



Online Common Functionality

Filters and Print Screen

Filters

The filter functionality is available where data grids are used to display summary lists of data. You can filter the browse list where the filter icon appears next to a column heading. An orange filter icon informs you that a filter has been applied to the column.

Activity Type ▾	Start Date ▾	Start Time ▾	End Date ▾	End Time ▾	Completed By ▾	Service Team ▾	Description
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Click the filter icon to display the filter dialog. You can select any number of the filters.

- Check the **Select All** box to choose all of the data items for your filter. You can also select any available data items individually.
- Click the **Show rows with value that** drop-down to display the available values. Highlight the required option to select it.
- Click the **Match Case** button to match the case in your filter, this option is not available for dates or numbers.
- Click the **And** drop-down to select **And** or **Or**.
- If you have selected **And** or **Or**, click the drop-down to display the available values. Highlight the required option to select it.
- Click the **Match Case** button to match the case, if a value has been selected.

Click the **Filter** button when the values have been chosen.

Click the **Clear Filter** button to select different data items or to change the values.

Click the close button at the top of the dialog or click away from the **filter** dialog to return to the browse list.

Print Screen

The **Print Screen** button is available at the top of many of the tabs. Click the **Print Screen** button to display the **Print** dialog in a new **Internet Explorer** window.

One prints out only the data visible on your screen.

Adjust the columns and scroll bars to define the print area.

Print screen.