

How To's

Ways to Search

Sorting and Filtering via Column Headers

Column headers are displayed at the top of each column and they allow you to sort and filter the table data. You can:

- Sort data in ascending or descending order
- Select options from drop-down lists
- Enter specific search criteria into text boxes

A known complete or partial serial number can be entered in the 'Asset Serial Number' column

HEALTH	HEALTH HISTORY	LAB DATE	STATUS	LAB NUMBER	COMPONENT	ASSET SERIAL NU..	DEALER NAME
✓	✓	07/06/2016	New	ACES-46188-1005	ENGINE	24520	DEALER NAME
✓	✓	07/06/2016	New	ACES-46188-1074	FINAL DRIVE LEFT	26118_SAMPLES	DEALER NAME
✓	✓	07/06/2016	New	ACES-46188-1080	FINAL DRIVE LEFT	RJG00750	DEALER NAME
✓	✓	07/06/2016	New	ACES-46188-1076	FINAL DRIVE FRONT L...	2088_SAMPLES	DEALER NAME
✓	✓	07/06/2016	New	ACES-46188-1077	DIFFERENTIAL REAR	2088_SAMPLES	DEALER NAME
✓	✓	07/06/2016	New	ACES-46188-1078	FINAL DRIVE REAR LE...	2088_SAMPLES	DEALER NAME

To clear header filters, click on the **Settings** gear icon located top right of the table then click on **Clear all filters**.

Sorting and Filtering Using Advanced Filters

The Advanced Filters feature helps further narrow down data by giving you the tools to specify multiple conditions (properties) for a given filter, so you can customize the information displayed based on the filter selected.

Sample Activity equals Action Taken

Sample Asset Model equals VAL1450_DESCONOCID

+ Add Filter Condition Save Filter Apply Reset

HEALTH	HEALTH HISTORY	STATUS	LAB NUMBER	ASSET SERIAL NU..	COMPONENT	LAB DATE	INTERPRETATION ..	DEALER NAME
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Specify filter criteria by using lists to choose the property, operator, and in many cases predefined values based on the filter types.

In other cases, you will need to know the value to enter directly, or you may be presented with a *Lookup Value* dialog box to help you quickly retrieve condition values from information stored in the database.

If you end your session with a filter selected, when you log back in, the system will retain the last filter used and the data presented will be filtered accordingly.

NOTE: Clicking on **Clear all filters** from **Settings** does not clear filters applied via the Advanced Filters feature. An active advanced filter must be cleared by clicking on **Reset** found in that section.

For more details on how to configure your screen and make searches easier, please see the “Configuring the System” Quick Hint Guide.