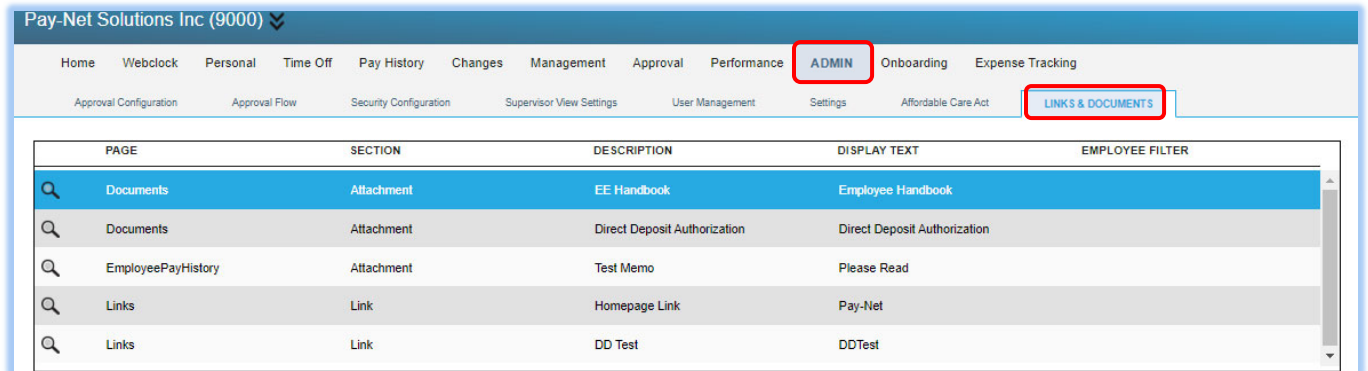
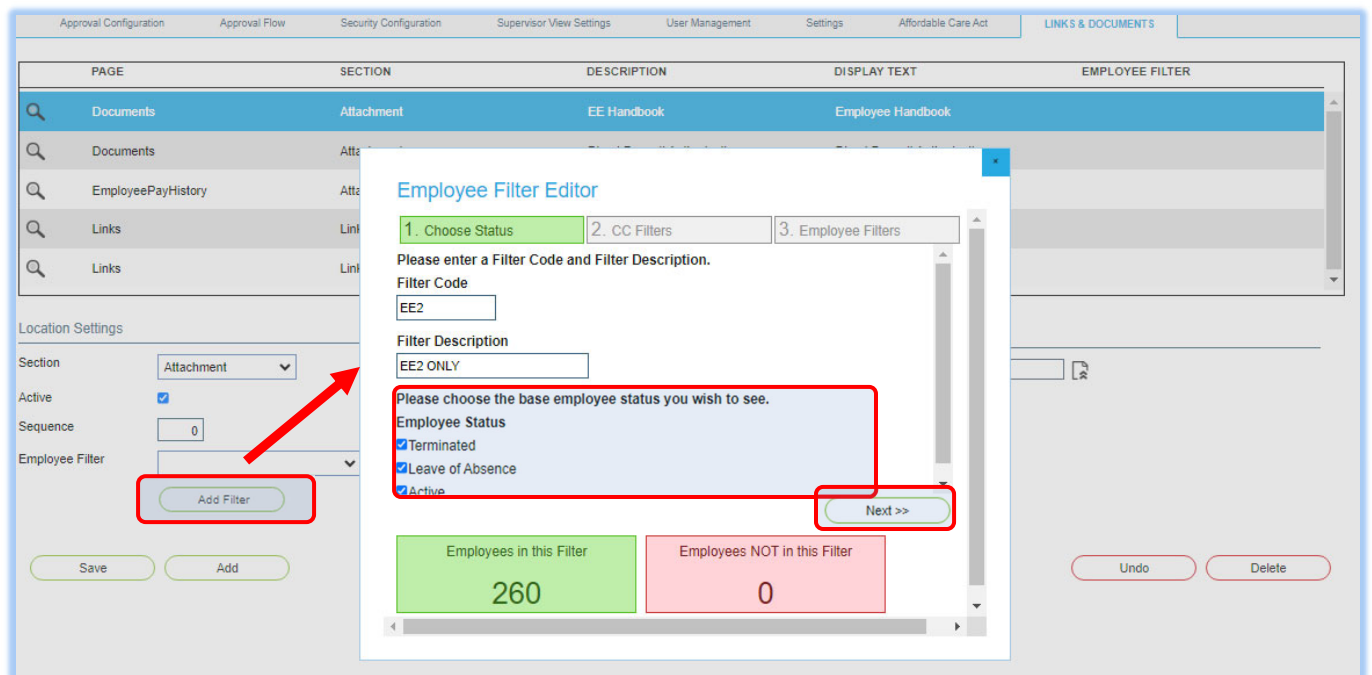


1. Navigate to the Links and Documents section of the ESS Kiosk as an Admin user.

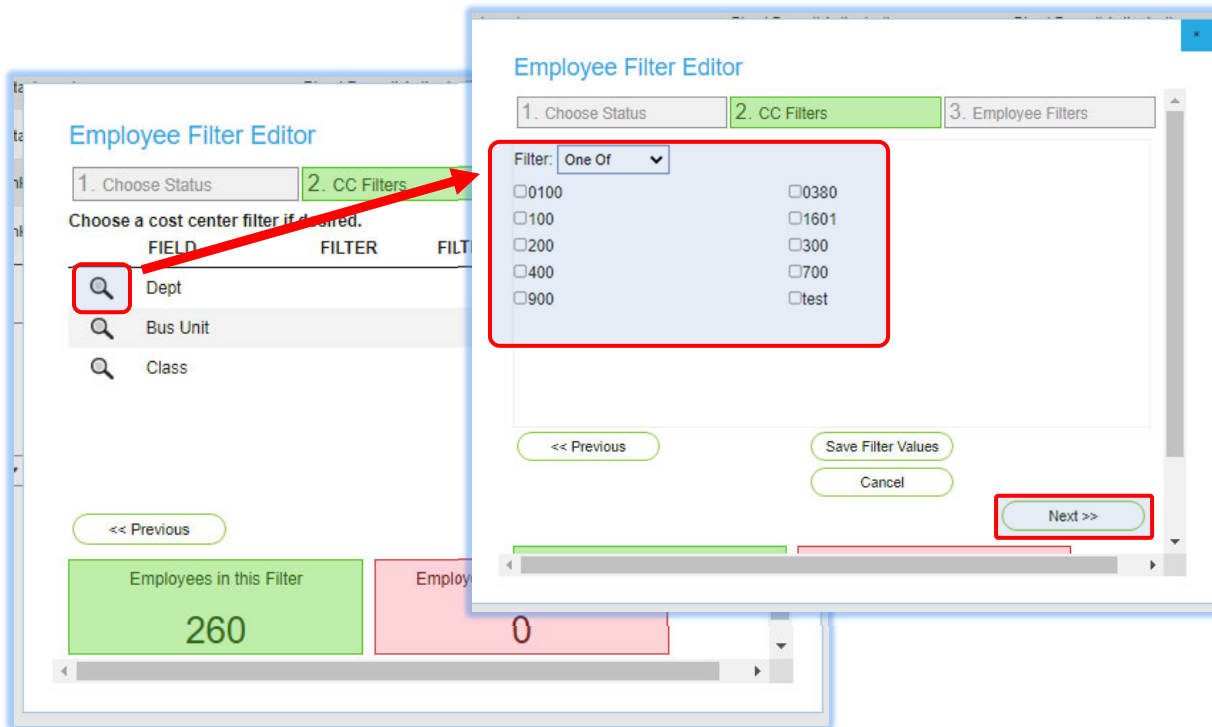


2. If the filter you wish to use does not already exist, select **Add Filter**, and a pop-up window will appear. Name the filter as desired, and ensure ONLY the employee types you want are included (i.e. Terminated, Leave of Absence, Active), then hit **Next**.



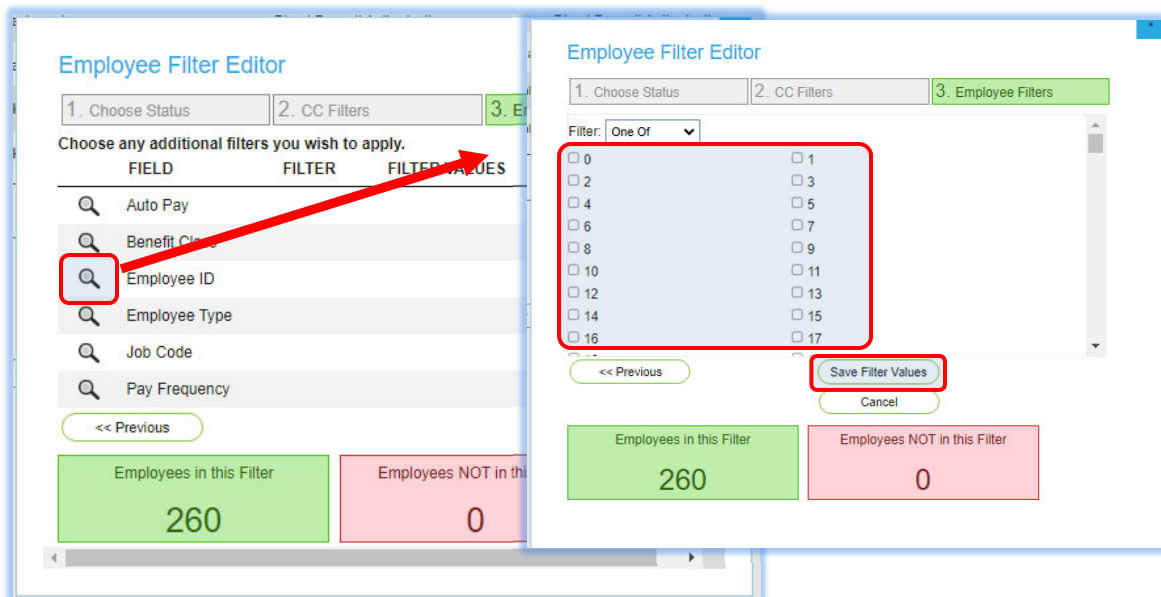
3. If you want your filter to cover a certain Cost Center, you can choose it here. *Please note: the options on this screen will vary for you, depending on which types of Cost Centers you have set up.*

Click the magnifying glass next to the desired Cost Center level, and a pop-up window will appear. Select from the provided dropdown the type of filtering you need. Then select the appropriate checkbox(es), and click NEXT. This will filter on the selected Cost Center within the selected CC Level.

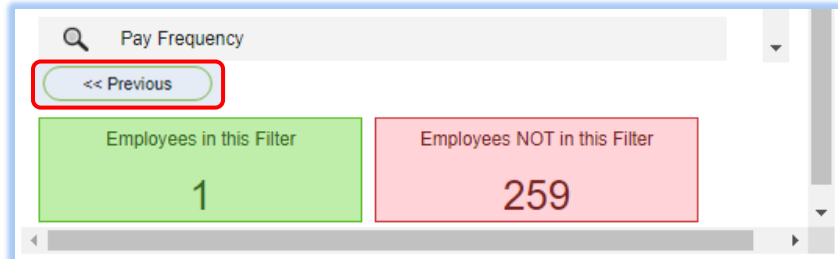


4. The next screen allows you a number of different filtering options, including selecting a single employee. **The best way to ensure you are creating a filter so that ONLY ONE employee can view a document, is to create a filter based on Employee ID Number.**

In order to do this, click the magnifying glass next to the Employee ID Filter, then check the box next to the appropriate employee ID, then click **Save Filter Values**.



- At this point ensure that your filter indicates the correct/desired number of included employees. If, for some reason, your filter numbers do not update, try clicking the PREVIOUS button to go to the previous screen, then back again—that should refresh the filter for you.



- Once your filter is displaying the correct number of included employees, simply close out of the pop-up window. Your newly created filter is now available for use when adding new Documents and/or Links.

Home Webclock Personal Time Off Pay History Changes Management Approval Performance ADMIN Onboarding Expense Tracking

Approval Configuration Approval Flow Security Configuration Supervisor View Settings User Management Settings Affordable Care Act **LINKS & DOCUMENTS**

PAGE	SECTION	DESCRIPTION	DISPLAY TEXT	EMPLOYEE FILTER
	Documents	Attachment	EE Handbook	Employee Handbook
	Documents	Attachment	Direct Deposit Authorization	Direct Deposit Authorization
	EmployeePayHistory	Attachment	Test Memo	Please Read
	Links	Link	Homepage Link	Pay-Net
	Links	Link	DD Test	DDTest

Location Settings

Section: Attachment

Active:

Sequence: 0

Employee Filter: EE11 ONLY

Add Filter

Display Options

Description: EE Handbook

Display Text: Employee Handbook

URL:

Bold Text:

Type: Attachment Icon

File Attachment

Save Add Undo