Include: Features in the Reports

- Switching to an employee's journal

Clicking the calendar symbol takes you directly to the Journal (monthly journal) [1] of the selected employee.

- Filter option

It is located below the heading of each column.

- **Showing/hiding columns**

Clicking the corresponding button opens a selection list. You can also hide columns by clicking the eye symbol.

Sorting the display using the arrow keys in the column headings

1. /daisy/webdesk-manual-admin/5872-dsy.html?language=4