

## HOW TO USE COLUMN CHOOSER IN PAYROLL

Column chooser allows the user to add relative additional information into a form search window and report inquiry in order to maximize the filtrations of data.

## Using Toggle View in Employee Records:

In the payroll window, select the employees in order to see all the created employee record.



Now, all created employees record will list down in a table grid layout.

Place the mouse pointer to the available column headers then right-click to show available options. Select the name "Column Chooser"

Image: Second	Transactions Rates	Tools	Employees	- QnE Payroll System (Prime E	dition) for Philippine	v2.2019.5.5	_	_	- 0
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Create a New Employee Manage Employee Loans Employee Allowances	Last Name	<ul> <li>First Name</li> <li>Bessie</li> </ul>	Department Sales and Ma	A Sort Ascending	Tax Status Single	Salary Type Weekly	Location	Cost Center	Employment Status Regular
Shifts Manager	Deyoung Jones	Marianne Janine	Support Depa	Sort Descending Clear Sorting	Married employee w Single	Weekly	NONE	NONE	Regular Regular
HRIS	Leffler Maggio Nelson	Kirk Daniel		Group By This Column Hide Group By Box	Single Single	Monthly Weekly	NONE	NONE NONE	Regular Regular
<u>Skills</u> Relatives	Paula	Reed Madewell Mary	Support Depa	Column Chooser	Single Single Single	Monthly Monthly Semi-Monthly	NONE NONE	NONE NONE	Regular Regular Regular
Educational Background Tranings & Seminars Memo History	Sean Tomlinson	Charles Deborah	Support Depa Sales and Ma	Best Fit Best Fit (all columns)	Single Single	Semi-Monthly Monthly	NONE	NONE	Regular Regular
Employment History Medical Records PRC/Professional Licenses Legal Records				<ul> <li>Filter Editor</li> <li>Show Find Panel</li> <li>Show Auto Filter Row</li> <li>Filter Mode</li> </ul>					
Organizations Salary History Benefits History Manage Dependents									
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Once done, the Customization Panel will show that allows you to add more information fields in the table view.

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nployee Allowances	> Castilo	Bessie	Sales and Marketing	Junior Sales Staff	Single	Weekly	NONE	NONE	Regular
ifts Manager	Deyoung	Marianne	Support Department	Junior Support	Married employee w		NONE	NONE	Regular
	Jones	Janine	Support Department	Junior Support	Single	Weekly	NONE	NONE	Regular
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Select the available fields on the panel and once selected, left-click and hold it to drag it to the column header. You can place the selected field anywhere on the column header.

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	Jones	Janine	Support Department	Junior Support	Single	Weekly	NONE	NONE	Regular
HRIS	Leffler	Kirk	Admin Department	CEO	Single	Monthly	NONE	NONE	Regular
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If the available field is successfully pulled-out to the form, you can see the additional information per each transaction document

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Create a New Employee	Drag a column heade	er here to group by	y that column				_				
lanage Employee Loans	Last Name 4	<ul> <li>First Name</li> </ul>	Department	Job Position	Birthday	Citizenship	Tax Status	Salary Type	Location	Cost Center	Employment Sta.
mployee Allowances	> Castilo	Bessie	Sales and Mark	Junior Sales Staff	7/24/1994		Single	Weekly	NONE	NONE	Regular
hifts Manager	Deyoung	Marianne	Support Depart	Junior Support	9/6/1998		Married employ		NONE	NONE	Regular
	Jones	Janine	Support Depart	Junior Support	3/31/1982		Single	Weekly	NONE	NONE	Regular
HRIS	Leffler	Kirk	Admin Departm	CEO	5/11/1980		Single	Monthly	NONE	NONE	Regular
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NOTE:

<sup>\*</sup> For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <u>https://qnesupportph.freshdesk.com</u>