



Filtering

When you filter data it allows you to show only data which meets certain criteria.

How do I filter data?

1. Select the field headers or row containing the headers you wish to use in the filtering.

Prev. Service	Curr. Job	Curr. Service	Forename	Surname	Known As
N/A	Support Worker (New)	Strling Services			
N/A	Support Worker (New)	North Lanarkshire Services			
N/A	Support Worker (New)	North Lanarkshire Services			

2. Click the 'Sort & Filter' button in the 'Editing' section of the 'Home' ribbon.
3. Click 'Filter'.

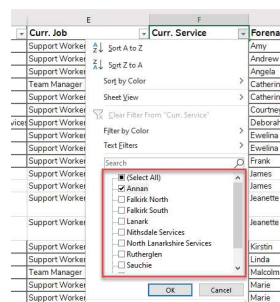


4. A grey box with an arrow will then be displayed next to each field. Click the arrow next to field you wish to filter.

Prev. Service	Curr. Job	Curr. Service	Forename	Surname	Known As
N/A	Support Worker (New)	Strling Services			
N/A	Support Worker (New)	North Lanarkshire Services			
N/A	Support Worker (New)	North Lanarkshire Services			

5. At the bottom of box is a list of the values currently present in the field. Tick those you want to show.

TIP: If you have a large list of values and only need a few - Click the 'Select All' option to untick all options, then select those required. This is quicker than unticking all non required values.



6. Click 'OK'.

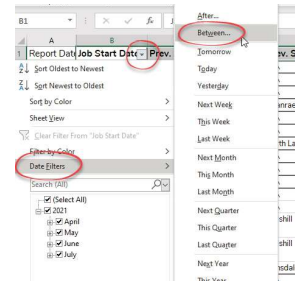
Only row(s) containing the value(s) selected will be displayed.

Prev. Service	Curr. Job	Curr. Service	Forename	Surname	Known As
N/A	Support Worker (New)	Annan			

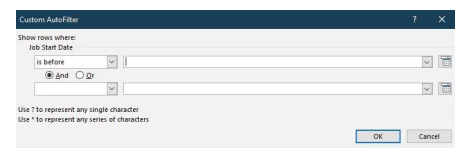
How do I filter dates?

You have many options when filtering values based on dates.

1. Follow steps 1-4 opposite.
2. Click 'Date Filter' and choose one of the options.



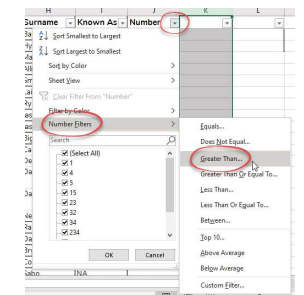
3. Complete the 'Custom Filter' if required with the appropriate dates.
4. Click 'OK'.



How do I filter numerical values?

If you are filtering based on a numerical field you may wish to find a range of values rather than a specific value.

1. Follow steps 1-4 opposite.
2. Click 'Number Filters'.
3. Choose one of the options provided.



4. Complete the 'Custom Filter' if required with the appropriate numerical values.
5. Click 'OK'.



How do I know which fields have been filtered?

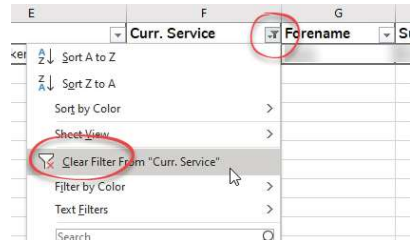
You can tell which columns have been filtered by looking at the icon next to the field title.

- a. Unfiltered
- b. Filtered



How do I remove the filter?

1. In the field that has been filtered click the 'Filter selection' button.
2. Click 'Clear Filter from <field name>.



For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to
the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk