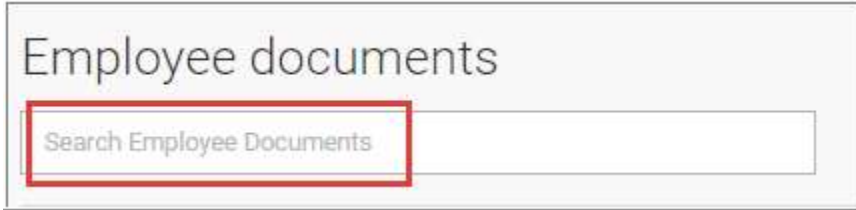


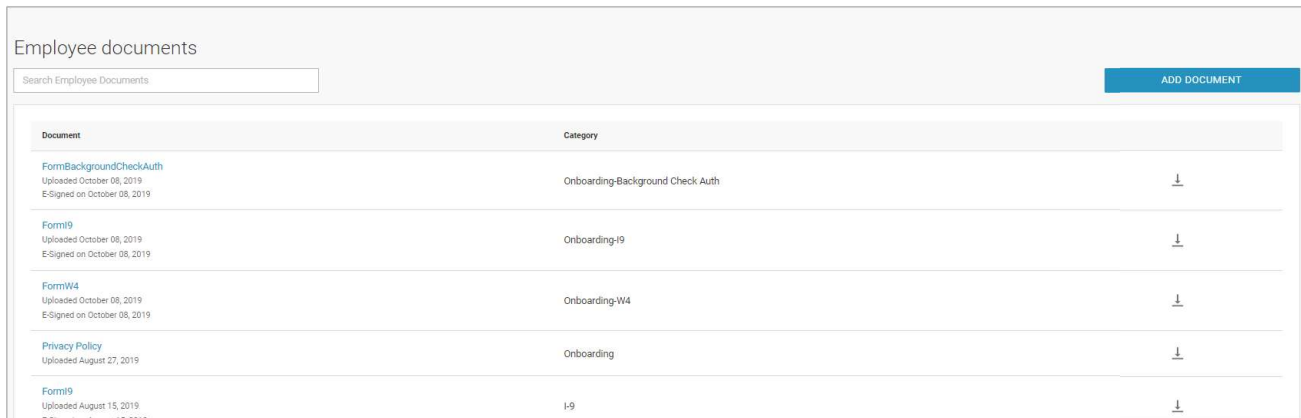
Using the Filter to Search on the Employee Documents Screen

You can use the **Search Employee Documents** filter on the **Employee Documents** screen to help find the document you are looking for.

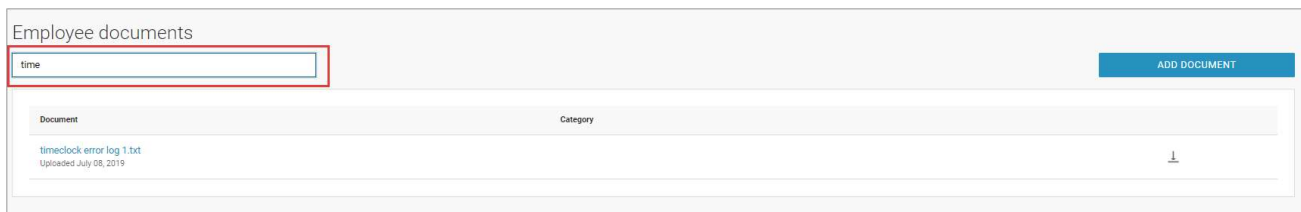


To search employee documents:

1. Go to **HR Admin - Employee Maintenance - Document (employee)**, or go to **Manager Service - Employee Maintenance - Document (employee)**.
2. The system displays the **Employee Documents** screen.



3. Note that there may be a large number of documents displayed. To help narrow your search, in the **Search Employee Documents** search box at the top-left of the screen, start typing the name of the document you are looking for. For example **"time"**:



4. The system refreshes the screen to display only the document(s) that contain the search string you entered.
5. Click on the document row to display that document.