

S15-Hours & Tasks Task Summary

Display Selected Task Assignments

This sheet shows all of the task assignments in ascending date-order. You can filter the assignments to display only the desired Date, Employee or any other column header by clicking on the little down arrow in the table header row and selecting the item you would like to be displayed. You can filter the data on more than one column by selecting a filter in multiple columns.

The little down arrow will be black if no filter has been selected and it will be blue if a one has been selected. You can remove the filter by selecting "All" from the drop-down menu. **If you want to hide blank rows you can select "NonBlanks"** from the bottom of the drop-down menu.

The print range has been set to use as many sheets of paper as necessary to print all of the displayed rows.

This sheet needs to remain unprotected for the data filters to operate.

The Employee data filter has been set to show all assignments for Dan Johnson.

Employee	Date	Start	Stop	Tasks
Dan S. Johnson	3-Jan-06	12:00 PM	12:00 AM	Station 1
Dan S. Johnson	3-Jan-06	12:00 PM	12:00 AM	Rooms 17-20
Dan S. Johnson	3-Jan-06	12:00 PM	12:00 AM	Rooms 13-16