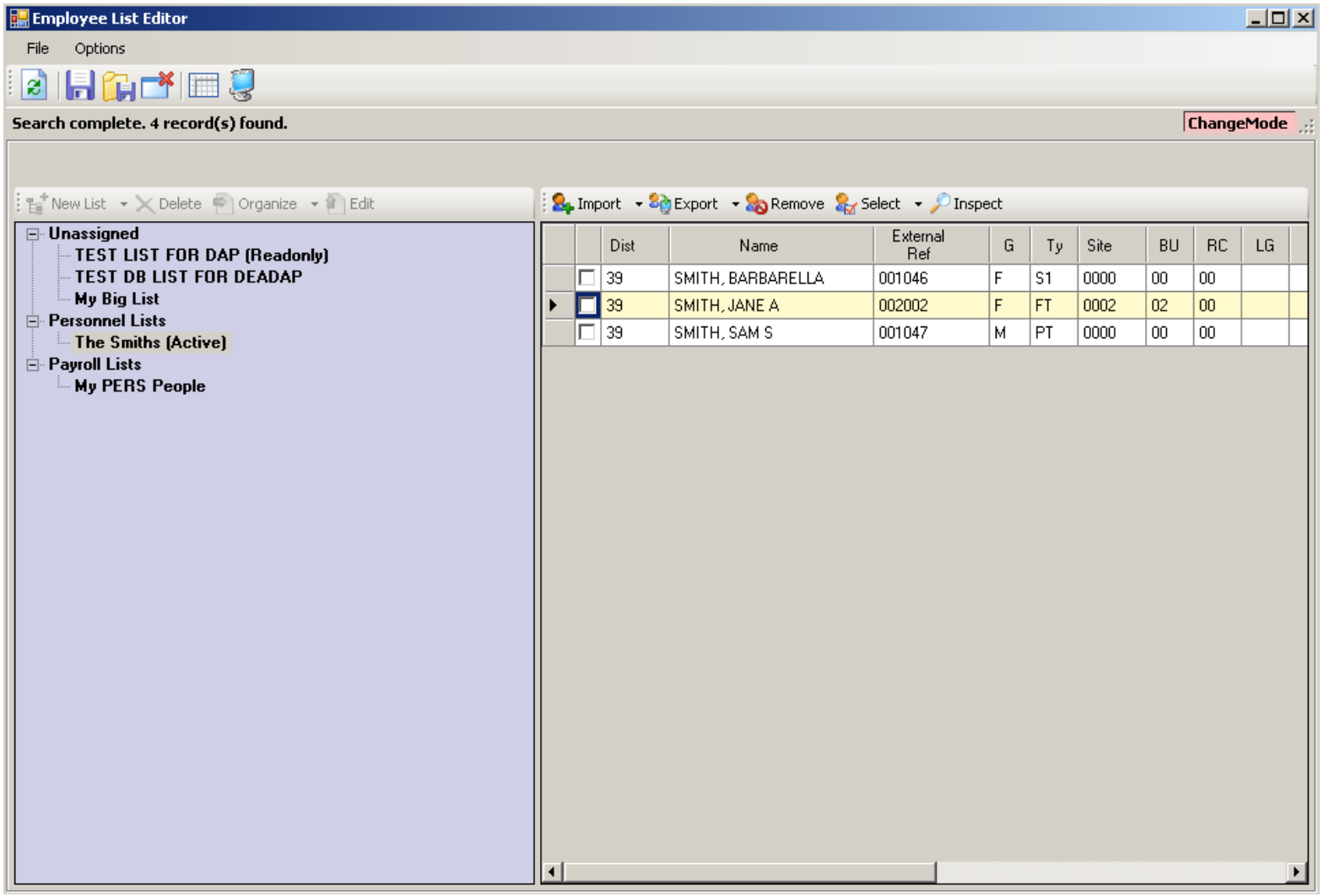
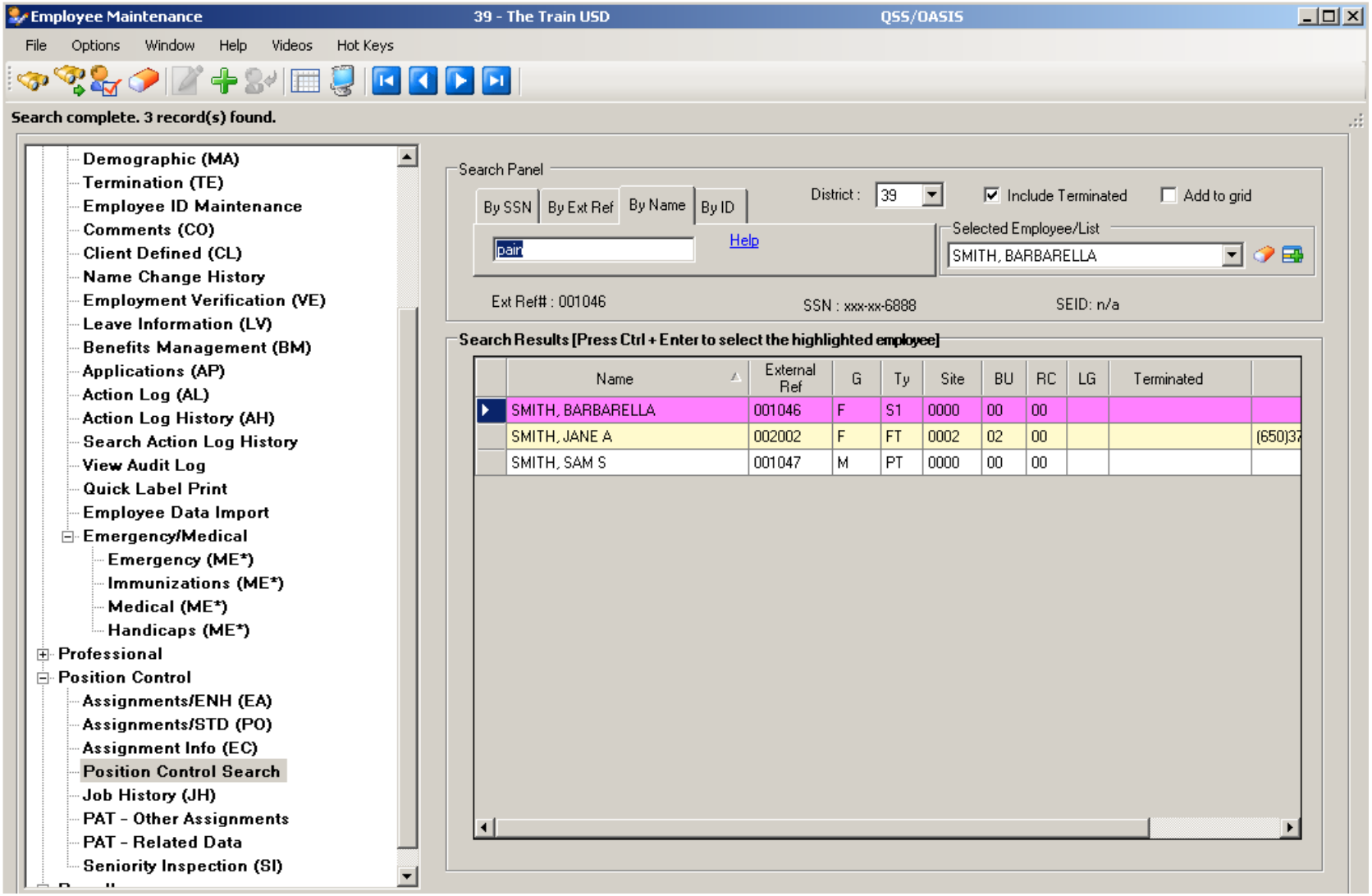
Back to Edit – Unselect All



Select to Remove Jo Anne



Remove Jo Anne (Selected)



List is Reduced…