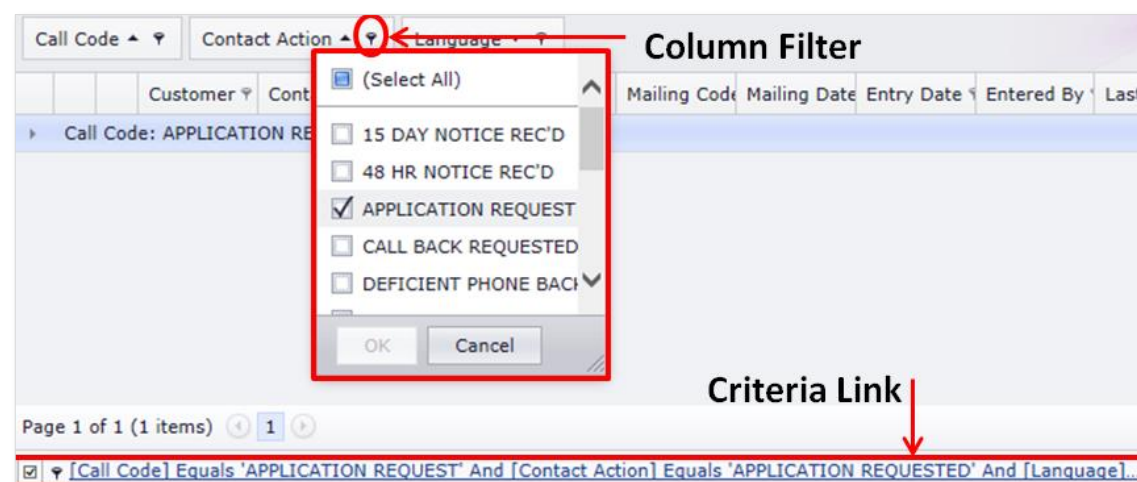
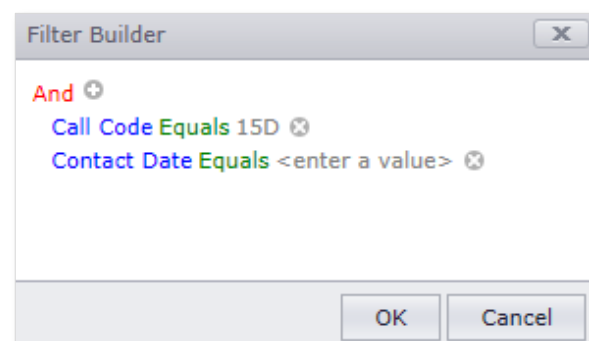



APPENDIX B: FILTER BUILDER

The *Filter Builder* feature is used to do an advanced customized search. The *Filter Builder* feature is activated when criteria are selected from column filters. This creates a criteria link usually located at the bottom of the screen. Click the criteria Link to open the *Filter Builder*.

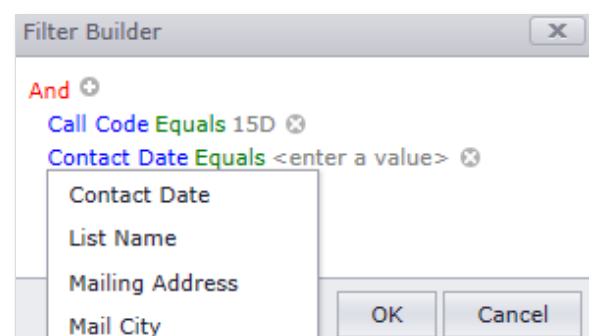


The Filter Builder populates with the criteria selected through the Column Filters.

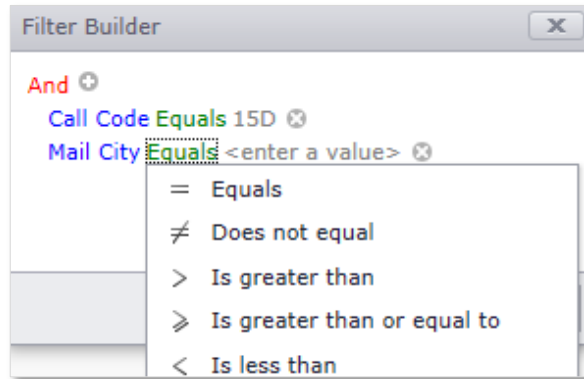


 Note: Select as many filters as needed

Click on the *blue* text to select a different column header.



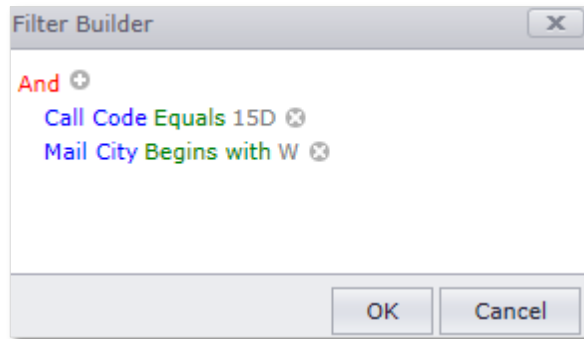
Click on the *green* text to change the parameter criteria.



Click on *gray* text to enter a specific value.

Click the *addition* sign (+) to add a filter layer; or click **X** to delete the criteria layer.

Click OK when finished to view only results that match criteria specified.



To delete the Filter Builder created and return to a full list view, click *CLEAR* located at the bottom right corner.

