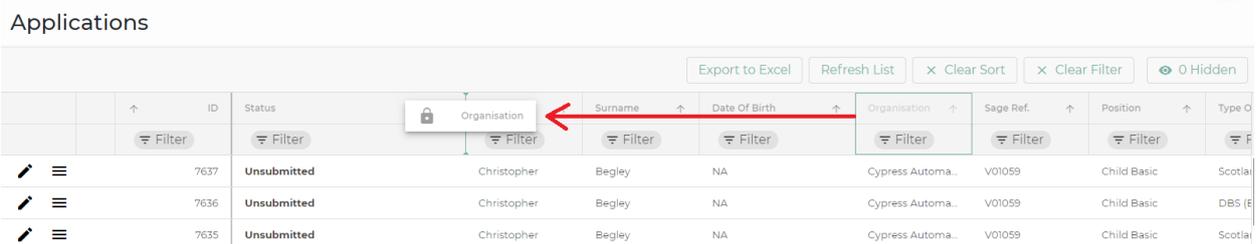


APPLICATIONS TAB FILTERS

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 :

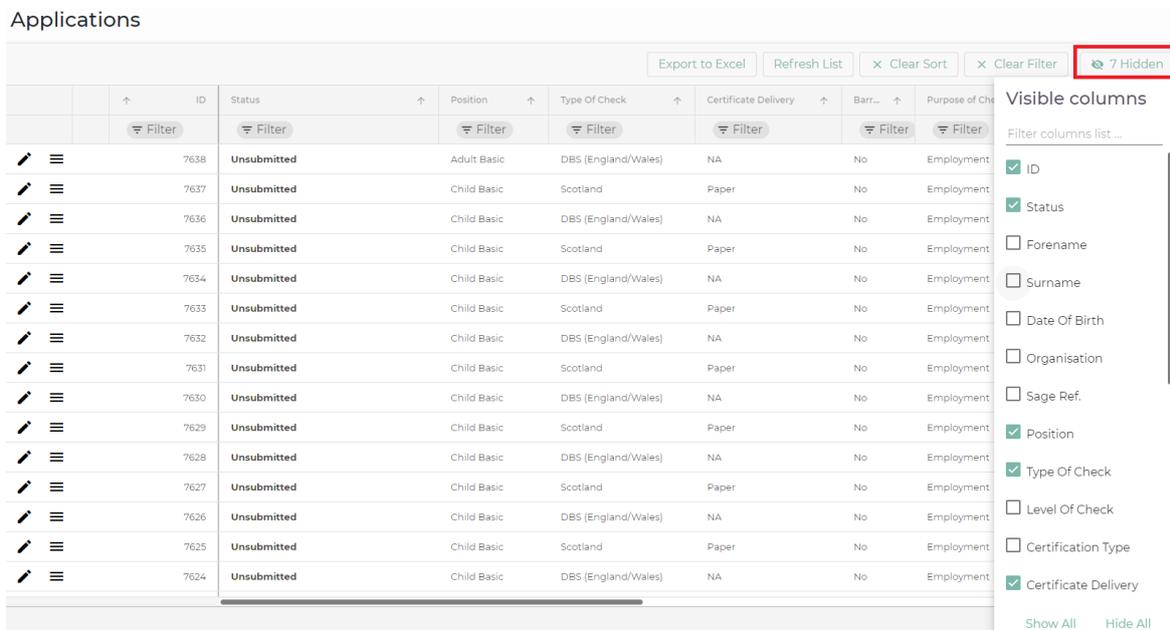
Applications



	ID	Status	Organisation	Surname	Date Of Birth	Organisation	Sage Ref.	Position	Type O
	7637	Unsubmitted	Christopher	Begley	NA	Cypress Automa...	V01059	Child Basic	Scotia
	7636	Unsubmitted	Christopher	Begley	NA	Cypress Automa...	V01059	Child Basic	DBS (E
	7635	Unsubmitted	Christopher	Begley	NA	Cypress Automa...	V01059	Child Basic	Scotia

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:

Applications



	ID	Status	Position	Type Of Check	Certificate Delivery	Barr...	Purpose of Ch
	7638	Unsubmitted	Adult Basic	DBS (England/Wales)	NA	No	Employment
	7637	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7636	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment
	7635	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7634	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment
	7633	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7632	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment
	7631	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7630	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment
	7629	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7628	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment
	7627	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7626	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment
	7625	Unsubmitted	Child Basic	Scotland	Paper	No	Employment
	7624	Unsubmitted	Child Basic	DBS (England/Wales)	NA	No	Employment

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.

↑	ID	Status	↑	Forename	↑	Surname	↑	Date Of Birth	↑
	Filter	Filter		Filter		Filter		Filter	

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.

Applications

↑	ID	Status	↑	Forename	↑	Surname	↑
	Add filter value	JAMES	Or	ANNI			
	2217	Awaiting Certify		ANNI		VEIJALAINEN	
	2218	Ready To Get Results		JAMES		FISHERSSSS	
	2244	Cancelled		JAMES		FISHER	
	2248	Awaiting Certify		JAMES		FISHER	

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.

Applications

↑	ID	Status	↑
	Add filter value	Awaiting Certify	
	Contains		
	Applicant Certify Adjustments Required		
	Applicant Pre Certify Adjustments Required		
	Awaiting Certify		
	Cancelled		
	Expired		

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.

Applications

↑	ID	Status	↑	Position	↑	Type Of Check	↑	Level Of Check	↑	Certification Type	↑	Certificate Delivery	↑	Barr...
	7421	Cancelled		child		DBS (England/Wales)		Enhanced		In Person		Paper		Yes
	7392	Cancelled		Child Basic		Scotland		Basic		External		Paper		No