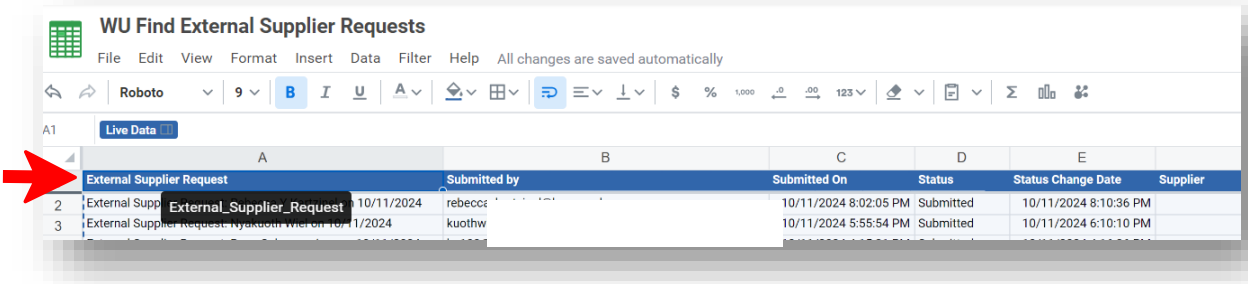
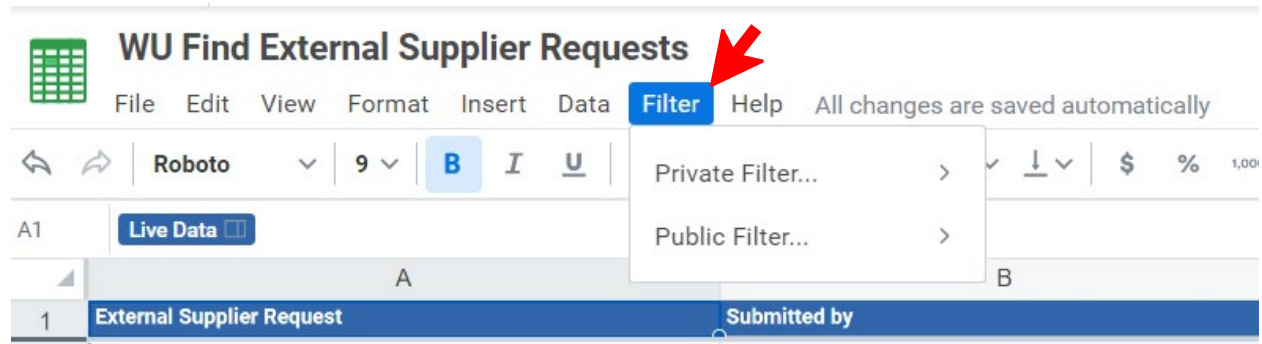


How to Filter on Columns in Workday Worksheet

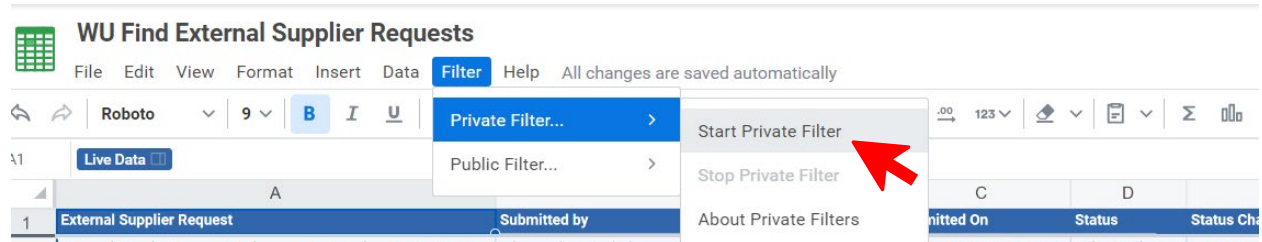
Step 1: Click on any cell in the topmost row of the sheet that you want to filter on.



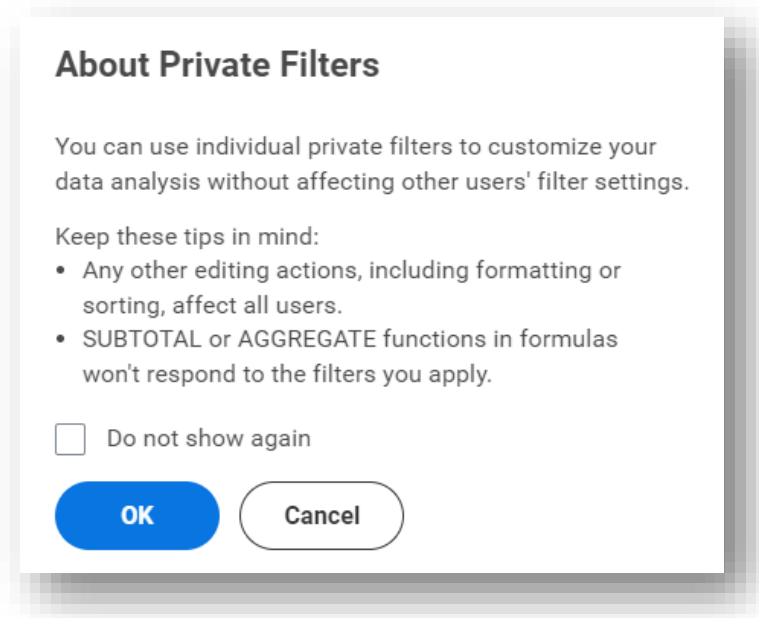
Step 2: Select the 'Filter' button in the toolbar ribbon at the top. You should see 2 options – Private and Public Filter. It is recommended to use 'Private Filter' so your choice of filtering does not impact anyone else who is also trying to view this worksheet and apply their filters.



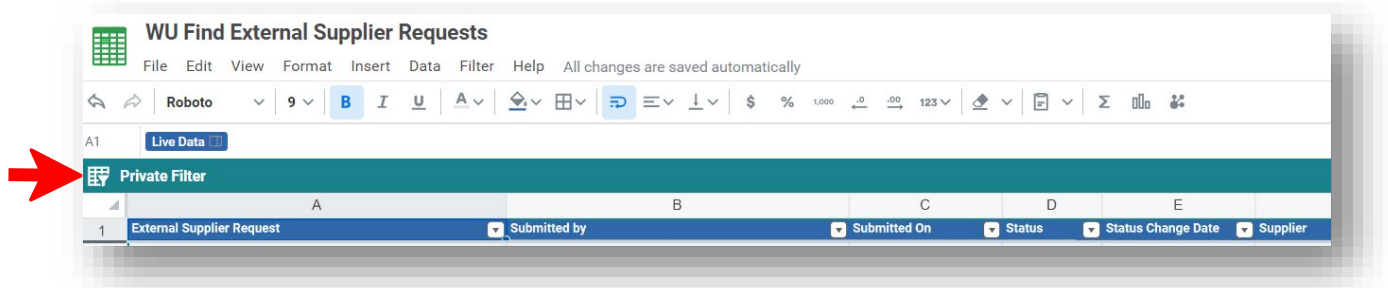
Click further on 'Private Filter > Start Private Filter'.



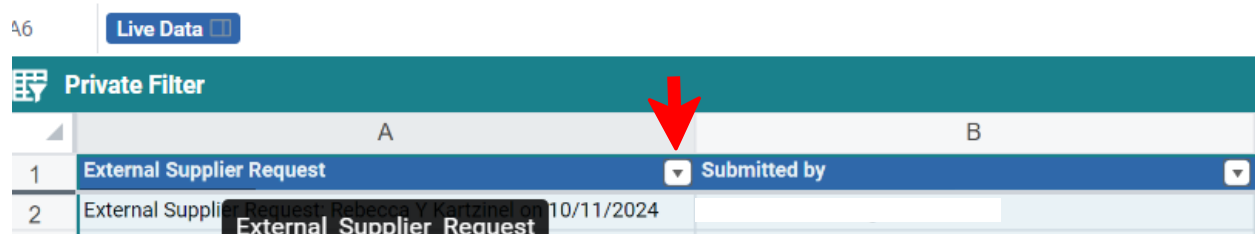
A pop-up window appears as shown below. Select the 'Do not show again' checkbox to suppress this message from showing up next time. Click 'OK'.



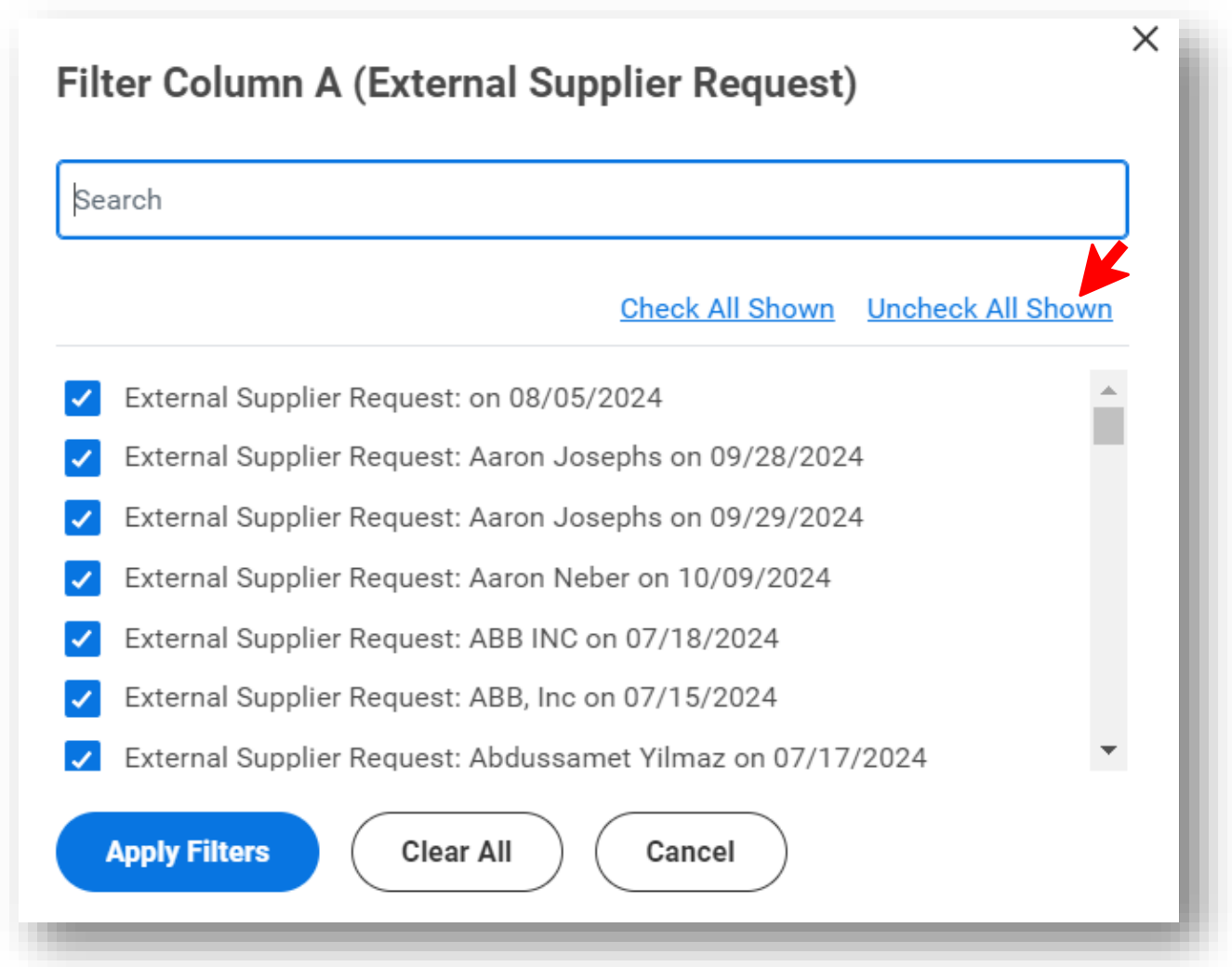
You should now see a teal color band with label 'Private Filter' as shown below. This indicates the 'Private Filter' is ON.



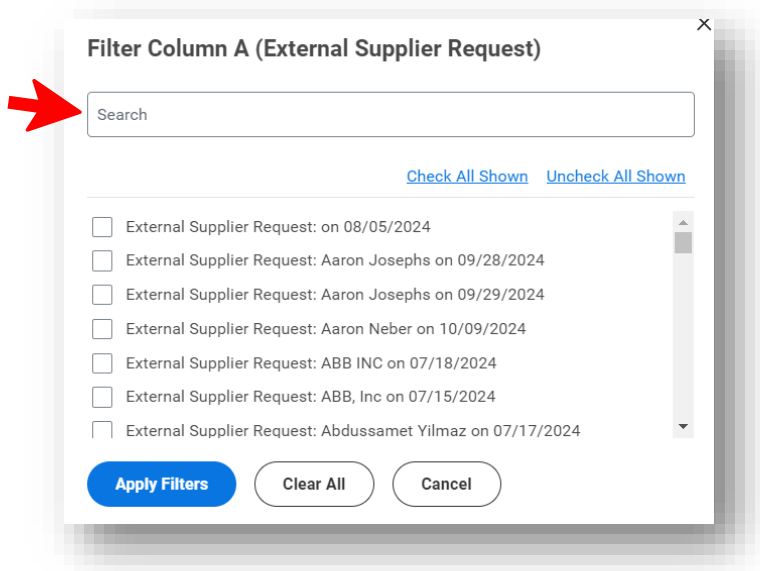
Step 3: Click on the dropdown arrow button in the column to filter.



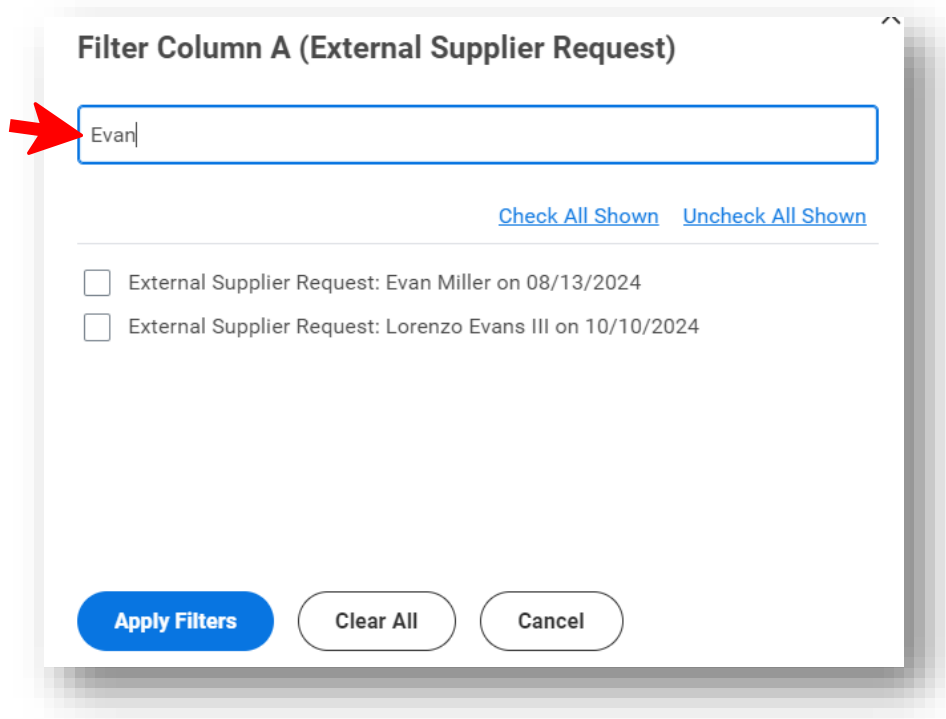
Step 4: A window pops-up as shown below. Click **'Unselect All Shown'**



Step 5: Once all values are unselected, type in the value you would like to filter on in the **Search** field.



As you start typing in the search field, you will notice the filter provides relevant values. Select the one appropriate and click '**Apply Filters**' button.



Filter Column A (External Supplier Request)

Evan

[Check All Shown](#) [Uncheck All Shown](#)

- External Supplier Request: Evan Miller on 08/13/2024
- External Supplier Request: Lorenzo Evans III on 10/10/2024

Apply Filters

Clear All

Cancel

You should finally see the filter results in the worksheet for the selected values.

The screenshot shows a spreadsheet application window titled "WU Find External Supplier Requests". The spreadsheet has columns A through G. Column A is filtered for "External Supplier Request: Evan Miller on 08/13/2024". The data in the spreadsheet is as follows:

External Supplier Request	Submitted by	Submitted On	Status	Status Change Date	Supplier
External Supplier Request: Evan Miller on 08/13/2024		08/13/2024 4:03:24 PM	Approved	08/13/2024 4:34:06 PM	Evan Miller