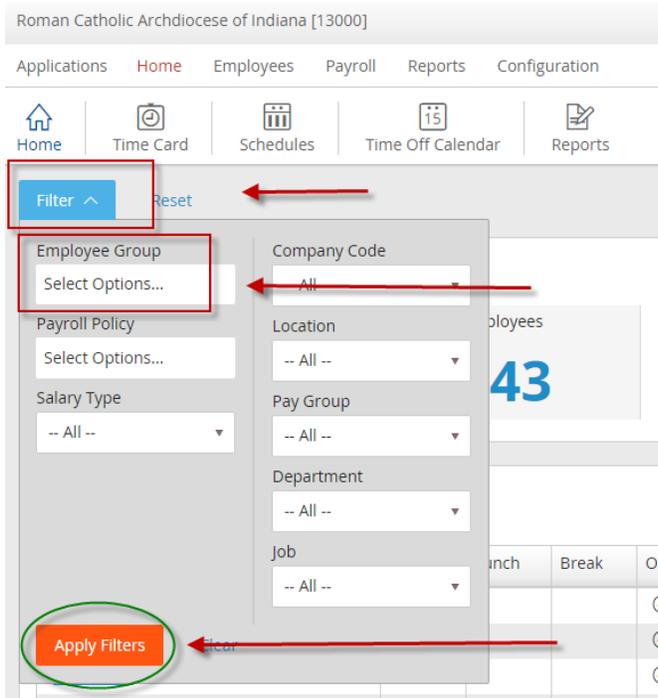*Filter In* or *Filter Out* Employee Group Listings

From the Home menu > select Filter > select Employee Group

Choose the employee listing you would like to appear or uncheck the employee listing that you do not want to appear. > select Apply Filters

You may also easily deactivate all filters by clicking the X as shown below: