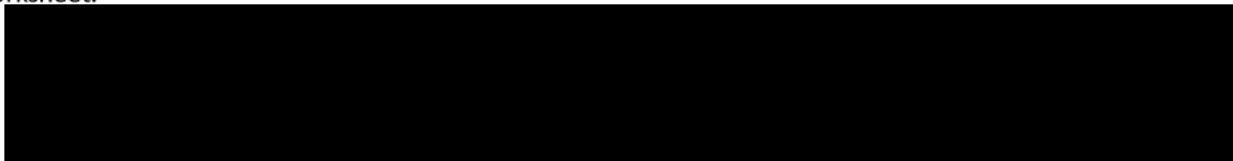


## Toolbar Tips for the Comp Worksheet

### Workforce Compensation

Also see the *Hints & Tips for Using Workforce Compensation* reference guide.

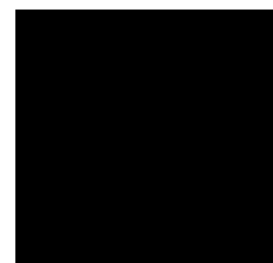
This reference guide defines the toolbar options for viewing and working with the compensation worksheet.



This function [redacted] the current worksheet view to a spreadsheet. It is a “snapshot in time” and is valuable for saving the current status of your organization for future reference. Use the [redacted] in the worksheet toolbar to adjust what workers are included in the [redacted] file (i.e., Direct Reports, individual managers, etc). There is also a toolbar icon to access this function.

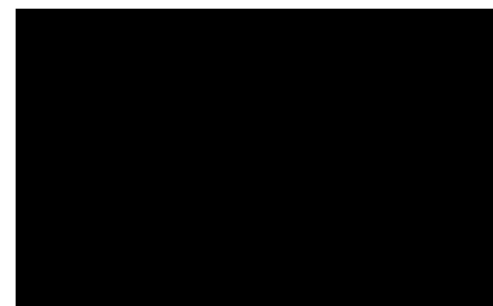


Models make it easy to see how different allocation methods and criteria affect your budget, worker allocation, and target amounts. Many different models can be [redacted] [redacted] to either the budget or compensation worksheets. (See the *Create and Apply Models* module for complete information.) This action is also available from the [redacted] drop down menu.



### Manage Delegations

If a worker in your organization now reports to a different manager, you can delegate them to the new manager in the worksheet. Use the [redacted] [redacted] to select or search for the correct manager. And, you can remove any manager delegations previously selected.



### View [redacted]

You can view a summary of activity and track what changes have been made in the system and see when the changes were made and by whom



Some settings can be saved as your custom worksheet view so that they are retained through your work session and for succeeding logins. These settings persist across all compensation plans. Each of these options has a separate toolbar icon to select quickly and independently.

- [REDACTED]
- [REDACTED]
- [REDACTED] select the number of rows (up to 20) you wish to be viewable before scrolling is invoked
- [REDACTED] choose first column or up to the first four columns to [REDACTED] during horizontal scrolling

### View as [REDACTED]

[REDACTED] determines how workers are displayed in the worksheet. The toolbar also includes an independent button for changing between the two views.

- [REDACTED] – Displays all workers in a flat table that provides no insight into the reporting structure. If you choose [REDACTED] as your default worksheet display [REDACTED] option (see Actions menu above), you can still override the setting and choose [REDACTED]
- [REDACTED] – Displays employees in a hierarchy that allows you to view the reporting structure. When you view the worksheet as a [REDACTED] you can see the organizational structure and see all the workers lower in the hierarchy.

### Columns

From this drop down menu option you can choose to show all columns or select to hide/show columns individually. The [REDACTED] option opens a new window in which to select columns to hide and dictate the order of visible columns. [REDACTED] and changing the display sequence is effective for the current session only and must be repeated every time you log out and log back in. Alternatively, you can mouse over a column to access the ascending/descending sort arrows and right-click on the column to access the other column options.

Select a column on the worksheet and click [REDACTED] to ensure the columns to the left of your selection remain in place during horizontal scrolling. [REDACTED] columns using this method is effective for the current session only and must be repeated every time you log out and log back in. This option is also available when you right-click on a column or by selecting the [REDACTED] toolbar icon. If you wish to save this customization for future sessions and other compensation plan worksheets, save a default worksheet display (see [REDACTED] above).

## Reference Guide

The [REDACTED] function is a one-click option to maximize your worksheet view and reduce scrolling. You may find this easier than working offline in a spreadsheet. To revert back to the default view, click [REDACTED] in the drop down menu or use the toolbar button for this reversible function.

This menu allows you to choose ascending or descending [REDACTED] of a selected worksheet column. The [REDACTED] option allows for a selection of up to three ascending/descending [REDACTED] options based on the columns available. These options are also available when you right-click on a column.

Here you can select a custom order of the visible columns (also available in [REDACTED] noted above) using the up/down arrows. Alternatively, you can drag and drop columns into a different position within the worksheet by clicking the column header and dragging it to the new position.

Hiding columns and changing the display sequence is effective for the current session only and must be repeated every time you log out and log back in.

This option allows for changing the size of all selected columns specifying number of pixels or percentage. When you downsize a column width the column header will wrap. This option is also available when you right-click on a column or by holding your cursor between columns until the resize icon appears for you to click and drag the column divider to resize.

The content of cells in the selected columns will [REDACTED] with this selection. A separate toolbar icon is available for this same function or right-click on a column for this option.

This function [REDACTED] the data for all workers in your organization into a spreadsheet regardless of the [REDACTED] designation. And, it allows for input of [REDACTED] (offline, if desired) and to then [REDACTED] he changes back to the worksheet (after login). This function is not available if using the [REDACTED] web browser. (See the *Manage Allocations in Excel* module for complete information and the required desktop integrator installation details.)

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Following are a few of the [REDACTED] accessible in the second row of the worksheet toolbar.

- [REDACTED] Use this option to search for a worker by entering the [REDACTED] and click the [REDACTED] arrow. All rows in the [REDACTED] matching the search entry will be displayed in the worksheet. To clear the search item, delete the text from the field and click the [REDACTED]
  
- [REDACTED] Unless you save a default worksheet display (see [REDACTED] above), the default [REDACTED] is set to show [REDACTED]. You can change the view to include [REDACTED] or any combination of individuals by selecting the checkboxes next to their names. In addition to viewing your own [REDACTED] you can view all [REDACTED] and the teams of [REDACTED]. Select [REDACTED] in the [REDACTED] whose teams you want to view. Or you can select [REDACTED] to view your entire organization.
  
- **Country:** Select the checkbox for one or more of the countries listed in the drop down and select the 'Go' arrow. To clear the selections, select the checkbox next to *All* and click the 'Go' arrow.



- [REDACTED] This option provides additional [REDACTED] including [REDACTED]

- [REDACTED] Click this icon to remove (clear) all [REDACTED] currently in place.