

# User Guide

New Leave

Supervisor Mode



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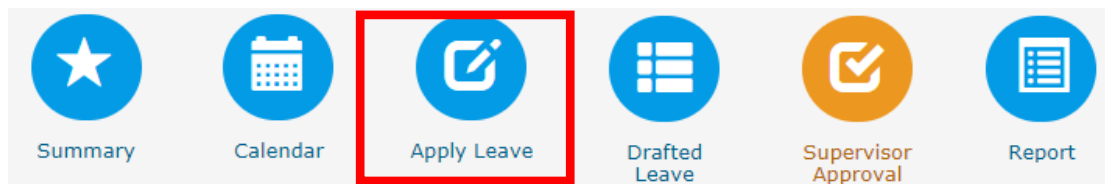
## LEAVE APPLICATION

To apply leave, employee must first be assigned with a leave group within an effective date range.

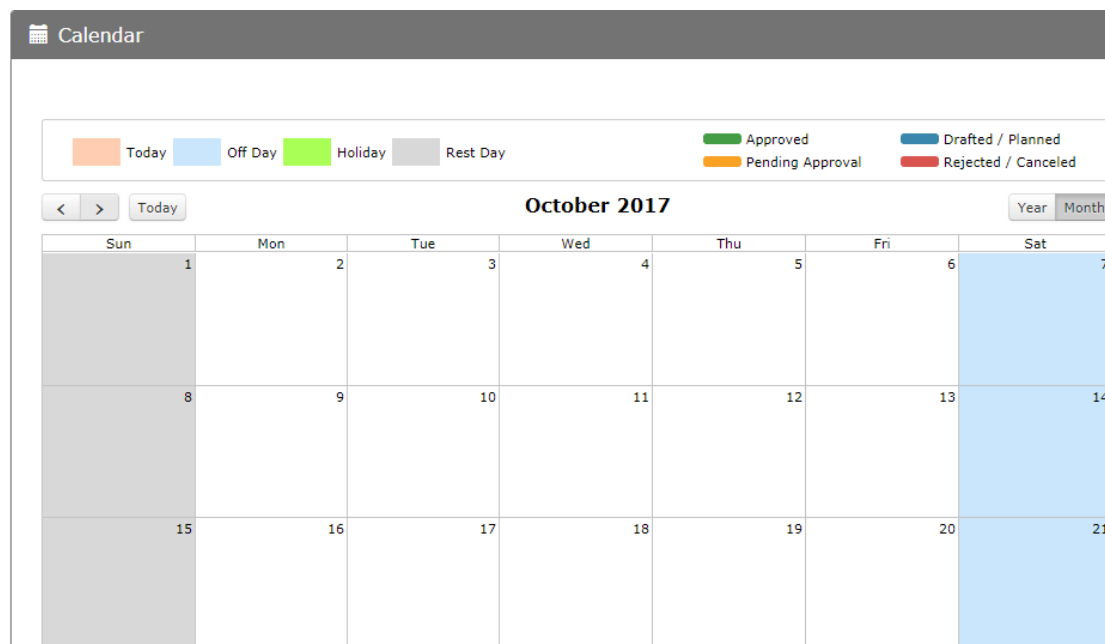
### 1. Apply Leave

There are two ways to apply leave from the system:

- i. Click from the icon highlighted below



- ii. Simply click-hold at any of the cell at the calendar view then release
  - Click-hold : Leave start date
  - Release : Leave end date



## Apply Leave

Employee
Supervisor

Added list

**Employee \*** : MY0055 - OOI MEI MEI

**Leave Type \*** : - Actual Plan

**Leave Date \*** : 
 
 Full Day

**Leave Reason \*** :

**Attachment \*** : 
 Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

**Approval Person** : MY0054 - OOI YIN@MEI 54 (rnd\_development@mywave.biz)

+ Add to List
✓ Apply Leave
✕ Close

## Apply Leave

Employee
Supervisor

Added list

**Employee \*** : -

**Leave Type \*** : - Actual Plan

**Leave Date \*** : 
 
 Full Day

**Leave Reason \*** :

**Attachment \*** : 
 Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

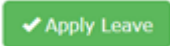
**Approval Person** :

+ Add to List
✓ Apply Leave
✕ Close

Once the popup box appears as shown as above, click the “Supervisor” button beside “Employee” and you may start to apply leave.

Follow the steps below to apply a leave:

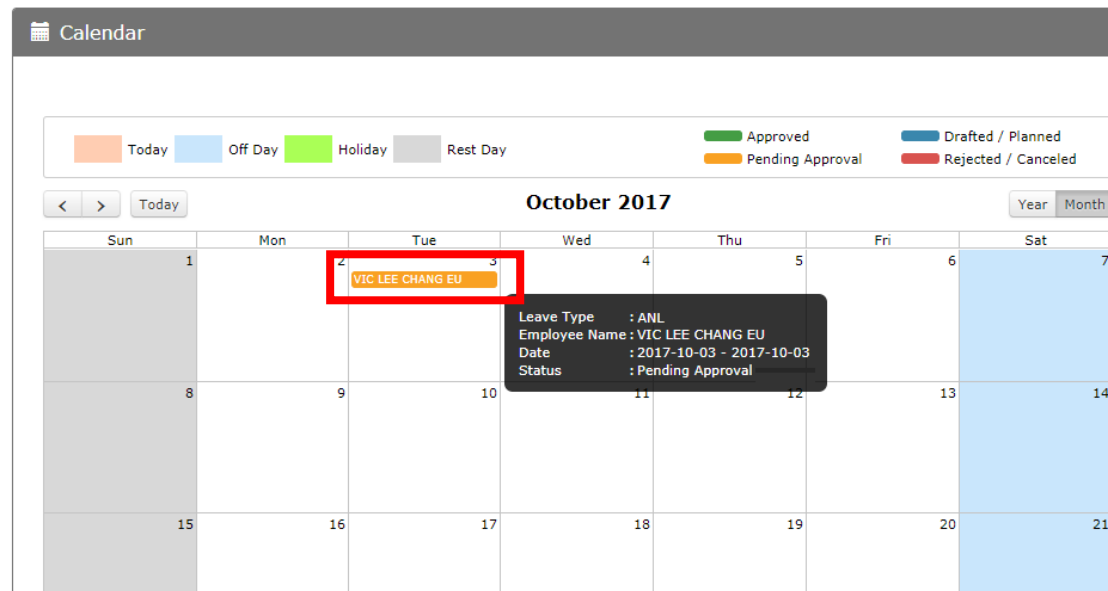
1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Select the leave method

5. Specify your reason (*It may be mandatory depends on the settings*)
6. Attach your attachment (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
7. Click  to submit the application

## 2. Withdraw a leave

Only leave which is still under pending approval can be withdrawn.

To withdraw a leave from the system, click at the amber colored-bar as shown in below.





The screenshot shows the 'Applied Leave' form for Employee MY0037 - VIC LEE CHANG EU. The form includes the following fields and options:

- Employee :** MY0037 - VIC LEE CHANG EU
- Leave Type :** ANL
- Taken leave(s) :** 2017-10-03 to 2017-10-03, Full Day
- Reason :** -
- Leave taken in day(s) :** 1
- Leave Reason :** (Empty text area)
- Attachment :** (Empty text area with a 'Browse...' button)
- Application Date :** 2017-09-19

At the bottom right, there are two buttons: 'Withdraw All' (green) and 'Close' (orange). A red 'x' icon is visible next to the 'Leave Taken' entry in the table below.

Date	Shift	Leave Taken
2017-10-03	MG1	8 Hour(s) (EL)

Follow the steps below to withdraw a leave application:

1. Click at the  to withdraw the whole leave
2. Click at the  icon to withdraw only the particular date



### 3. Cancel a leave

Only approved leave can be canceled.

To withdraw a leave from the system, click at the green colored-bar as shown in below.

The image shows two screenshots from a leave management system. The top screenshot is a calendar for October 2017. It features a legend with color-coded boxes: Today (orange), Off Day (light blue), Holiday (green), and Rest Day (grey). A green bar on Tuesday, October 3rd, indicates an approved leave for 'VIC LEE CHANG EU'. A tooltip over this bar shows: Leave Type : ANL, Employee Name : VIC LEE CHANG EU, Date : 2017-10-03 - 2017-10-03, Status : Approved. The bottom screenshot is the 'Applied Leave' form. It displays employee information (MY0037 - VIC LEE CHANG EU), leave type (ANL), and application date (2017-09-19). The 'Taken leave(s)' section shows a date range from 2017-10-03 to 2017-10-03 for 'Full Day'. Below this, a table shows 'Leave taken in day(s) : 1' with a detailed entry for 2017-10-03, MG1 shift, for 8 hours. At the bottom right of the form are two buttons: 'Cancel All' (green) and 'Close' (orange).

Follow the steps below to cancel a leave application:

1. Click at the  to cancel the whole leave
2. Click at the  icon to cancel only the particular date

#### 4. Add draft leave

Draft leave is a leave was drafted by employee/supervisor and to be submitted later on.

Drafted leave will not submit for approval and can only be seen by employee himself/herself, supervisor and also authorized admin(s).

### Apply Leave

Employee Supervisor Added list

Employee\* :

Leave Type\* :  Actual Plan

Leave Date\* :

Leave Reason :

Attachment :  Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person :

+ Add to List ✓ Apply Leave ✕ Close

Follow the steps below to add a drafted leave:

1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Select the leave method
5. Specify your reason (*It may be mandatory depends on the settings*)
6. Attach your attachment (*It may be mandatory depends on the settings and maximum of 3MB per image file*)
7. Click + Add to List to add a drafted leave



## 5. Add a plan leave

Planned leave is similar to drafted leave. The only difference is that the planned leave is to publish the leave and to inform employee's colleagues that the employee has planned to take the leave on certain days.

**\*\* ONLY AUTHORISED EMPLOYEE(S) IS/ARE ABLE TO VIEW THE PLAN LEAVE**

### Apply Leave

Employee

Supervisor

Added list

Employee \*

-

Leave Type \*

-

Actual

Plan

Leave Date \*

Full Day

Leave Reason \*

Attachment \*

Browse...

Approval Person \*

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Save Plan Leave

Close

Follow the steps below to add a drafted leave:

1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Toggle Actual -> Plan
5. Select the leave method
6. Specify your reason (*It may be mandatory depends on the settings*)
7. Attach your attachment (*It may be mandatory depends on the settings and maximum of 3MB per image file*)
8. Click 

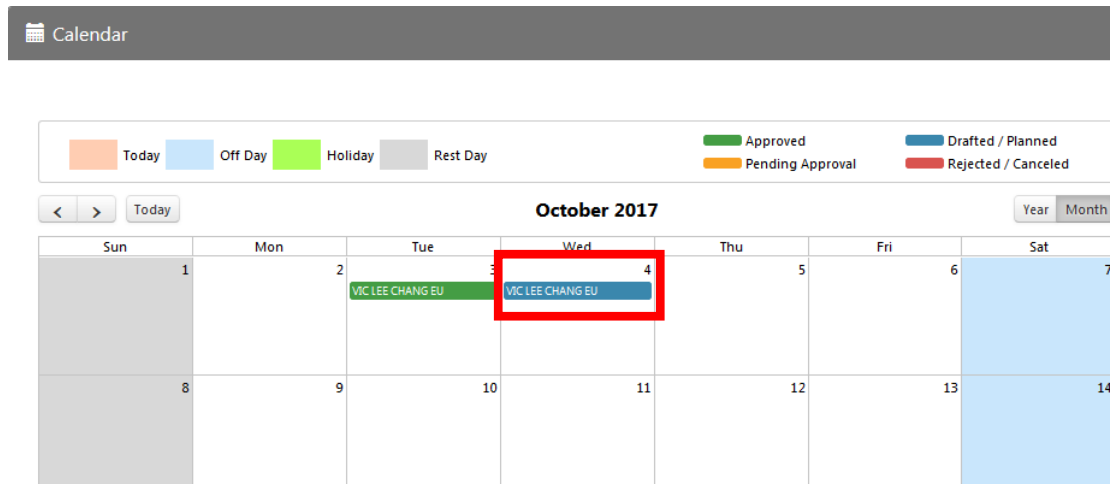
Save Plan Leave

 to add a drafted leave

## 6. Convert drafted/planned leave

There are two ways to view drafted/planned leave from the system:

- i. Simply click at the blue colored-bar which highlighted below



- ii. Top-right hand corner when applying leave which highlighted below

### Apply Leave

Employee

Supervisor

Added list

Employee \*

MY0037 - VIC LEE CHANG EU

Leave Type \*

-

Actual

Plan

Leave Date \*

Full Day

Leave Reason \*

Attachment \*

Browse...

Approval Person \*

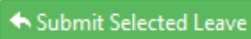
Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

+ Add to List

✓ Apply Leave

✕ Close

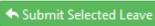
### A. Drafted/planned leave to actual leave

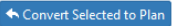
For convert drafted leave to actual leave, simply tick the leave you want and click at the  to submit the selected leave which shown below.

### Drafted Leave


Drafted

Planned





▼




MY0037 - VIC LEE CHANG EU


ANL


Date :


2017-10-05 To 2017-10-05

Duration : 01 Day(s) 00 Hour(s) 00 Min(s)








Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<div></div> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

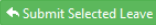
✕ Close

For convert planned leave to actual leave, simply tick the leave you want and click at the  to submit the selected leave which shown below.


### Drafted Leave

Drafted

Planned



▼




MY0037 - VIC LEE CHANG EU


ANL


Date :


2017-10-04 To 2017-10-04


Duration : 01 Day(s) 00 Hour(s) 00 Min(s)








Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<div></div> 2017-10-04 (Wed)	2017-10-04 18:00:00	2017-10-05 06:00:00	Full Day	No





## B. Drafted leave to planned leave

For convert drafted leave to planned leave, simply tick the leave you want and click at the

[← Convert Selected to Plan](#)

to convert the selected leave which shown below.

### Drafted Leave

Drafted

Planned

Submit Selected Leave

Convert Selected to Plan

MY0037 - VIC LEE CHANG EU

ANL

Date : 2017-10-05 To 2017-10-05  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

EL

AD

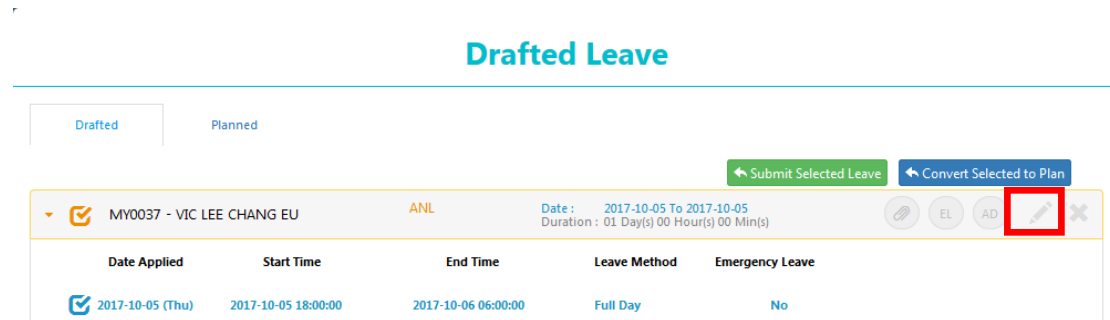
Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<div>2017-10-05 (Thu)</div>	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Close

## 7. Edit drafted/planned leave

To access to drafted/planned leave please refer to **"6. Convert drafted/planned leave"**

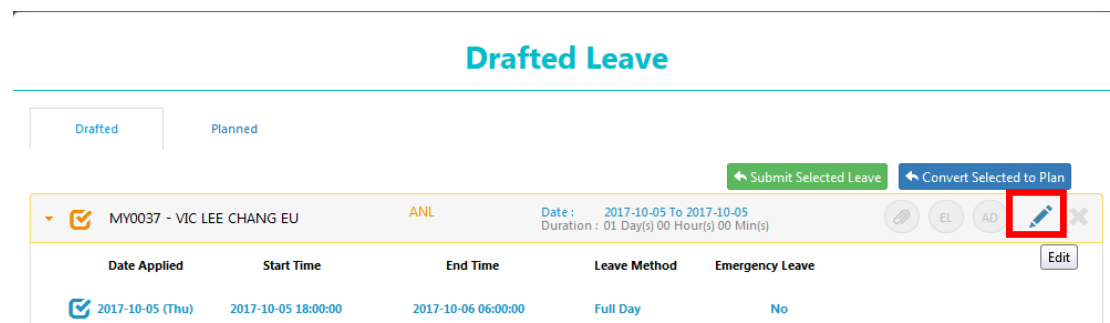
Simply move your mouse's cursor at the header level and a greyed out pencil-like icon will then appears as shown below.



**Drafted Leave**

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

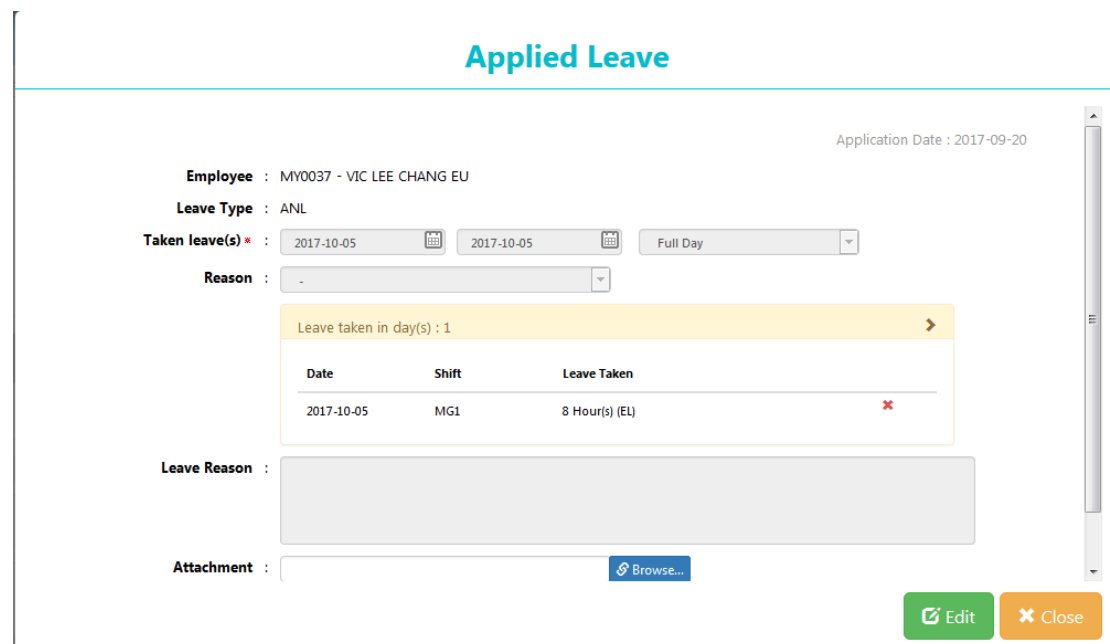
Click at the pencil-like icon to edit the drafted/planned leave



**Drafted Leave**

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Then you will be brought to a new screen. Click  to edit the leave details as shown below.



**Applied Leave**

Application Date : 2017-09-20

Employee : MY0037 - VIC LEE CHANG EU

Leave Type : ANL

Taken leave(s) :


Reason :

Leave taken in day(s) : 1

Date	Shift	Leave Taken
2017-10-05	MG1	8 Hour(s) (EL)

Leave Reason :

Attachment :

After everything has been amended, click  to save the details.

### Applied Leave

**Employee :** MY0037 - VIC LEE CHANG EU

**Leave Type :** ANL


**Taken leave(s) \* :** 2017-10-05 2017-10-05 Full Day

**Reason :** -



Leave taken in day(s) : 1

Date	Shift	Leave Taken
2017-10-05	MG1	8 Hour(s) (EL)

**Leave Reason :**

**Attachment :** 

**Approval Person :** MY0055 - MY0055 (OOI YIN MEI)



## 8. Remove drafted/planned leave

To access to drafted/planned leave please refer to **"6. Convert drafted/planned leave"**

Simply move your mouse's cursor at the header level and a greyed out cross-like icon will then appears as shown below.



Click at the cross-like icon to remove the drafted/planned leave



## LEAVE SUMMARY

### 1. View quick summary

To access to summary to view leave entitlement, click at the highlighted icon below




System will then retrieve employee's leave entitlement from the reference date and employee as highlighted below

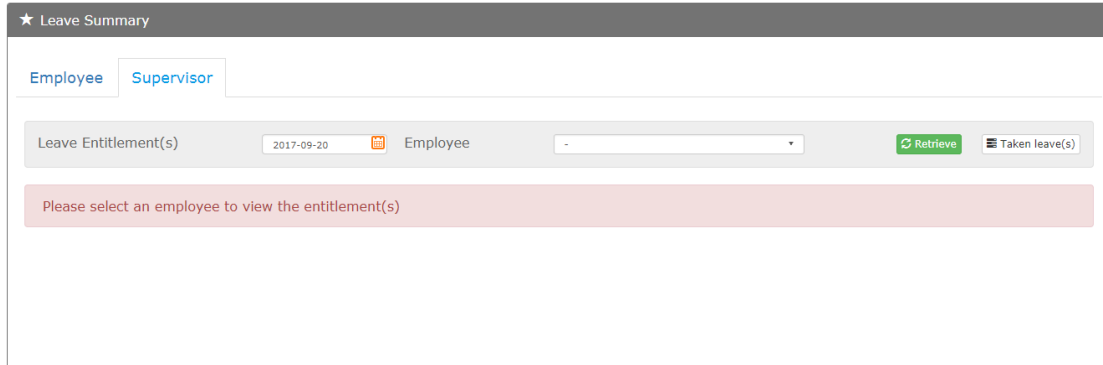
The screenshot shows the 'Leave Summary' interface. At the top, there is a tab bar with 'Employee' and 'Supervisor'. Below the tabs, there is a section for 'Leave Entitlement(s)'. This section contains a date field set to '2017-09-20', a label 'Employee', and a dropdown menu. The date field and the dropdown menu are highlighted with red borders. To the right of the dropdown menu are two buttons: 'Retrieve' and 'Taken leave(s)'. Below this section, there is a message box that says 'Please select an employee to view the entitlement(s)'.



## 2. View taken leave(s)

To access to taken leave, please refer to **"9. View quick summary"**

Click  as shown below.



System will then retrieve employee's leave taken as shown below



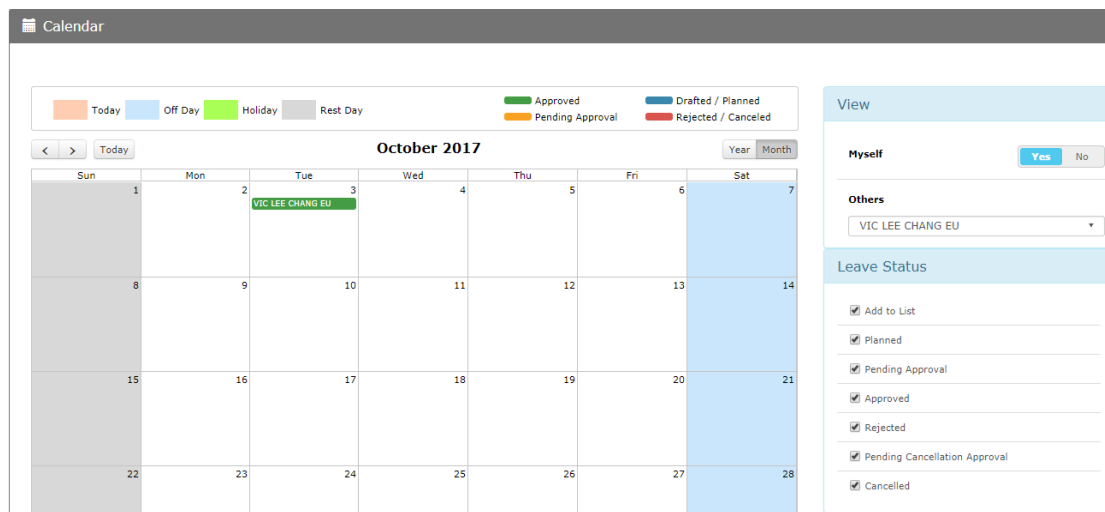
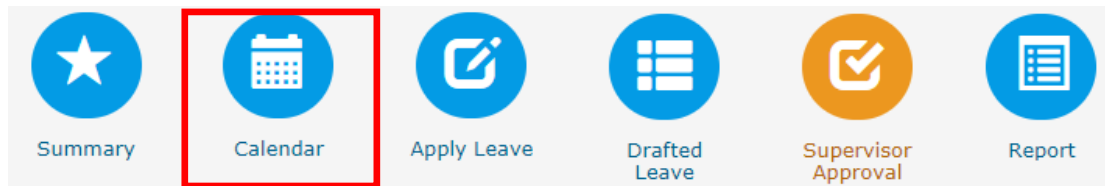
Type	Date	Duration	Actions
Medical Leave (MC) Pending Approval	2017-09-28 To 2017-09-28	01 Day(s) 00 Hour(s) 00 Min(s)	   
ANL Approved	2017-10-03 To 2017-10-03	01 Day(s) 00 Hour(s) 00 Min(s)	   

**Employee/Supervisor can still perform leave cancellation/withdrawal from this screen**

## CALENDAR

### 1. Calendar View

In calendar view, employees can choose to view other employees' planned/approved leave(s) (Depends on company settings).



- Employee can choose to exclude himself/herself from appearing in the calendar view in **Myself** section
- Employee can choose to include other employees to appear in the calendar view in the **Others** section
- Employee can choose to filter the leave status at the **Leave Status** section

## LEAVE APPROVAL (SUPERVISOR)

Supervisor can choose to approve the leave application / leave cancellation from via system/email/mobile

### 1. Approve/Reject Leave (via System)



Supervisor Approval

Employee :

Status : ☒ All ☐ Pending Approval ☐ Pending Cancellation Approval

☒ MY0037 - VIC LEE CHANG EU **Type : Medical Leave (MC)** **Date : 2017-09-19 To 2017-09-19** **Duration : 01 Day(s) 00 Hour(s) 00 Min(s)** ☒ ☐ EL ☐ ADV ☐ AD

Date Applied	Start Time	End Time	Leave Method	Emergency Leave	Advance Leave	Remarks
<input checked="" type="checkbox"/> 2017-09-19 (Tue)	2017-09-19 18:00:00	2017-09-20 06:00:00	Full Day	No	No	<input type="text" value="Leave your comments"/>

☒ MY0037 - VIC LEE CHANG EU **Type : Medical Leave (MC)** **Date : 2017-09-28 To 2017-09-28** **Duration : 01 Day(s) 00 Hour(s) 00 Min(s)** ☐ ☐ EL ☐ ADV ☐ AD

Page 1 / 1

Supervisor can choose to filter the employees before approve/reject the leave application/cancellation

Follow the steps below to approve/reject leave:

1. Click at the **"Supervisor Approval"** icon highlighted above
2. Click at the leave headers to view more details
3. To key in remarks type in the  which provided in each of the details
4. Tick at the checkboxes
5. To approve click ☒ **Approve Selected** , to reject click ☒ **Reject Selected**

## N MEI,

[Click HERE to redirect](#)

100%

POWERED BY  
**MYWAVE**

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Supervisor

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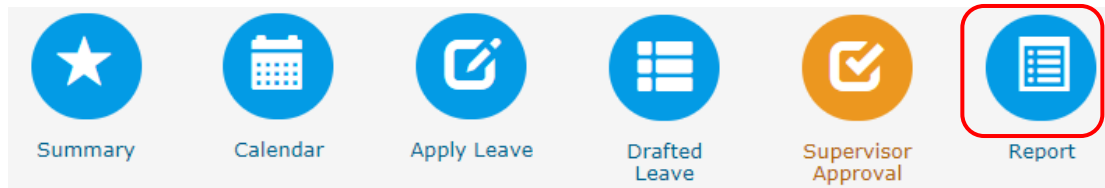
1. (

2. T

3. T

4. T

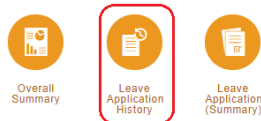
## LEAVE REPORT



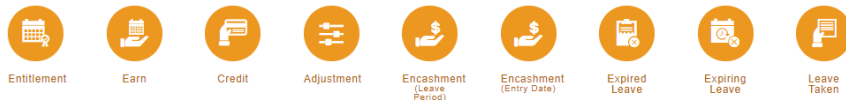
1. To view more detail on subordinates' leave, click on the Report icon.
2. Click on Supervisor Tab. Below are the reports available. Click on the individual report to view.

Employee **Supervisor** Admin

### Leave Summary



### Leave Detail



### List of reports:

- a. Overall Summary
- b. Leave Application History
- c. Leave Application (Summary)
- d. Detail reports on :-
  - Entitlement
  - Earn
  - Credit
  - Adjustment
  - Encashment
  - Expired Leave
  - Expiring Leave
  - Leave Taken

## a. Overall Summary

By default, the report shows leave summary as of current date.

Filter

### Apply Filter

As of
2018-03-20

Employment Status
Active

Supervisor
MY0023 - YIP HON CHOONG

Job Class
Select options

Leave Group
Select options

Employee
4 selected

Department
Select options

Job Level
Select options

Location
Select options

Leave Type
Select options

Retrieve
Clear Filter

### Overall Summary (Supervisor)

As of : 2018-03-20

Customize Columns
Export

Employee No.	Employee Name	Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment
MY0026	LAI KEAN SEONG	Annual	Day	18	21	0	18	3	0	0	0	0
		Compassionate	Day	3	3	0	0	3	0	0	0	0
		Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		Marriage Leave	Day	3	3	0	0	3	0	0	0	0
		Medical Leave	Day	22	0	0	0	0	0	0	0	0
		Hospital Leave	Day	60	60	0	0	60	0	0	0	0

- Click on **Customize Columns** to show more column
- Click on **Export** to download report to excel
- Click on the value to show details record that contribute to the value

Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment
Annual	Day	18	21	0	18	3	0	0	0	0
Compassionate	Day	3	3	0	0	3	0	0	0	0
Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
Marriage Leave	Day	3	3	0	0	3	0	0	0	0
Medical Leave	Day	22	0	0	0	0	0	0	0	0
Hospital Leave	Day	60	60	0	0	60	0	0	0	0

- Click on Filter to apply filtering for the report

Report
Filter

### Apply Filter

Employment Status
Active

Department
Select options

Leave Group
Select options

Employee
MY0029 - OOI YIN MEI

Supervisor
Select options

Leave Type
Select options

Clear Filter

Click on **Retrieve** to filter the data.

## b. Leave Application History

By default, the report shows leave taken from 1<sup>st</sup> Jan until 31<sup>st</sup> Dec of the year.

⑥

Filter

Leave Application History (Supervisor)

Leave Date Range : 2018-01-01 - 2018-12-31

① Customize Columns   ② Export   ③ Refresh

2018-03-20 03:10:10 pm

Employee No.	Employee Name	Start Date	End Date	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	App
A11001	880111-11-1111	2018-03-06	2018-03-06	1	Day	Full Day	Annual	Rejected	2018-03-05	Mfivave Test Admin	Travel		MUBBAR/1 SEKAWI - <span>Rejected</span>
		Leave Date	Start Time	End Time	No. of days / hours	Approval Date	Approval Person	Emergency Leave	Advance Leave				
		2018-03-06	2018-03-06 08:30 am	2018-03-06 06:00 pm	1		1: MUBBARAQ AL-SIDDIQ BIN SEKAWI - <span>Rejected</span> on 2018-03-05	No	No				
A11001	880111-11-1111	2018-03-07	2018-03-07	1	Day	Full Day	Annual	Cancelled	2018-03-05	Mfivave Test Admin	Travel	2018-03-05	MUBBAR/1 SEKAWI - <span>Approved</span>
A11001	880111-11-1111	2018-03-08	2018-03-08	1	Day	Full Day	Annual	Approved	2018-03-05	Mfivave Test Admin	Meeting	2018-03-05	MUBBAR/1 SEKAWI - <span>Approved</span>
A11001	880111-11-1111	2018-03-20	2018-03-20	1	Day	Full Day	Annual	Approved	2018-03-05	Mfivave Test Admin	Travel	2018-03-05	MUBBAR/1 SEKAWI - <span>Approved</span>
A11001	880111-11-1111	2018-03-21	2018-03-21	1	Day	Full Day	Annual	Pending Approval	2018-03-20	Mfivave Test Admin	Testing for Apply leave		MUBBAR/1 SEKAWI - <span>Pending</span>
A11001	880111-11-1111	2018-03-22	2018-03-23	2	Day	Full Day	Annual	Planned	2018-03-07	Mfivave Test Admin	Travel		
A11001	880111-11-1111	2018-05-15	2018-05-15	1	Day	Full Day	Annual	Cancelled	2018-03-02	Mfivave Test Admin	on leave	2018-03-02	MUBBAR/1 SEKAWI - <span>Approved</span>
A11003	TANG FONG TENG	2018-03-06	2018-03-06	1	Day	Full Day	Annual	Approved	2018-03-05	Mfivave Test Admin	Travel	2018-03-05	MUBBAR/1 SEKAWI - <span>Approved</span>
A11003	TANG FONG TENG	2018-03-07	2018-03-08	2	Day	Full Day	Annual	Rejected	2018-03-05	Mfivave Test Admin	Travel		MUBBAR/1 SEKAWI - <span>Rejected</span>

④

⑤

Show 5 Employees

1. Click on **Customize Columns** to show more column
2. Click on **Export** to download report to excel
3. Click on **Refresh** to retrieve latest data.
4. Click on record to show individual date and detail of the application record.
5. Paging and no. of employee per page
6. Click on Filter to apply filtering for the report.

Filter

### Apply Filter

⑦

Retrieve Clear Filter

From	2018-01-01	To	2018-12-31
Employment Status	Select options	Department	Select options
Supervisor	MY0023 - YIP HON CHOONG	Job Level	Select options
Job Class	Select options	Location	Select options
Leave Group	Select options		
Employee	Select options	Leave Type	Select options
Emergency Leave	Select options	Leave Status	Select options
Advance Leave	Select options	Taken Type	Select options
Attachment	Select options	Clinic	Select options

Leave Application History (Supervisor)

Leave Date Range : 2018-01-01 - 2018-12-31

Customize Columns Export Refresh

Date captured on 2018-03-20 04:38 pm

7. Click **Retrieve** to filter the data.

### c. Leave Application (Summary)

By default, the report shows leave as of current date.

Filter

⑤

**Leave Application(Summary) (Admin)**  
As of : 2020-03-25

① ②

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment
MY0037	LEE CHANG EU	➤ ABSENT LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		➤ ADDITIONAL LEAVE	Day	No Limit	No Limit	0	0	No Limit	1	0	0	0
		➤ ANNUAL LEAVE	Day	20	-4	0	0	5	0	9	0	0
		➤ COMPANY TRAINING	Day	No Limit	No Limit	0	0	No Limit	0	2	0	0
		➤ COMPASSIONATE	Day	4	4	0	0	4	0	0	0	0
		➤ MEDICAL LEAVE	Day	22	22	0	0	22	0	0	0	0
		➤ HOSPITAL LEAVE	Day	60	60	0	0	60	0	0	0	0
		➤ REPLACEMENT LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		➤ SYSTEM TRAINING	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		➤ UNPAID LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		➤ UNPAID (SPECIAL	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0

④

Show 5 Employees

1. Click on Customize Columns to show more column
2. Click on Export to download report to excel
3. Click on record to show individual date and detail of the application record.
4. Paging and no. of employee per page
5. Click on Filter to apply filtering for the report.

Filter

⑥

**Apply Filter**

Retrieve Clear Filter

As of 2020-03-29

Employment Status Active

Job Level Select options

Location Select options

Employee Select options

Available for Encashment Select options

Department Select options

Supervisor Select options

Job Class Select options

Leave Group Select options

Leave Type Select options

Entitlement Calculation Error Select options

6. Click Retrieve to filter the data.



## d. Leave Detail Report

### Leave Detail



Detail reports inclusive of :-

- Entitlement
- Earn
- Credit
- Adjustment
- Encashment
- Expired Leave
- Expiring Leave
- Leave Taken

Filter **④**

**Apply Filter** **⑤** Retrieve Clear Filter

From: 2018-01-01 To: 2018-12-31

Employment Status: Select options Department: Select options

Supervisor: Select options Job Level: Select options

Job Class: Select options Location: Select options

Leave Group: Select options

Employee: Select options Leave Type: Select options

Emergency Leave: Select options Leave Status: Select options

Advance Leave: Select options Taken Type: Select options

Attachment: Select options Clinic: Select options

**Leave Detail - Taken (Supervisor)** **①** Customize Columns **②** Export **③** Refresh

Leave Date Range : 2018-01-01 - 2018-12-31

Data captured on 2018-03-20 05:57 pm

Employee No.	Employee Name	Leave Date	Start Time	End Time	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status
A11001	880111-11-1111	2018-03-06	2018-03-06 08:30 am	2018-03-06 06:00 pm	1	Day	Full Day	Annual	Rejected
A11001	880111-11-1111	2018-03-07	2018-03-07 08:30 am	2018-03-07 06:00 pm	1	Day	Full Day	Annual	Cancelled
A11001	880111-11-1111	2018-03-08	2018-03-08 08:30 am	2018-03-08 06:00 pm	1	Day	Full Day	Annual	Approved

1. Click on **Customize Columns** to show more column
2. Click on **Export** to download report to excel
3. Click on **Refresh** to retrieve latest data.
4. Click on Filter to apply filtering for the report.
5. Click **Retrieve** to filter the data.