

Use of the filter

This document demonstrates the **operation of the filter function** using the example of "[Uncompleted requests](#)". However, the same options are also available for "Open ToDos"

The **filter function** (Show Filter) allows you to search for specific requests in the workflow lists.

This function is available for

- every staff member for their own requests and processes
- owner of the role "Personal" for all employees within their area of competence
- owner of the role "Manager" for all employees within their area of competence
- local administrators for all employees of the organization

The screenshot shows the 'Open ToDos' header with a toolbar containing 'Perform marked actions', 'Refresh', 'Selection', 'Show Filter' (highlighted with a red box), and 'Hide Progress'. Below the toolbar is a table with columns: 'ToDo assigned', 'Author of Process', 'Activity', 'Details', 'Progress', and 'Action(s)'.

Now click on the button to open the input screen.

The screenshot shows the 'Open ToDos' header with the same toolbar. Below the toolbar is a filter input form with fields for 'Author of Process', 'Group', 'Process', 'Creation date from', 'Effect date from', and 'Available Action'. There are also 'to' date fields and an 'Apply Filter' button. Below the form is the same table structure as in the previous screenshot.

Using the following parameters (search criteria) you can then search for the relevant request:

- **Author of Process**
Here you can search for a specific applicant > selection of the desired person (process author) from the list of names.
- **Group**
With this parameter, you can select a specific group (e.g. management or marketing), or search in all groups.
- **Process**
Search for a specific process (for example, all vacation requests of a desired person > Process vacation). If you want to see all requests, select "All processes" as parameter
- **Creation date from / to**
Search for requests with a specific creation date (it is possible to enter either from - to date, or for example only to date to see all requests submitted up to a specific date)
- **Effect date from / to**
All applications whose validity period is valid from the from date are displayed. In addition, you can limit the effective date with the to-date parameter.

The "Open ToDos" area contains an additional filter function: the status of the task can be selected under "Selection".

Open ToDos

⚡ Perform marked actions
🔄 Refresh

Selection ▾

- ✓ Approval
- 👁 View
- 🚫 Decline
- 🗑 Delete
- ✖ Revert selection

🔍 Hide Filter
🚫 Hide Progress

Author of Process

Group

Process

Creation date from to

Effect date from to

Action

Apply Filter

ToDo assigned	Author of Process	Activity	Details
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After selecting at least one search criterion, the "Apply filter" button can be clicked

uncompleted Requests

⚡ Perform marked actions
🔄 Refresh
🔍 Hide Filter
🚫 Hide Progress

Author of Process

Group

Process

Creation date from to

Effect date from to

Apply Filter

By clicking on "**Apply filter**" the result list appears according to the search criteria. By using the "**History Off**" or "**History On**" button, the history can be shown/hidden in the result list.

uncompleted Requests

⚡ Perform marked actions
🔄 Refresh
🔍 Hide Filter
🚫 Hide Progress
🖨 Print

Author of Process

Group

Process

Creation date from to

Effect date from to

Apply Filter

Date of application	Performers	Details	Progress	Action(s)
Jun 1, 2023 1:33:31 PM	Sonne Susanne Wind Werner	<ul style="list-style-type: none"> Vacation Absenceentry vacation fullday Jul 1, 2023 - Jul 2, 2023 Details 	☆ Adam Angelika	<input type="checkbox"/> Delete <input type="checkbox"/> Print

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After any editing of the items on the filter list, the list can be updated by clicking the "**Update**" button.

The explanation of displaying the process **details** can be found [here](#)².

Details

Vacation

Absenceentry
vacation fullday
Jul 1, 2023 - Jul 2, 2023

Details

1. /daisy/webdesk-manual-admin/5878-dsy.html?language=4
2. /daisy/webdesk-manual-admin/10074-dsy.html?language=4