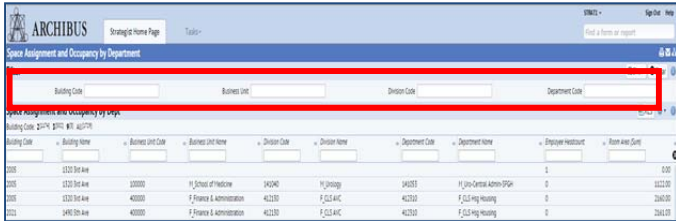


Using Filter Consoles

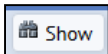
1. Archibus is able to return a large amount of information for a given view (report). You may need to use a Filter Console to restrict the information displayed.

Filter Console

- ▶ The Filter Console displays a series of fields that enable you to enter criteria to restrict your search of the data returned for a report.
- ▶ Enter your restriction criteria into any one of the fields outlined below.



- ▶ Click on the Show button to display data in the lower panel based on your restrictions.



- ▶ If you do not want to enter a restriction, click Show without making any entries in the Filter Console, and the data is presented without a restriction.

Smart Searches

1. Smart Search helps you more easily locate specific values when working with large data sets by entering values within a column header field to restrict the data in the view.
2. In the example below a value was entered in the Filter Console to restrict the data returned. A Smart Search was then used to further restrict the data displayed in the view.
 - ▶ To enter a smart search, fill in one or more column headers with your search criteria and press Enter.
 - ▶ The system redisplay the data that meets the restriction.

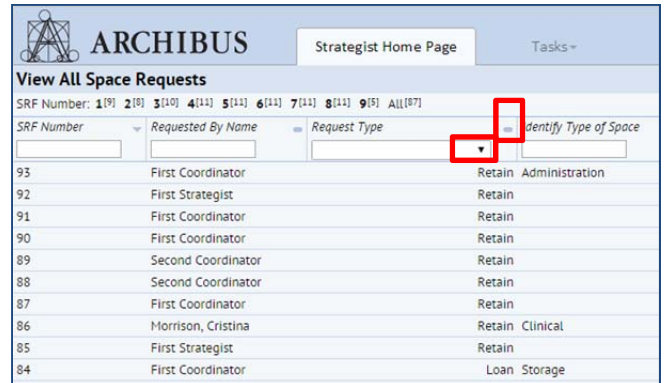


- ▶ Use the % character as a wildcard to represent the position for any series of characters you enter. For example, "M%", to restrict the data to all values that begin with "M".

Building Code	Building Name	Room Code	BU Name
<input type="text"/>	<input type="text" value="M%"/>	<input type="text"/>	<input type="text"/>
3052	Mission Bay Hospital	A5158	M_School of Medicine
3052	Mission Bay Hospital	A5524	M_School of Medicine

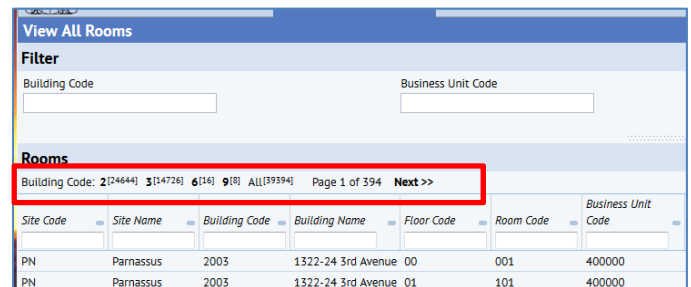
Sorting Data

1. Many Archibus views present data in a tabular format. Column headers may include a **grey rectangle**. Clicking this rectangle sorts the screen by that column
 - ▶ Click on the grey rectangle to sort the view by this column's data.
 - ▶ The **black triangle** when shown in a filter box indicates that there are only certain values that can be selected for that column. All records for the view will be filtered based on the values selected in these columns



Index Panel

1. Some Smart Searches with large data sets have an index bar to facilitate selecting data
 - ▶ Click on a letter/number in the index bar to view the records beginning with that letter/number.
 - ▶ The number in parentheses shows how many records begin with that letter/number in the first column.
 - ▶ "All" provides the number of records meeting your restriction or total number of records.



2. **Tips on drill down with Index panel:** As you click into the indexes you will see text such as Top and Up appear in the ribbon.
 - ▶ "Top" brings you to where you started.
 - ▶ "Up" brings you to the next level, which may not always be Top depending on how far you drill down in the index.