Filtering time entries

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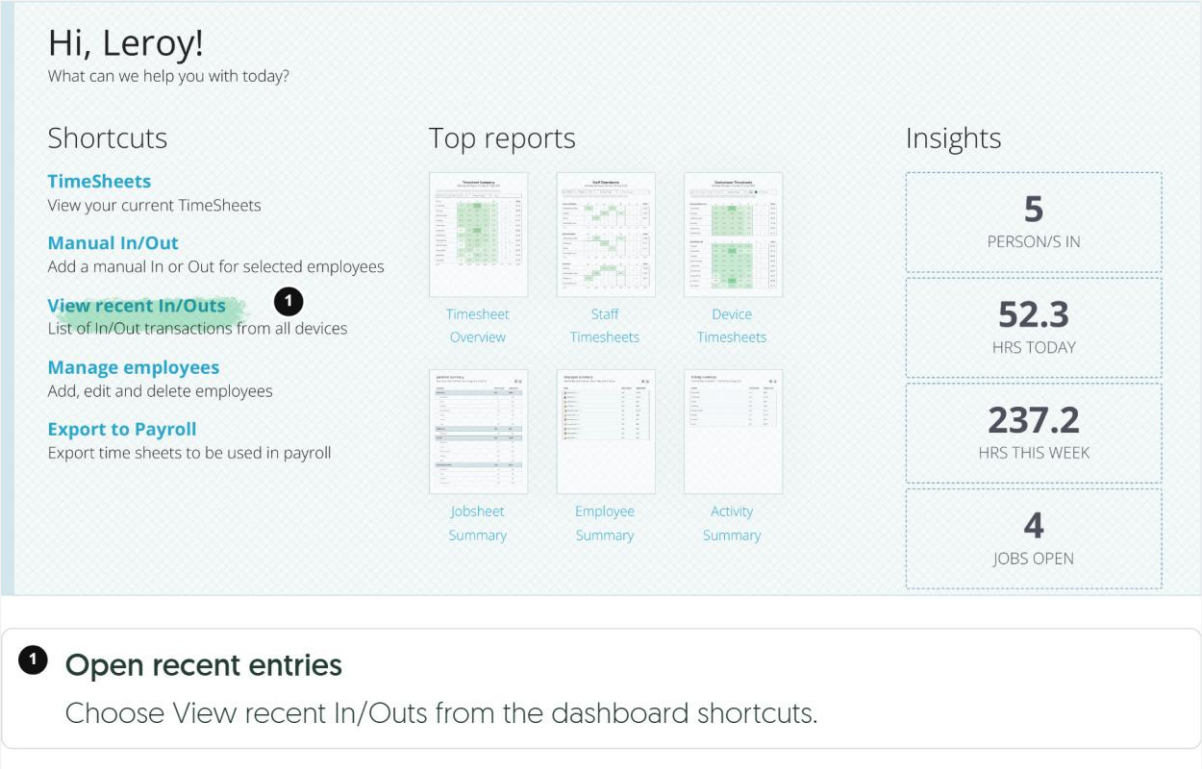
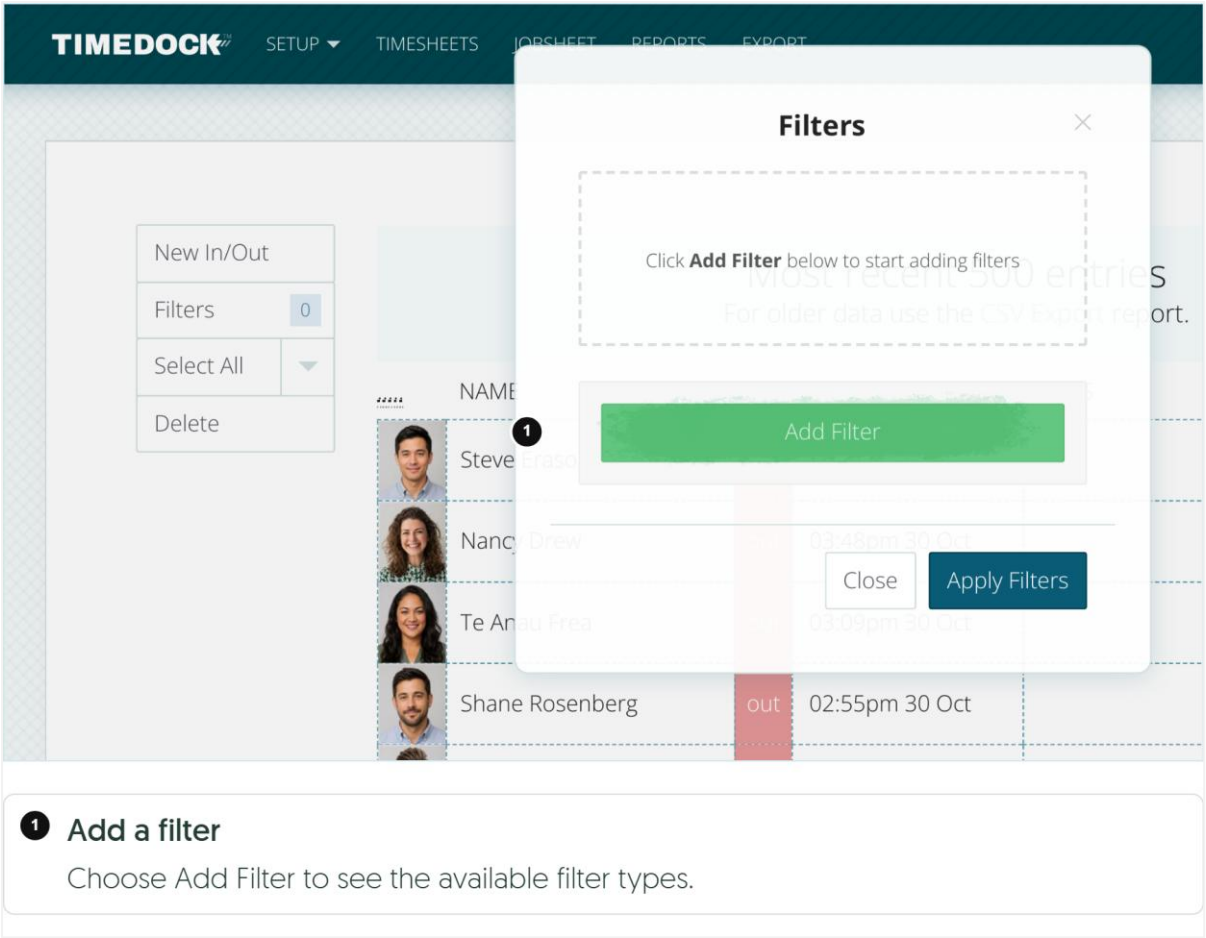
To search and filter through a list of clock entries, first log in to your TimeDock web portal and click on *View recent In/Outs* on the left-hand menu of the home screen.

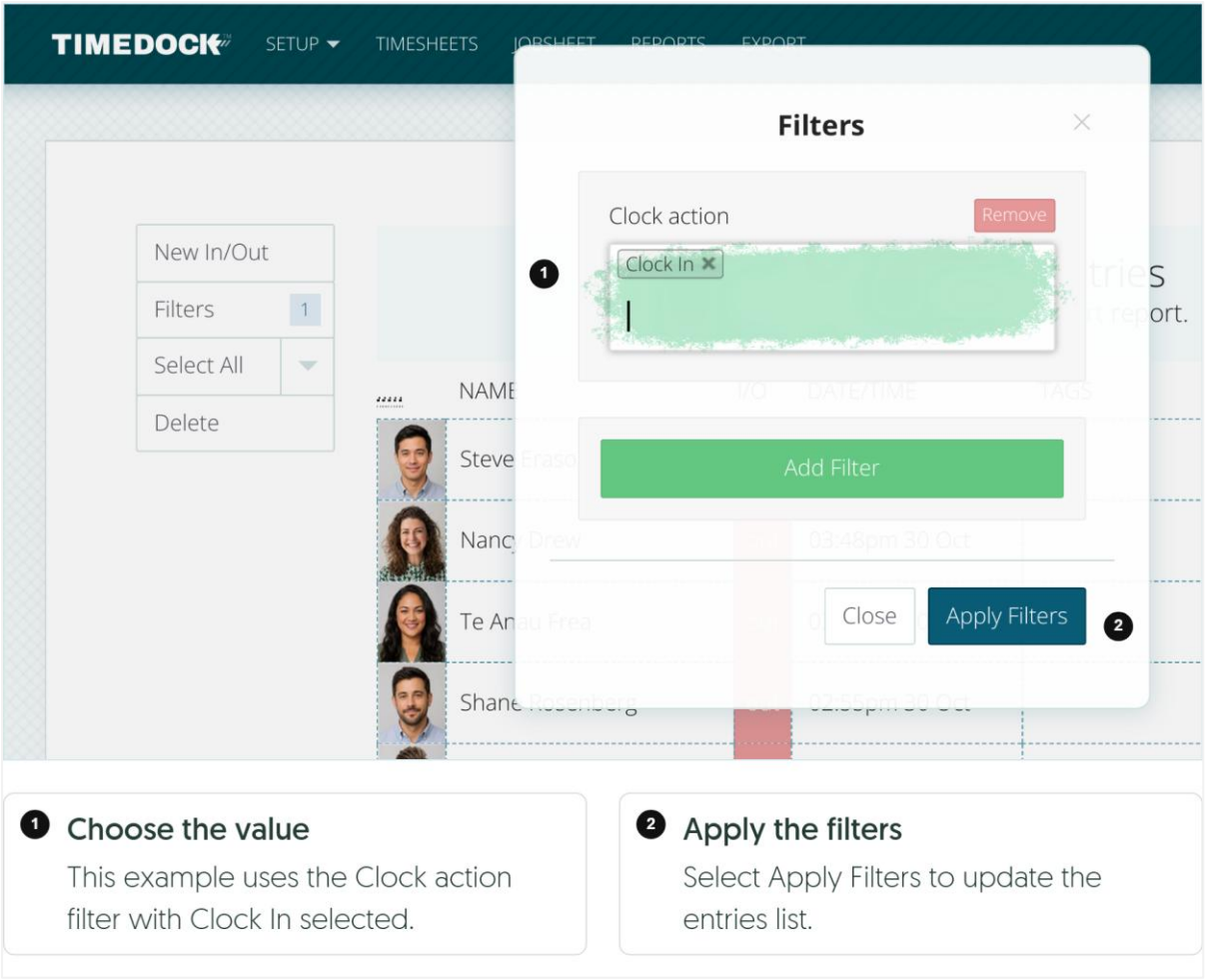


By default, this screen will list the top most recent 500 time entries for your entire TimeDock account. To filter and search for specific entries, click on *Filters* in the left-hand menu. In the pop-up that appears, click the green *Add Filter* button to view a list of available filters to apply.

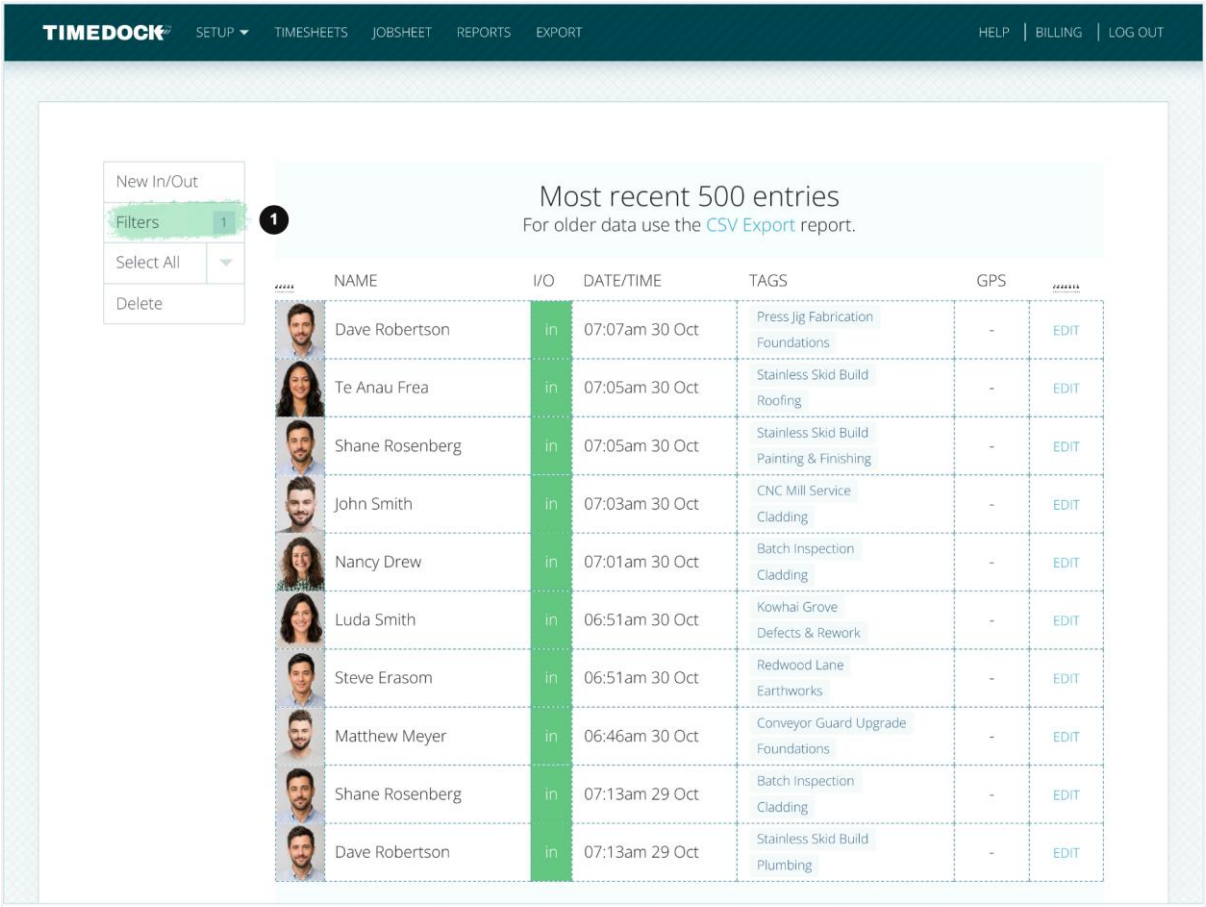


Click on a filter type to add it to your list of selected filters, then enter a filter value (or multiple values if applicable). Repeat for any additional filters you'd like, and when ready to apply, click the ***Apply Filters*** button in the bottom right-hand corner of the pop-up.

In the example below, the Clock action filter is set to Clock In, so the results show clock-in entries. Add other filters when you need to narrow the ***lis***t further.



The filtered time entries will be listed on screen. The ***Filters*** option in the left-hand menu will display the number of applied filters next to it, and you can click on this button to add, change, or remove any of your filters.



1 **Review the results**

The list now shows IN entries. Open Filters to change or remove the active filter.