disclosure services
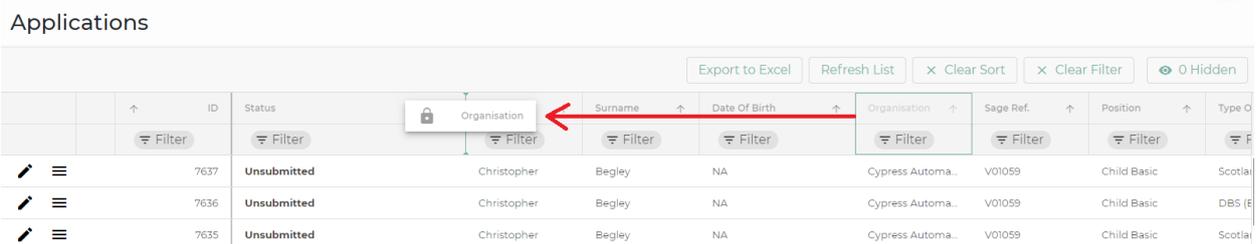Expert Support. Informed Clients. Clear Decisions.

APPLICATIONS TAB FILTERS

This guidance will allow you to filter on your '**Applications**' grid and find exactly what you need.

1. The first column ('**ID**') is static for your convenience. This will allow you to scroll horizontally without needing to make a note of the ID.

2. You can also reorder the columns to adjust your view. Simply arrange the columns into your desired order by dragging and dropping them :
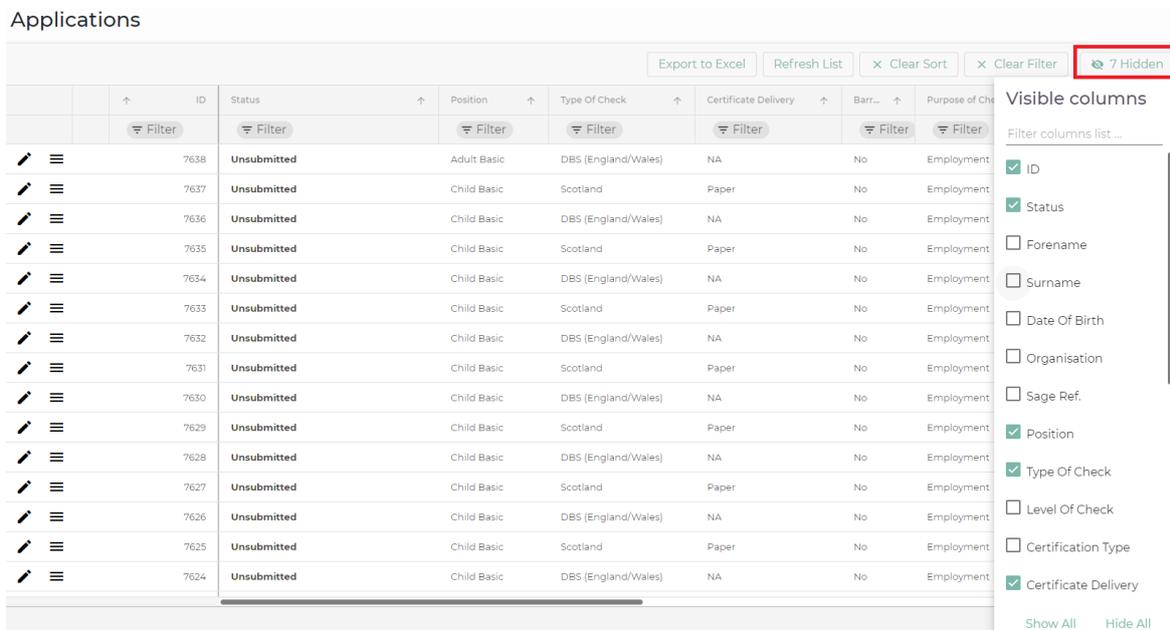

3. You can also hide certain columns from your grid view by clicking the '**Hidden**' button and selecting the columns that you don't wish to see:

4. To export your current grid view, simply click '**Export to Excel**' button. To reset your view to it's original state click the '**Show All**' button.

Please Note: Any changes made to the default view will be lost when you leave the Applications grid.

How to use Filters

1.Click on the '**Filter**' option within your desired column.

2. The '**Add filter value**' box will appear. Insert the information you are looking for (i.e. applicant's name if you are filtering the '**Forename**' column) and hit the **Enter** key. You can add multiple filters into one column.

Some columns, such as the '**Status**' column, will have preset values for your convenience. To use them, click the letter '**a**' within the search box, select the value you need from the drop-down list and hit the **Enter** key. Again, you can add multiple filters into one column by following the same steps.

3. To add a filter to an additional column, simply click on the desired column and repeat the process above.

Your grid will display which columns have filters applied, as shown below. To remove a filter from a certain column, click the '**x**' that appears next to the value(s) you previously selected. To clear all filters click the '**Clear Filter**' button.