

## How to Set Filter

The 'Filter' choice allows you to specify filtering criteria for SiteManager fields and their limiting values using relational operators. Each time a window displays, the filtering criteria, marked as default, is automatically applied, thereby limiting the amount of data retrieved. Only one default filter criterion can be in effect for a window at any given time.

When creating multiple conditions, remember that the *AND* joins will be executed before the *OR* joins.

1. Position the selection pointer over a record.
2. Using the *right* mouse button, click the record.
3. From the Object menu click the **Filter** choice.
4. Click the **Add** button
5. In the **Field** drop-down list, click the expand arrow to the right of the current selection and click the desired field.
6. In the **Condition** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
7. In the **Value** field, select the current entry and type the desired value.
8. To add additional conditions, click the **Add** button.
9. In the **Join** drop-down list, click the expand arrow to the right of the current selection and click the desired choice.
10. Repeat steps 5-9 until you have selected all conditions. You may save this filter if you will be using the filter often for the information you are trying to retrieve. To keep for future setting you must select "Default" prior to saving and click the **Save** button.
11. Click **OK**