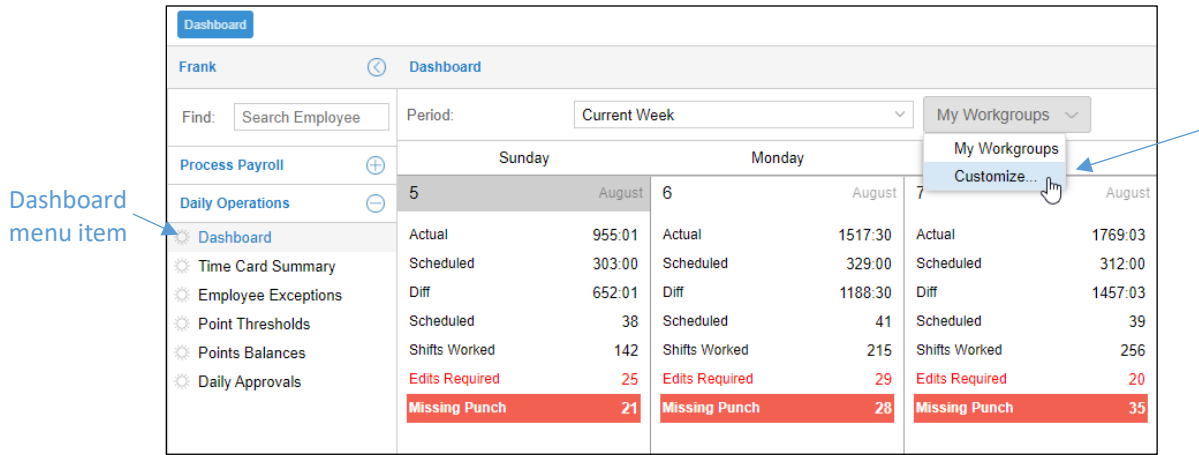


# MSS: Adding a Private Workgroup Filter

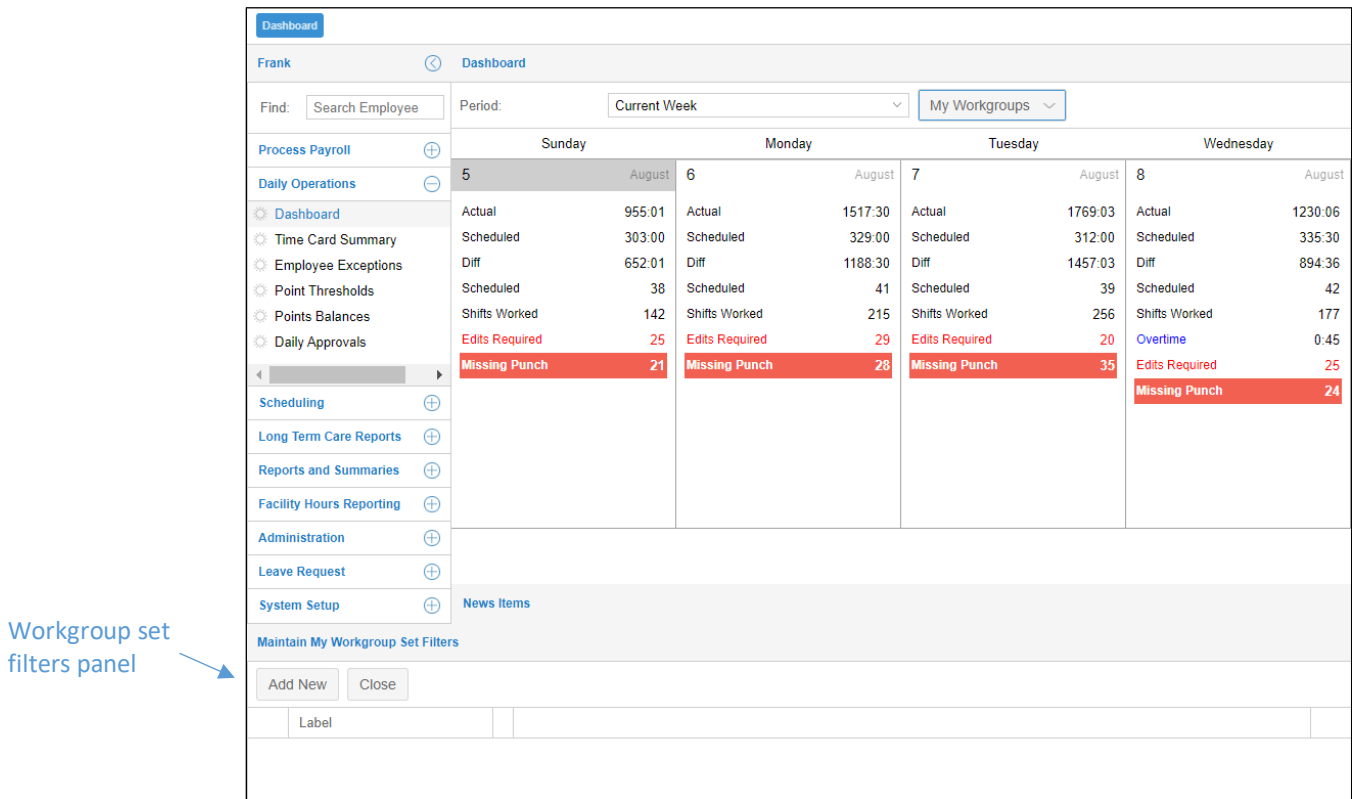
The Manager Self Service (MSS) dashboard can be filtered to display information for a specific group of employees. To apply the filter, click the My Workgroups drop-down list and select the workgroup that includes the employees whose information you want to view. Custom workgroups will appear in the workgroup filter drop-down list after they have been added in the workgroup filter maintenance panel.

To add a new workgroup filter:

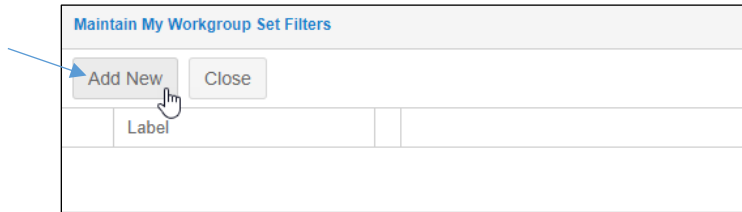
1. Click the Dashboard menu item in MSS.
2. Click the **My Workgroups** button above the dashboard and select **Customize**.



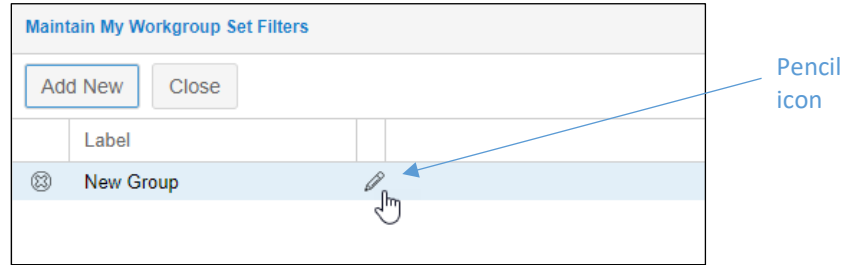
The Maintain My Workgroup Set Filters panel will expand below the dashboard.



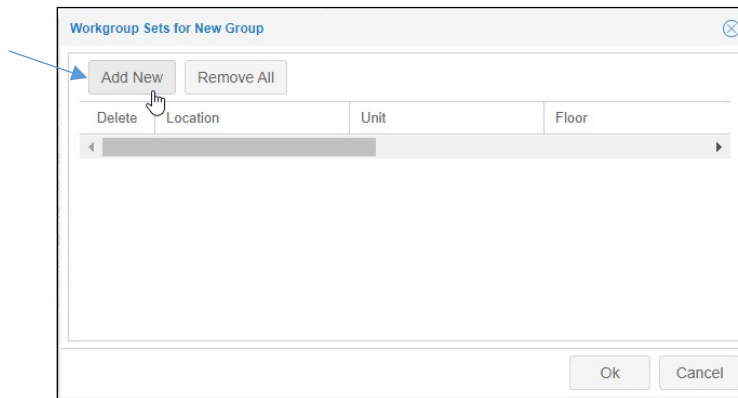
3. Click the **Add New** button in the Maintain My Workgroup Set Filters panel.



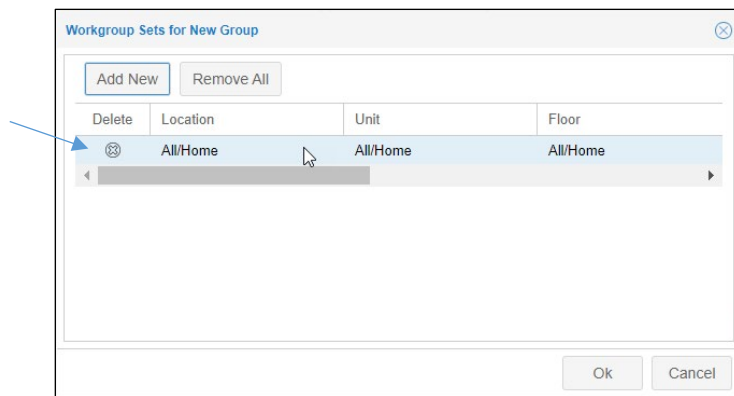
4. Click the **Pencil** icon for the New Group entry in the panel to open the *Workgroup Sets for New Group* window.



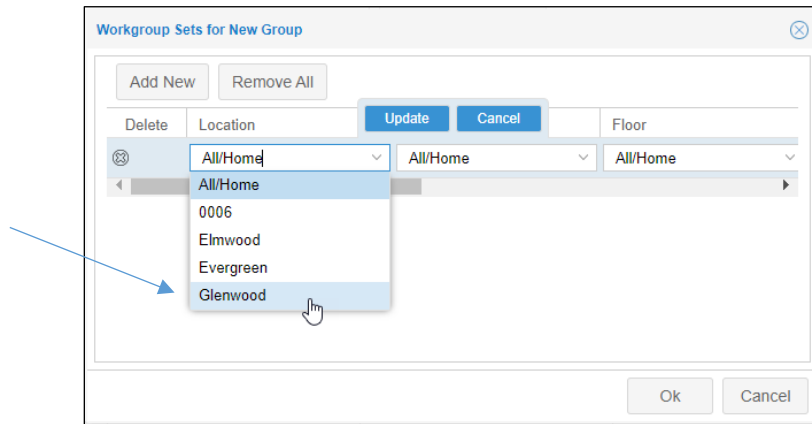
5. Click the **Add New** button in the *Workgroup Sets for New Group* window.



6. Click the new entry in the *Workgroup Sets for New Group* window.

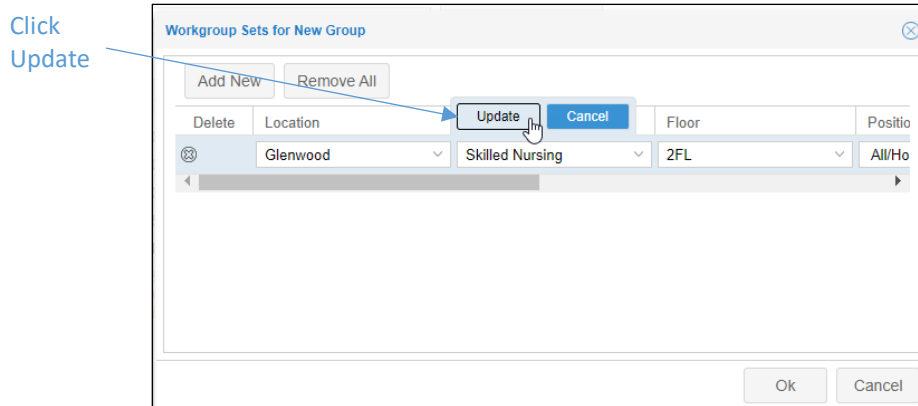


7. Select the appropriate workgroup levels for you workgroup set by clicking in the drop-down field for each level.

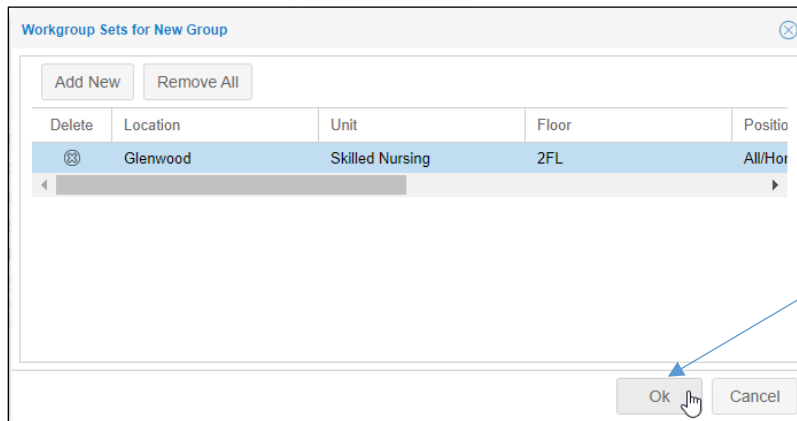


8. After making all of your selections for the workgroup set, click the **Update** button.

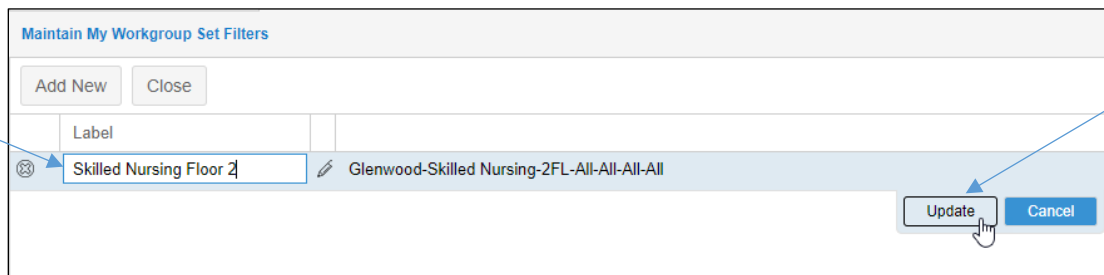
Click the **Update** button to save your workgroup selections. If you do not click the Update button before you click OK, your workgroup selections will not be saved.



9. Click the **OK** button.

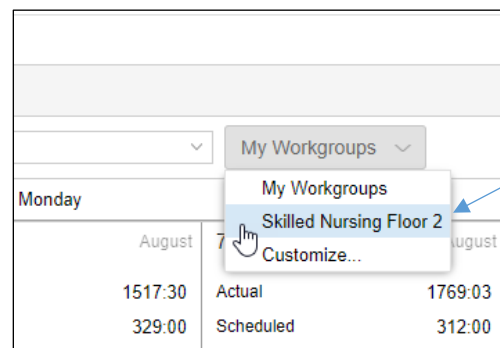
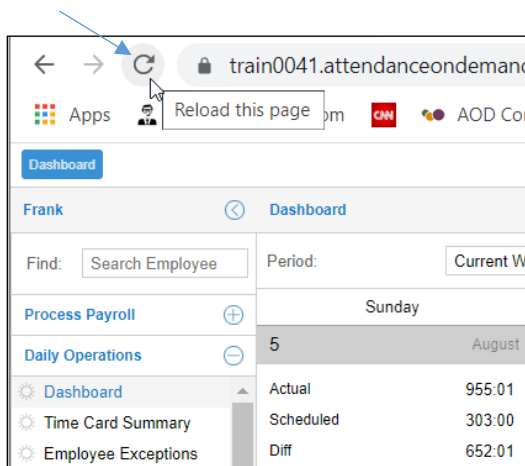


10. Add a label to your workgroup set by clicking the New Group label and typing your label in the field.



11. Click the Update button to save your new label.

12. Refresh your system, by clicking your browser's reload page button, to view your new filter in the My Workgroups drop-down list.

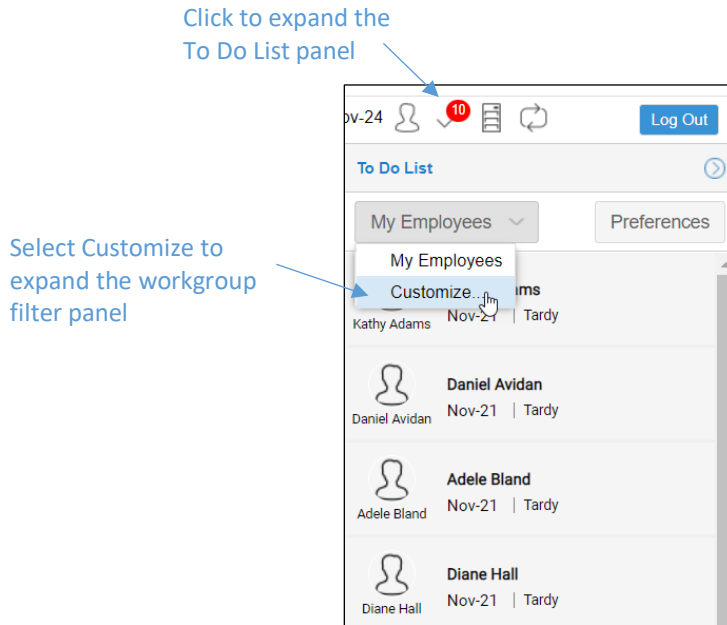


Repeat these steps to create additional workgroup filters as needed.

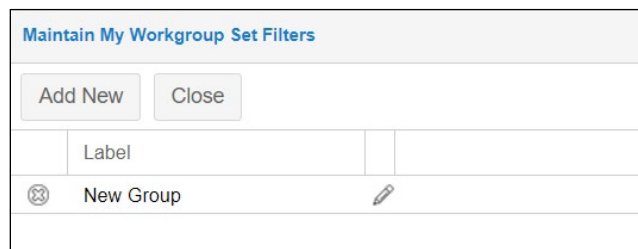
## Alternate Methods for Adding Workgroup Filters

Workgroup filters can be added from two other locations in MSS, in the To Do List panel and the My Accounts page.

### To Do List Panel



Expands the Maintain My Workgroup Set Filters panel:



## My Accounts Page

Click to view the My Accounts page

Select Operator Private Workgroup Definitions

Fri Nov-24

AODTECH (AoD Technicians Account)

Basic Operator Properties Change Password Send Invitation Clear Preferences Replicate Preferences

Basic Operator Properties  
Operator Workgroup Access Rights  
Operator Private Workgroup Definitions

Phone Number: 000-0000

Profile: Payroll Manager

Date Format: mm/dd/yy

Show Time in Am/Pm:

Show Time in Hundredths:

Location Sort: Name

Department Sort: Name

Shift Sort: Name

Expands the Private Workgroup Set Definitions panel for adding a workgroup filter.

AODTECH (AoD Technicians Account)

Operator Private Workgroup Definitions Change Password Send Invitation

Private Workgroup Set Definitions

Add New Close

	Label	
+	New Group	

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