

Manager Search Options

This page is used to set up change time reporter group default values on manager time and absence pages, including the dashboard.

Manager Search Options

- 1. Access the <u>Time/Absence Dashboard</u>.
- 2. Click Manager Search Options in the left side bar.
- 3. Enter new group ID in *Time Reporter Group* row or use the magnifying glass to select an assigned group ID.
- 4. Click Save.