HOW-TO Use the Filter Function

	This function is located in: **Inventory-> Filter**

Description

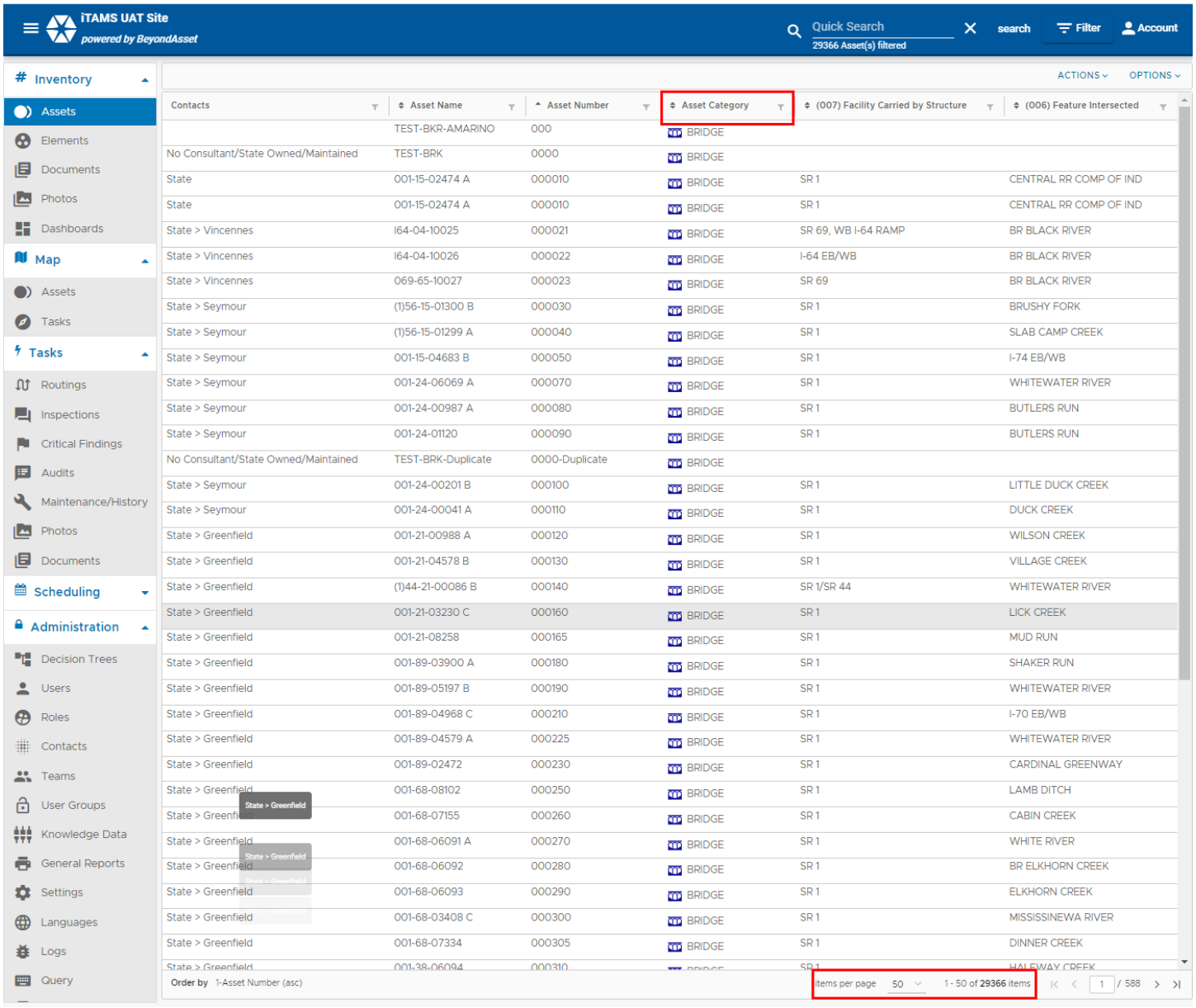
This “HOW TO” manual describes how to use the filter function. The filter function offers a wide range of search capabilities.

There are 3 ways to filter:

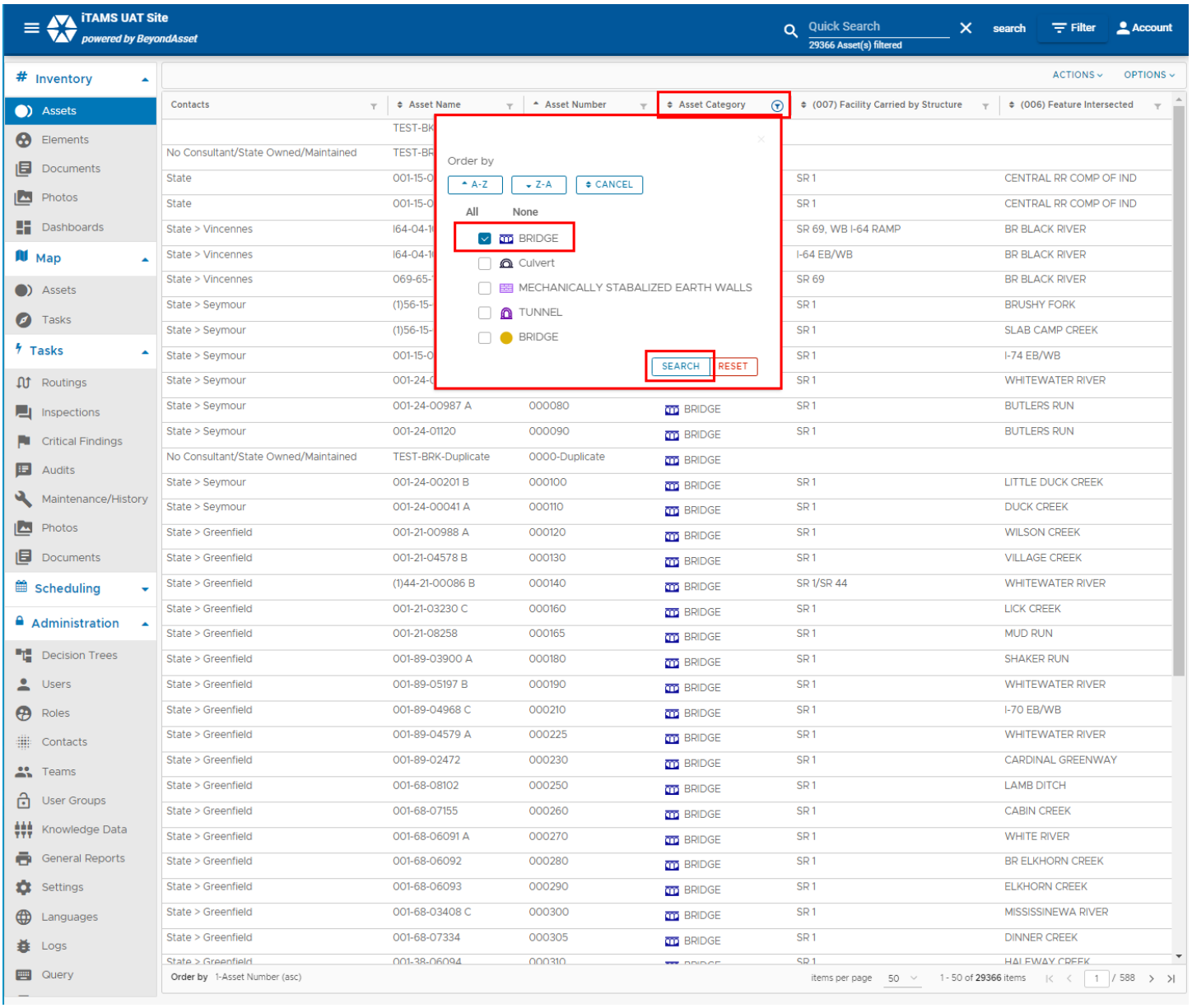
1. Column filter – allows you to filter on a column
2. Quick filter – allows users create and save public and private filters
3. Advanced filter - offers the capability to search via a large range of fields within each module

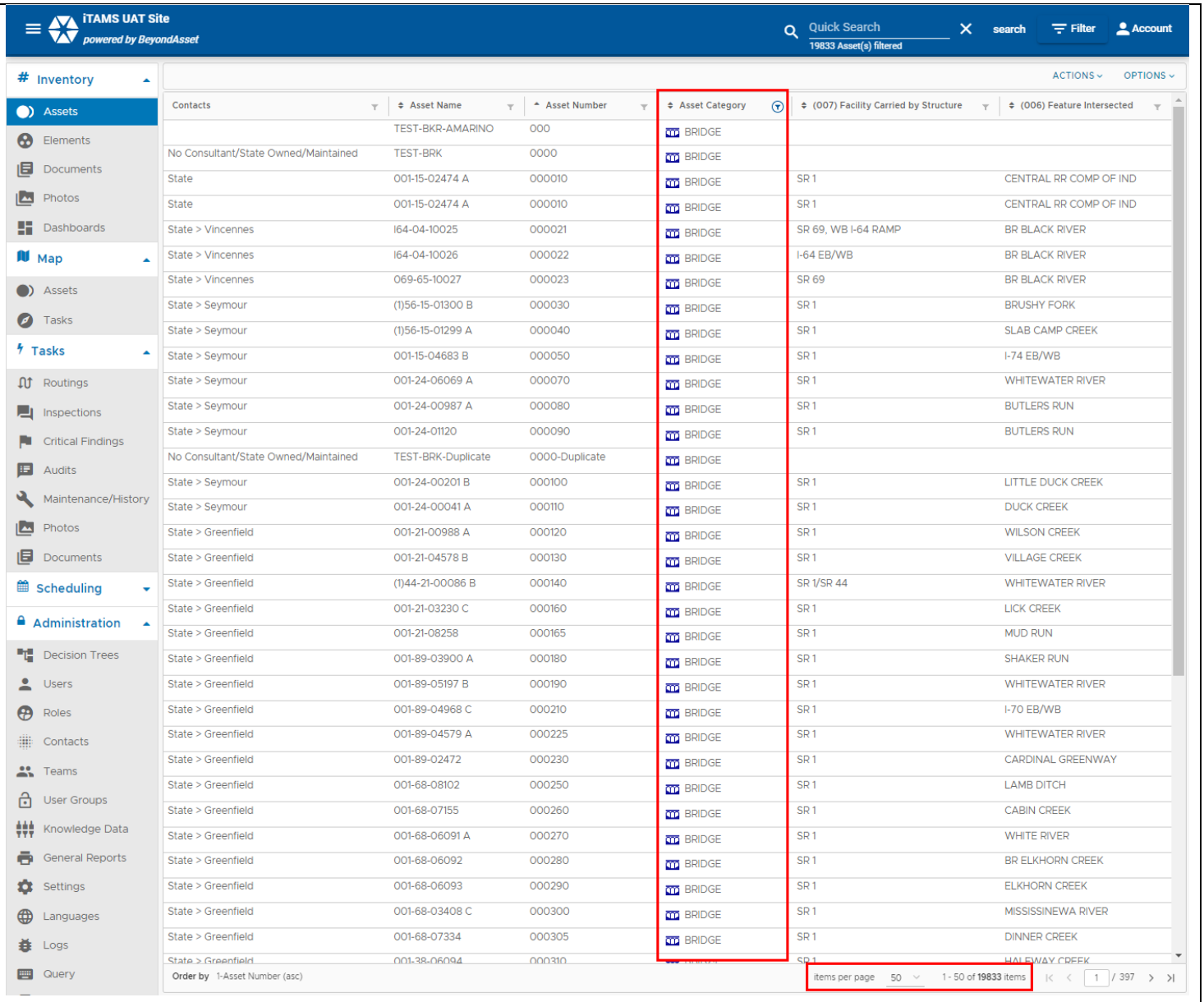
Steps

1 Click on the filter icon on a column.



i. Check the box you want to filter on, for example if I select the column Asset Category and I check the box for Bridge, and then click Search only the Assets with the Asset Category = to Bridge will be returned in the list. You can see the total number of records in the bottom of the page reduce. The filter icon will also change from the color gray to blue with a circle around it to show the column is filtered.




iTAMS UAT Site
powered by BeyondAsset
Quick Search
19833 Asset(s) filtered
search
Filter
Account
Inventory
Assets
Elements
Documents
Photos
Dashboards
Map
Assets
Tasks
Tasks
Routings
Inspections
Critical Findings
Audits
Maintenance/History
Photos
Documents
Scheduling
Administration
Decision Trees
Users
Roles
Contacts
Teams
User Groups
Knowledge Data
General Reports
Settings
Languages
Logs
Query
ACTIONS
OPTIONS
Contacts
Asset Name
Asset Number
Asset Category
(007) Facility Carried by Structure
(006) Feature Intersected
TEST-BKR-AMARINO 000 BRIDGE
No Consultant/State Owned/Maintained TEST-BRK 0000 BRIDGE
State 001-15-02474 A 000010 BRIDGE SR 1 CENTRAL RR COMP OF IND
State 001-15-02474 A 000010 BRIDGE SR 1 CENTRAL RR COMP OF IND
State > Vincennes I64-04-10025 000021 BRIDGE SR 69, WB I-64 RAMP BR BLACK RIVER
State > Vincennes I64-04-10026 000022 BRIDGE I-64 EB/WB BR BLACK RIVER
State > Vincennes 069-65-10027 000023 BRIDGE SR 69 BR BLACK RIVER
State > Seymour (1)56-15-01300 B 000030 BRIDGE SR 1 BRUSHY FORK
State > Seymour (1)56-15-01299 A 000040 BRIDGE SR 1 SLAB CAMP CREEK
State > Seymour 001-15-04683 B 000050 BRIDGE SR 1 I-74 EB/WB
State > Seymour 001-24-06069 A 000070 BRIDGE SR 1 WHITEWATER RIVER
State > Seymour 001-24-00987 A 000080 BRIDGE SR 1 BUTLERS RUN
State > Seymour 001-24-01120 000090 BRIDGE SR 1 BUTLERS RUN
No Consultant/State Owned/Maintained TEST-BRK-Duplicate 0000-Duplicate BRIDGE
State > Seymour 001-24-00201 B 000100 BRIDGE SR 1 LITTLE DUCK CREEK
State > Seymour 001-24-00041 A 000110 BRIDGE SR 1 DUCK CREEK
State > Greenfield 001-21-00988 A 000120 BRIDGE SR 1 WILSON CREEK
State > Greenfield 001-21-04578 B 000130 BRIDGE SR 1 VILLAGE CREEK
State > Greenfield (1)44-21-00086 B 000140 BRIDGE SR 1/SR 44 WHITEWATER RIVER
State > Greenfield 001-21-03230 C 000160 BRIDGE SR 1 LICK CREEK
State > Greenfield 001-21-08258 000165 BRIDGE SR 1 MUD RUN
State > Greenfield 001-89-03900 A 000180 BRIDGE SR 1 SHAKER RUN
State > Greenfield 001-89-05197 B 000190 BRIDGE SR 1 WHITEWATER RIVER
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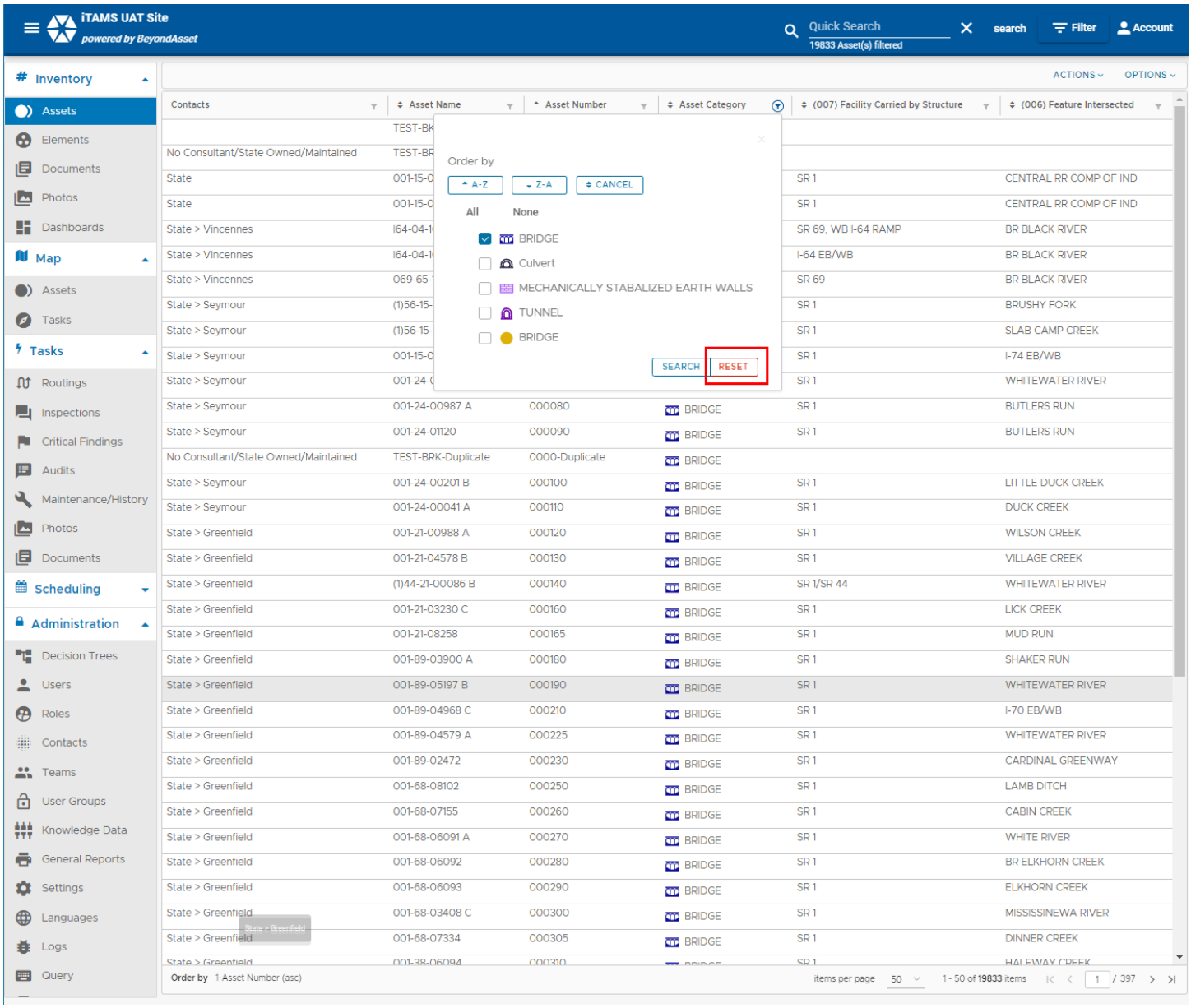
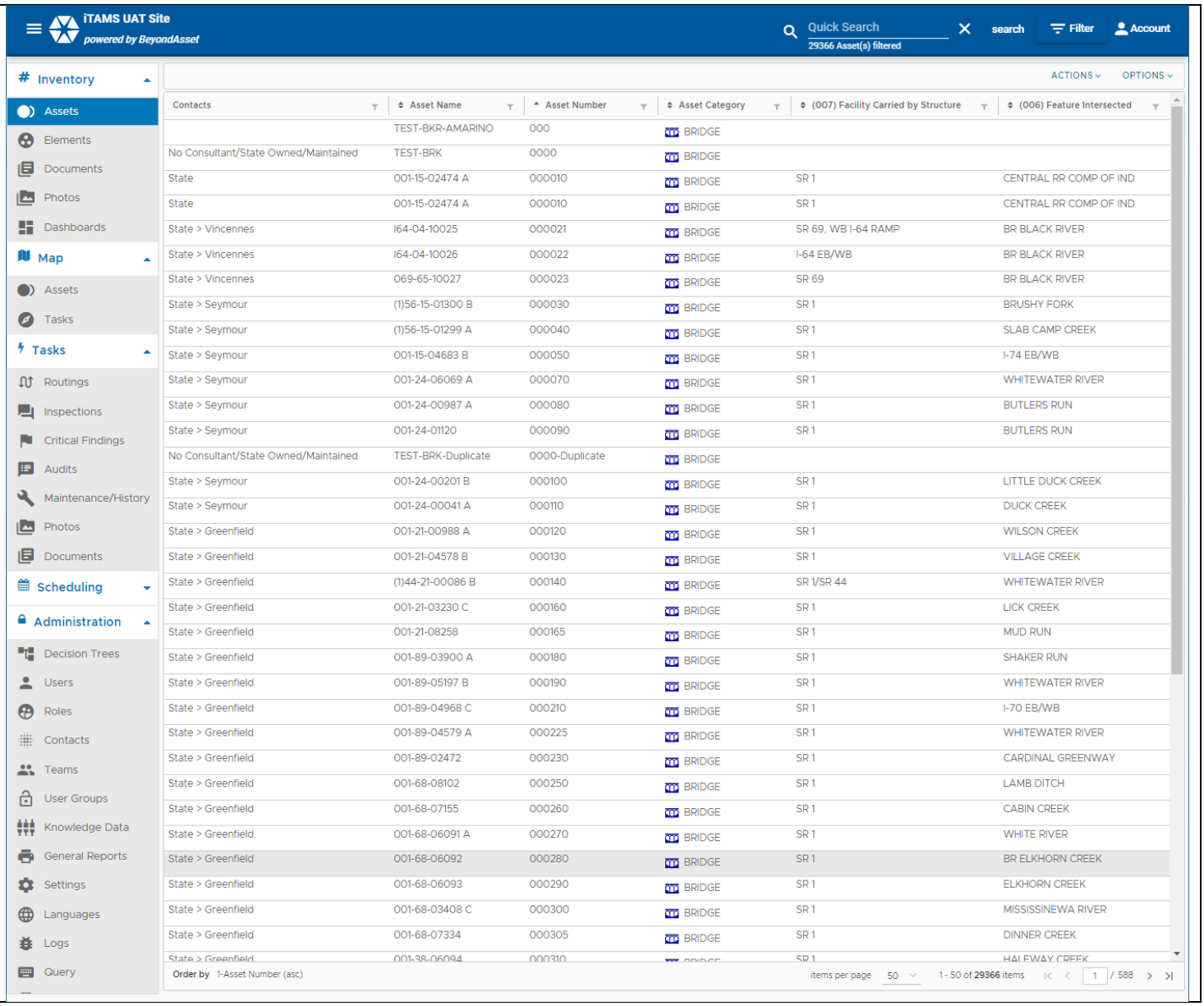
State > Greenfield 001-89-04579 A 000225 BRIDGE SR 1 WHITEWATER RIVER
State > Greenfield 001-89-02472 000230 BRIDGE SR 1 CARDINAL GREENWAY
State > Greenfield 001-68-08102 000250 BRIDGE SR 1 LAMB DITCH
State > Greenfield 001-68-07155 000260 BRIDGE SR 1 CABIN CREEK
State > Greenfield 001-68-06091 A 000270 BRIDGE SR 1 WHITE RIVER
State > Greenfield 001-68-06092 000280 BRIDGE SR 1 BR ELKHORN CREEK
State > Greenfield 001-68-06093 000290 BRIDGE SR 1 ELKHORN CREEK
State > Greenfield 001-68-03408 C 000300 BRIDGE SR 1 MISSISSINEWA RIVER
State > Greenfield 001-68-07334 000305 BRIDGE SR 1 DINNER CREEK
Order by 1-Asset Number (asc)
items per page 50
1 - 50 of 19833 items
1 / 397

ii. Unfilter the column by clicking on the filter and clicking All and then click SEARCH. Or Click RESET.

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29366 Asset(s) filtered
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Scheduling
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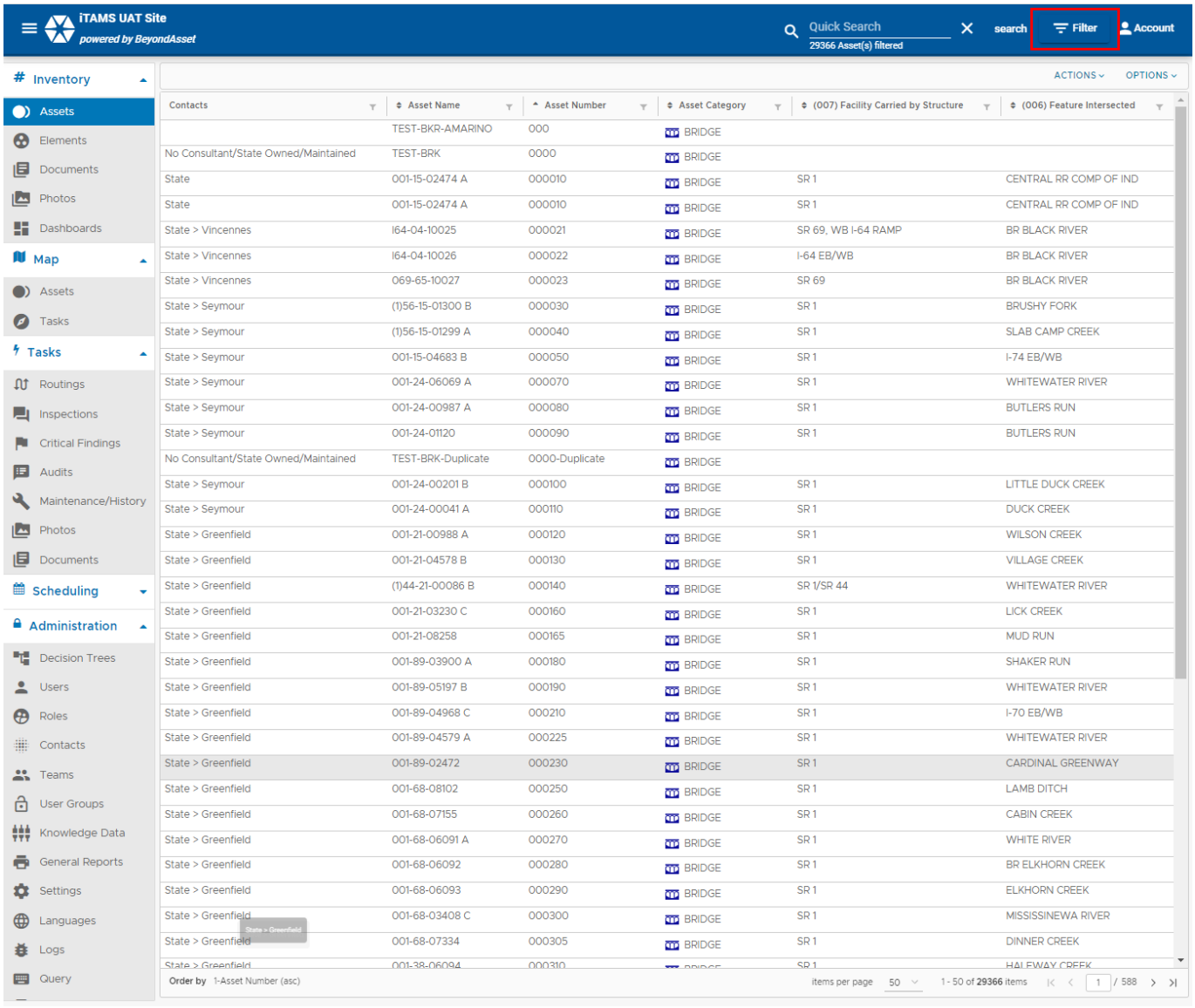
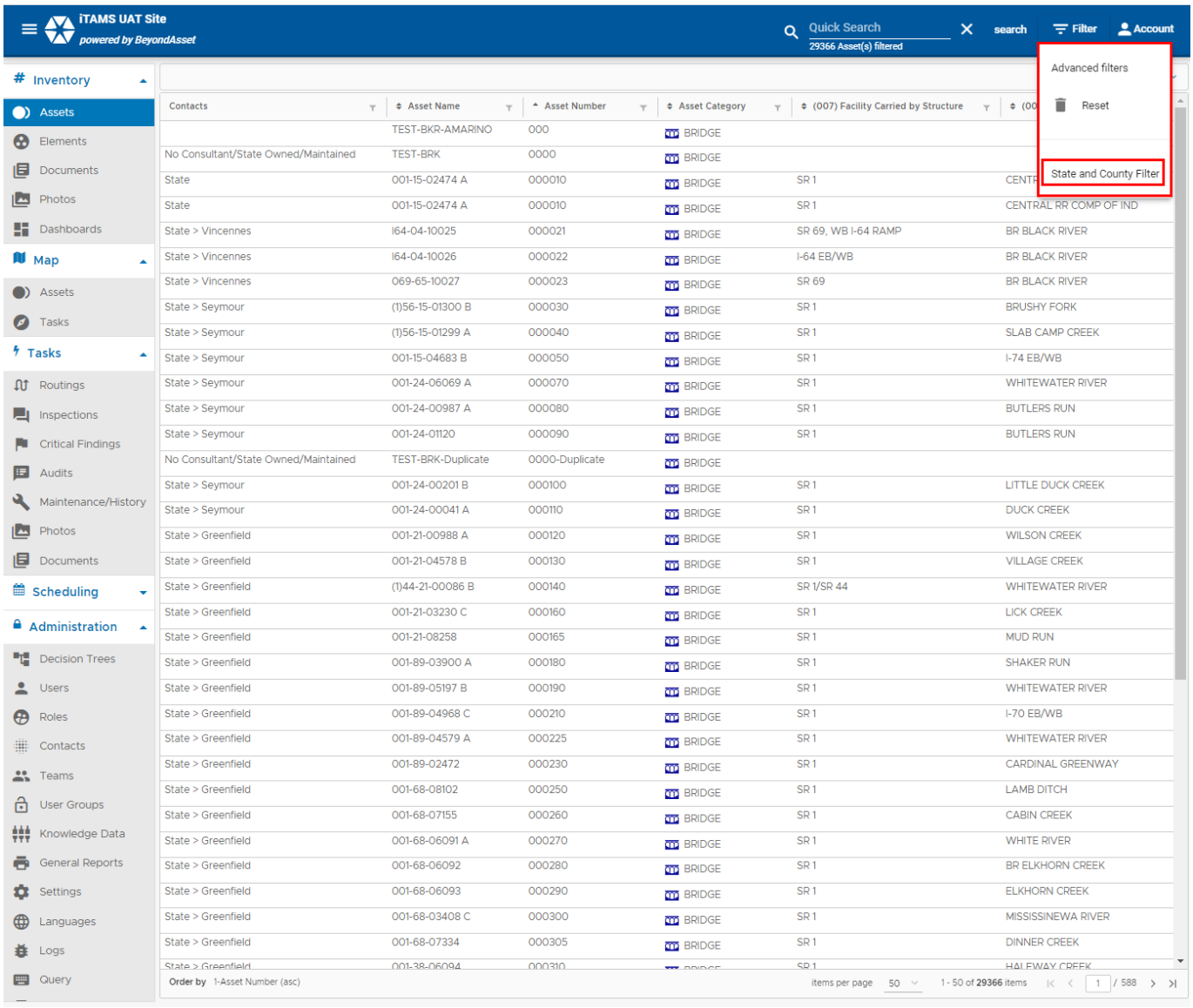
Order by 1-Asset Number (asc)
items per page 50
1 - 50 of 29366 items
1 / 588

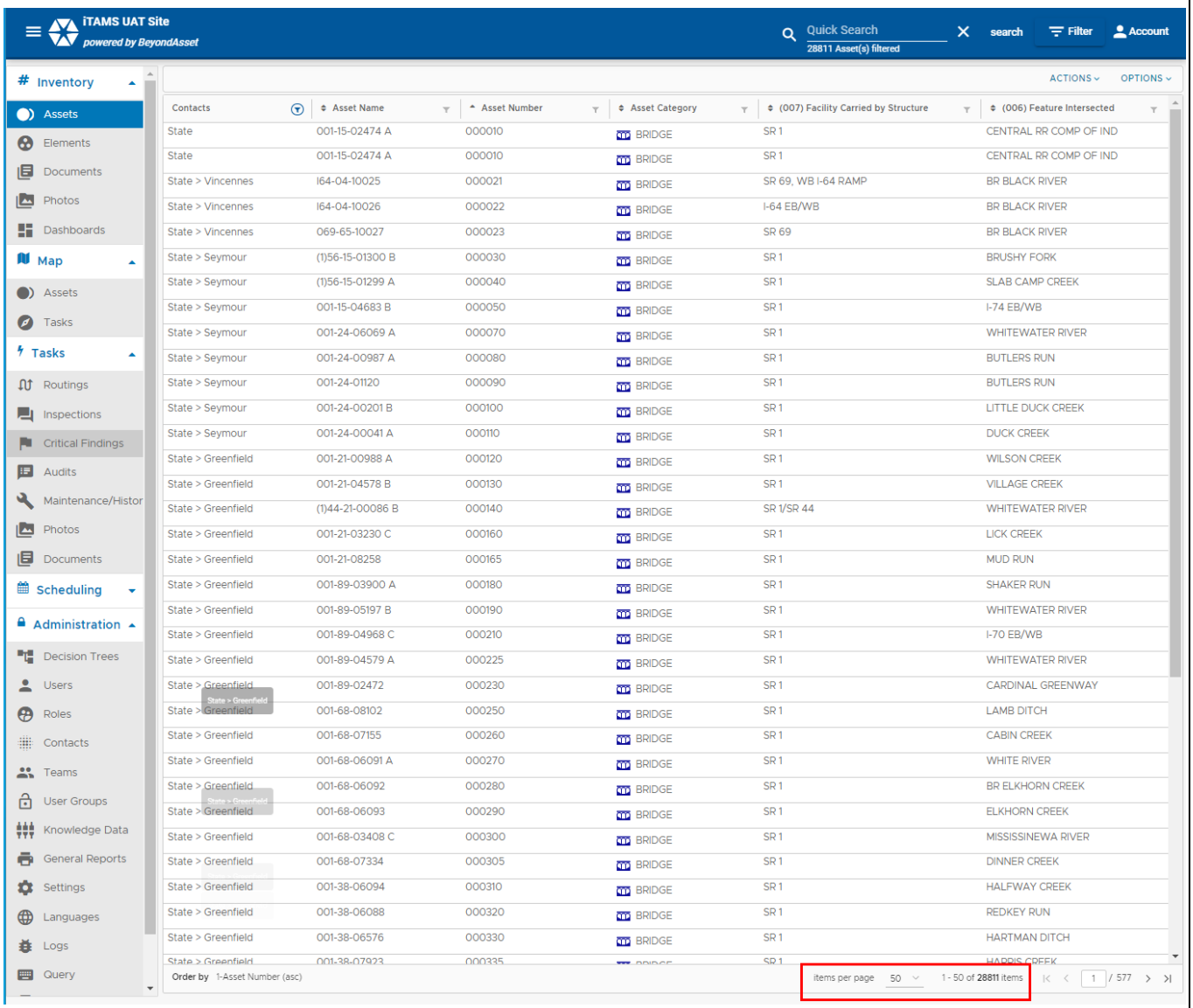
#	Description
2	Click on the ***Filter*** button in the right top corner.



i. If there are previously saved any filters, the system shall display them in a list.

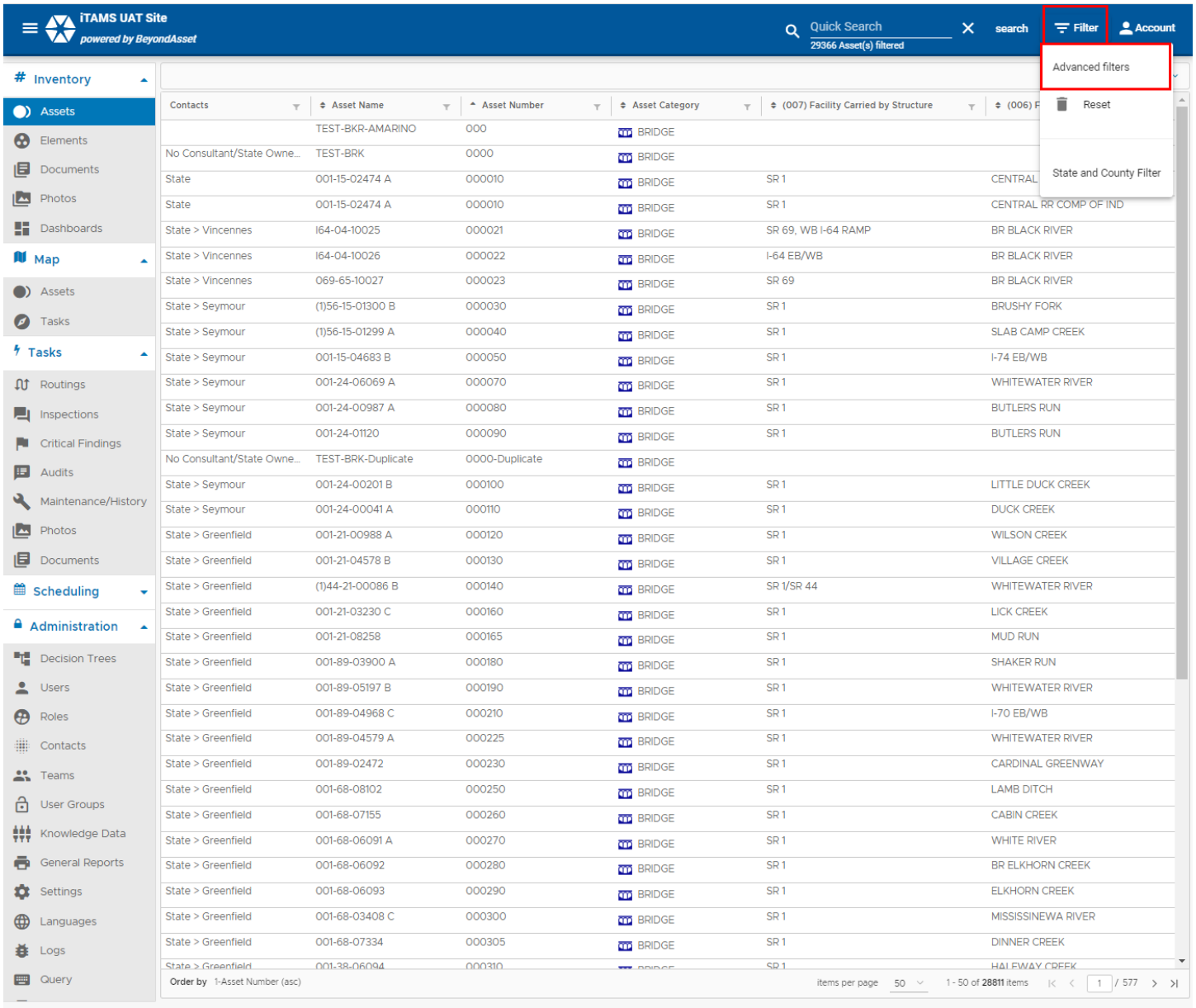


To load a quick filter, click on the previously saved filters**.** The system will display the list of structures with the applied filter. The system will save your filters so be sure to reset them.

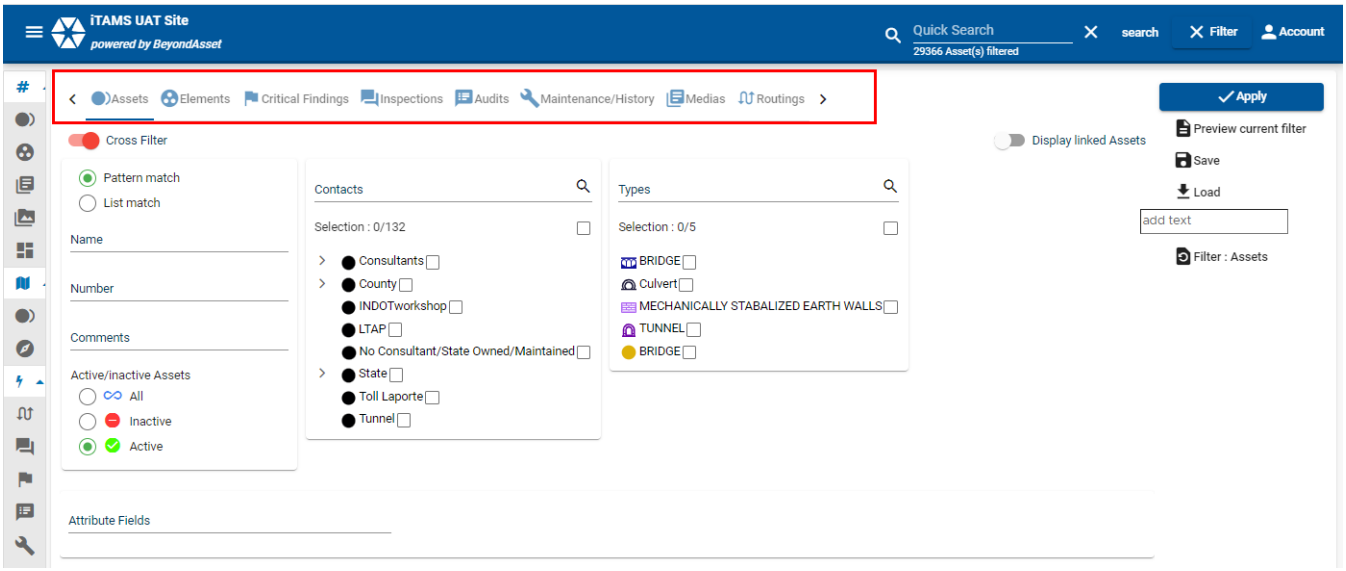


3

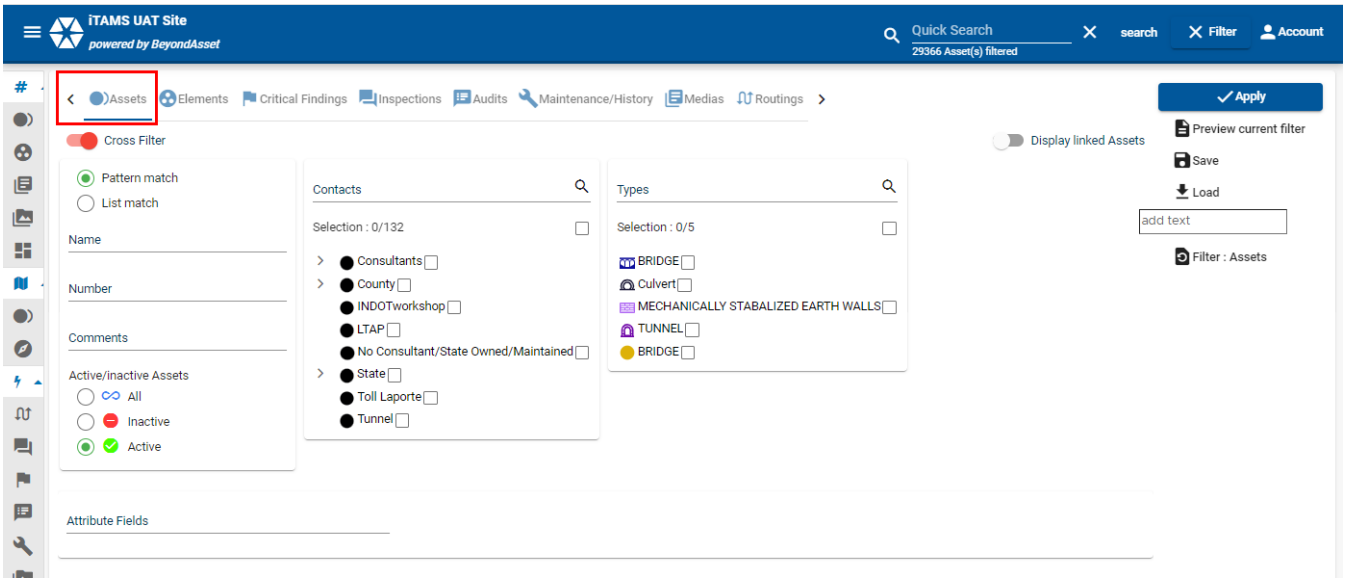
i. Now let's look at using the Advanced filter to set a new filter.
ii. Click on ***Advanced filters*** from the filter list.



iii. Select the module that you want to search using ***Advanced filter.***

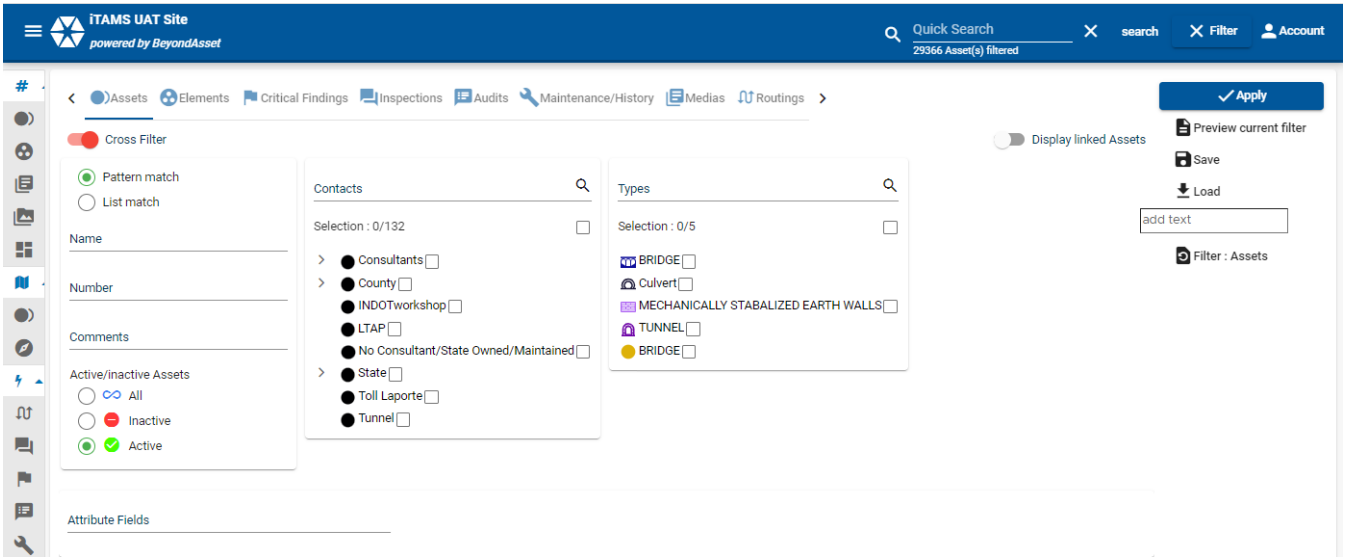


iv. Click on the ***Asset*** tab to conduct an Advanced search.

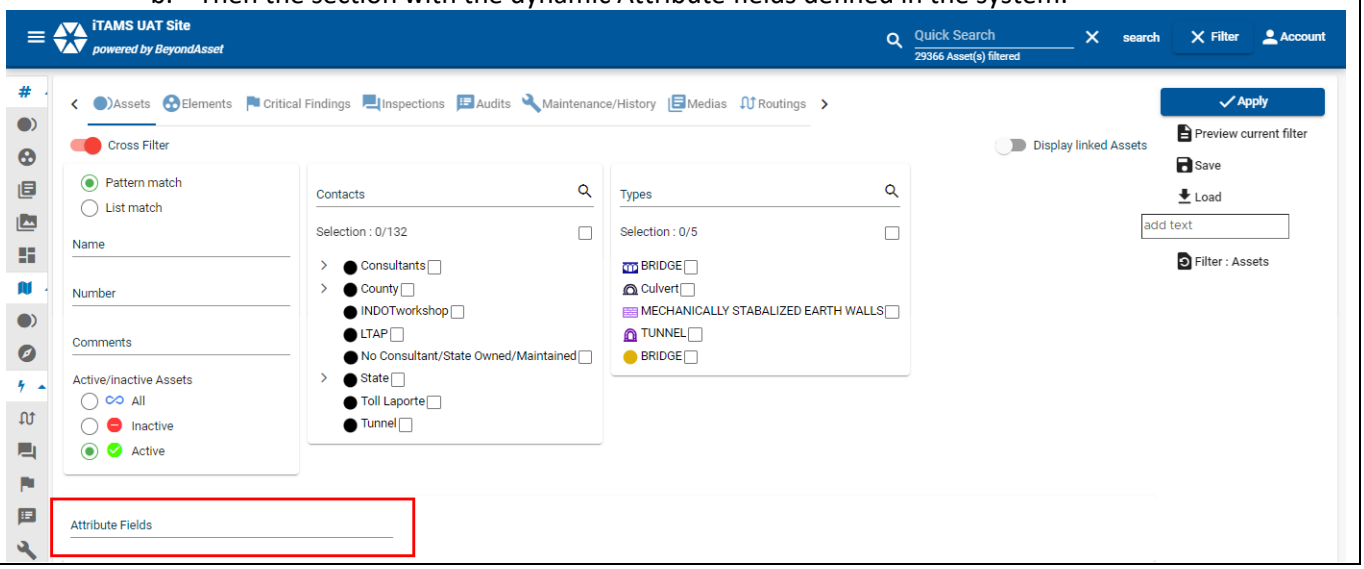


v. The screen is divided in two parts:

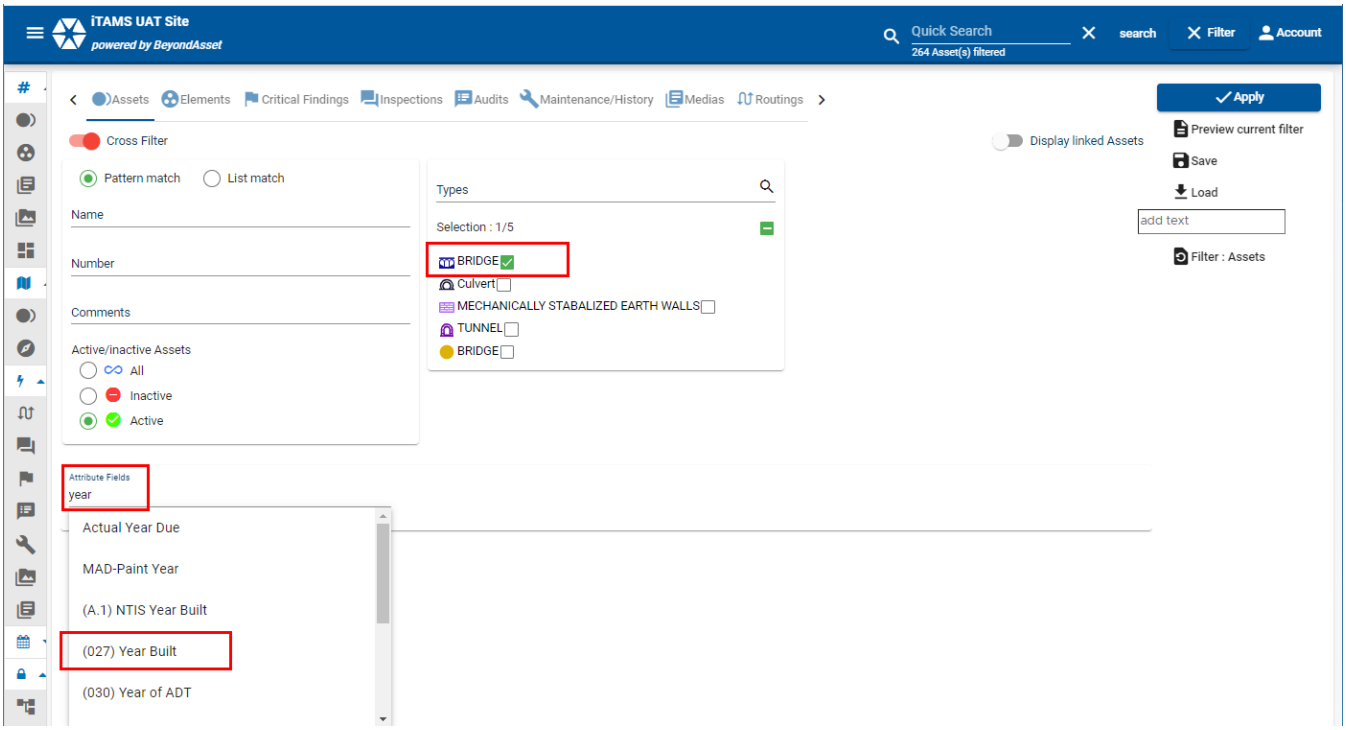
a. First the general fields that are available for each entity such as ***Pattern Match/List Match, Name, Number, Comments, Active/ Inactive Status, and Type.***



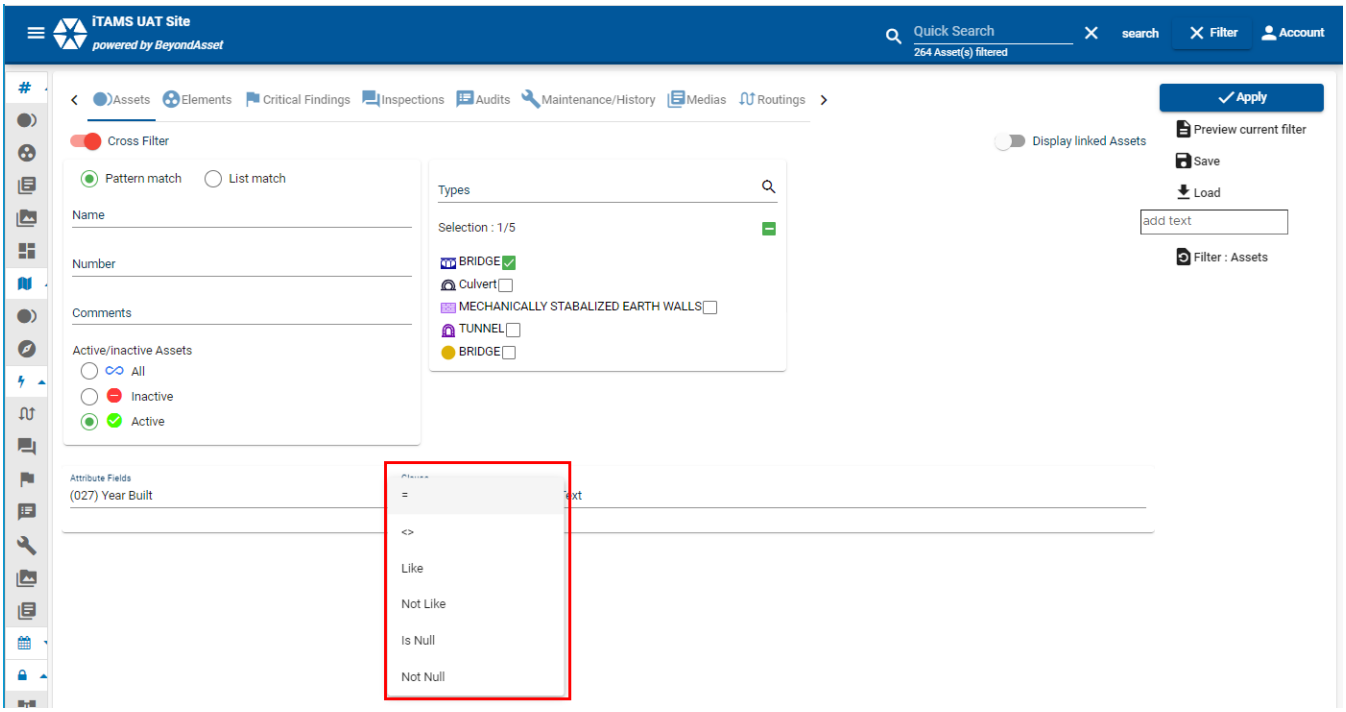
b. Then the section with the dynamic Attribute fields defined in the system:



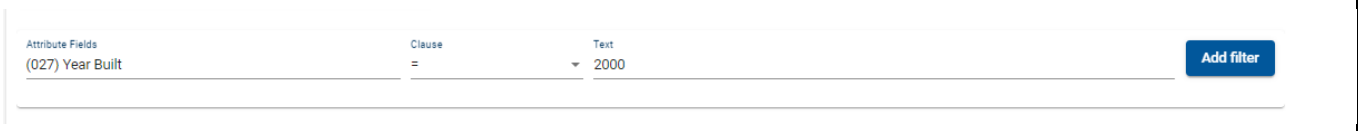
VI. To add a ***dynamic field*** to the list: click on the ***attribute field's*** drop-down and select the field to add.



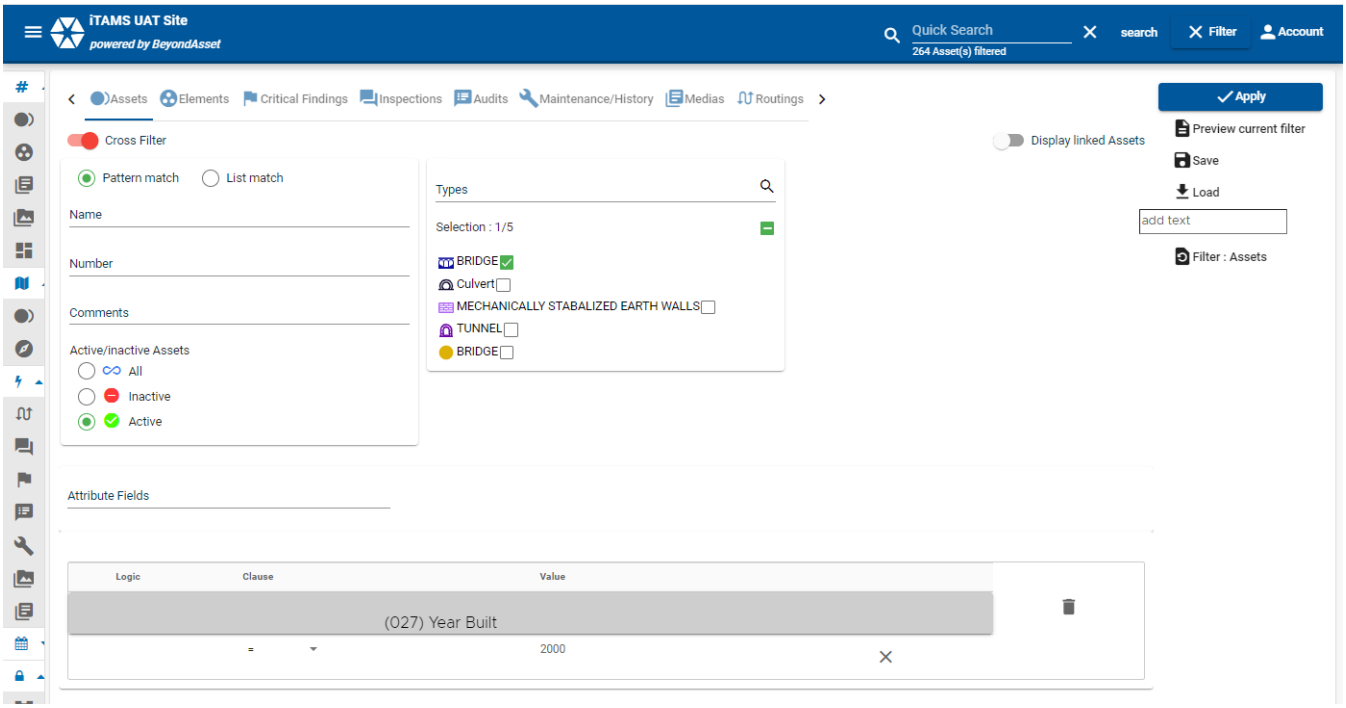
VII. Select the (027) Year Built; the clause rule will vary based on the type of field.



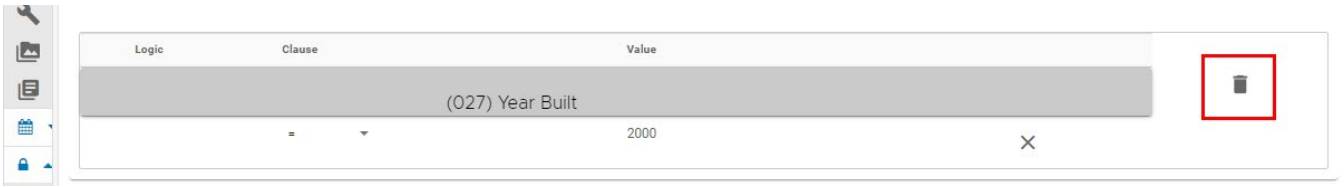
VIII. Input the criteria of the search and click on the ***Add filter*** button.



IX. The new filter criteria will be added to the list.

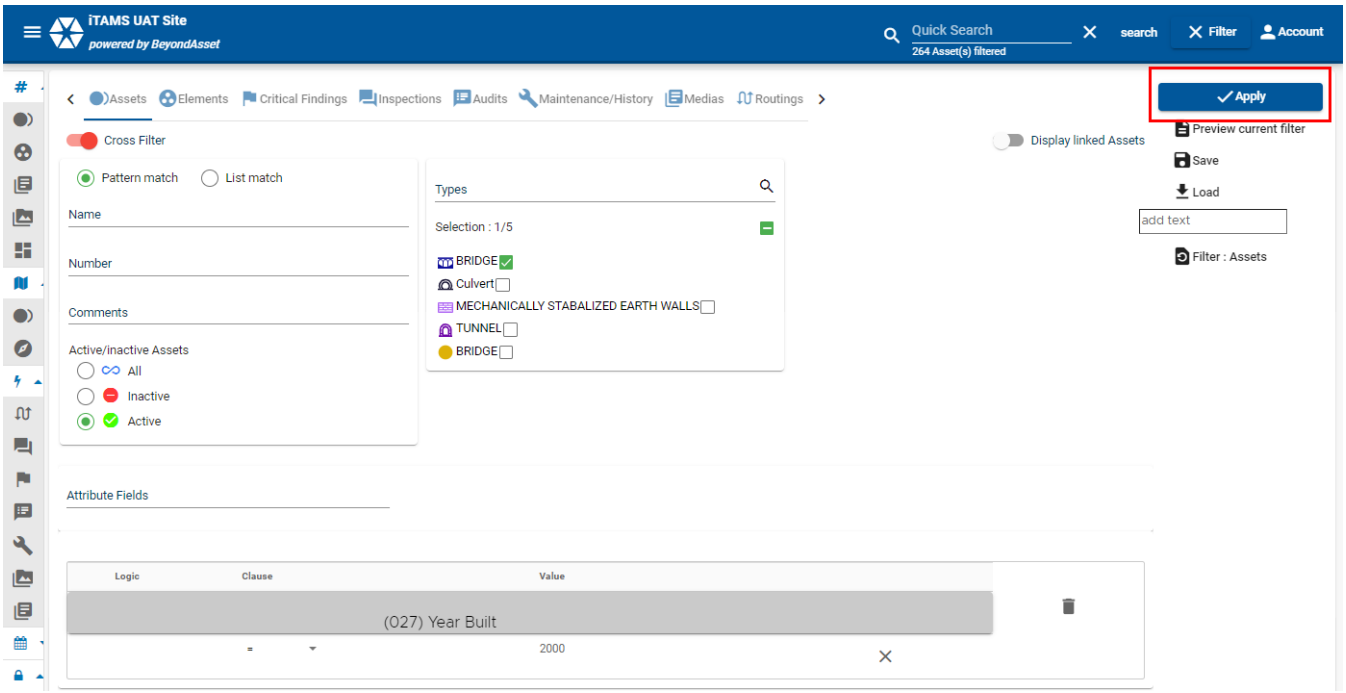


X. A criterion can be removed by clicking on the ***recycle bin*** icon.

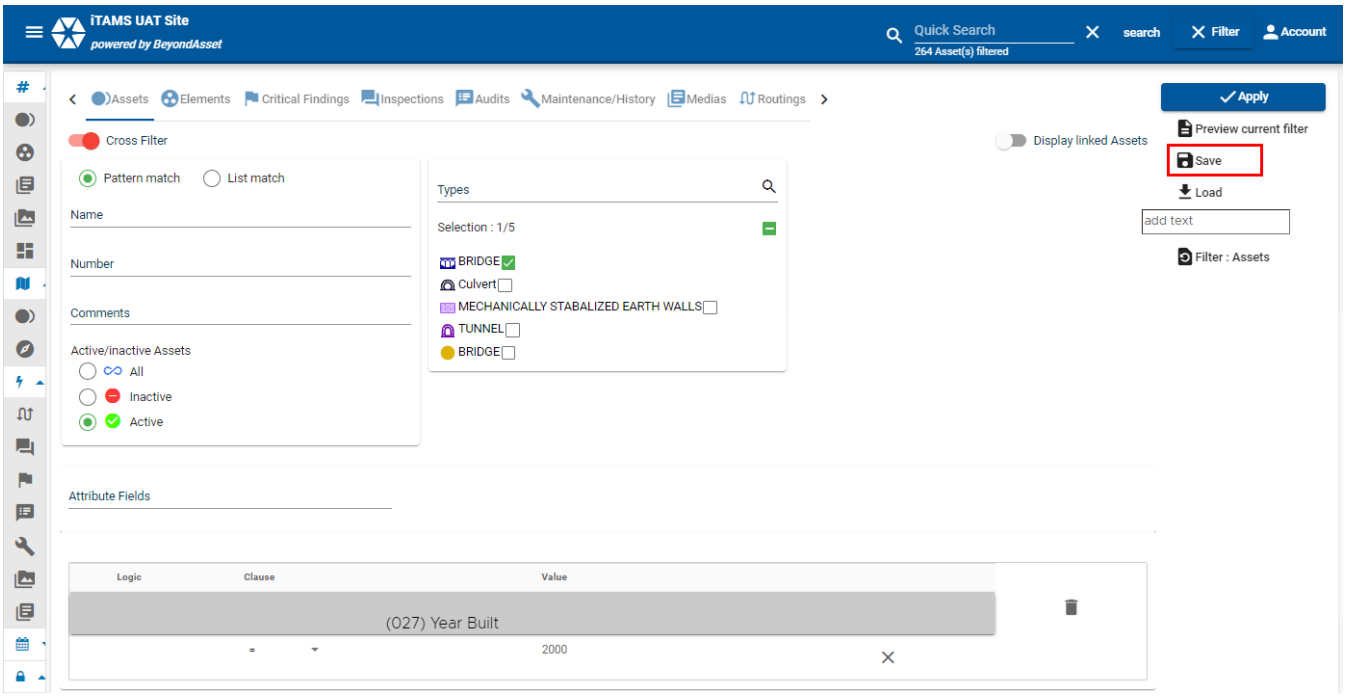


XI. To start searching with your defined parameters, click on the ***Apply*** button.

Here you can also Save filters, Load Saved Filters, reset (Default) Filters, and use the Filter for Structures.

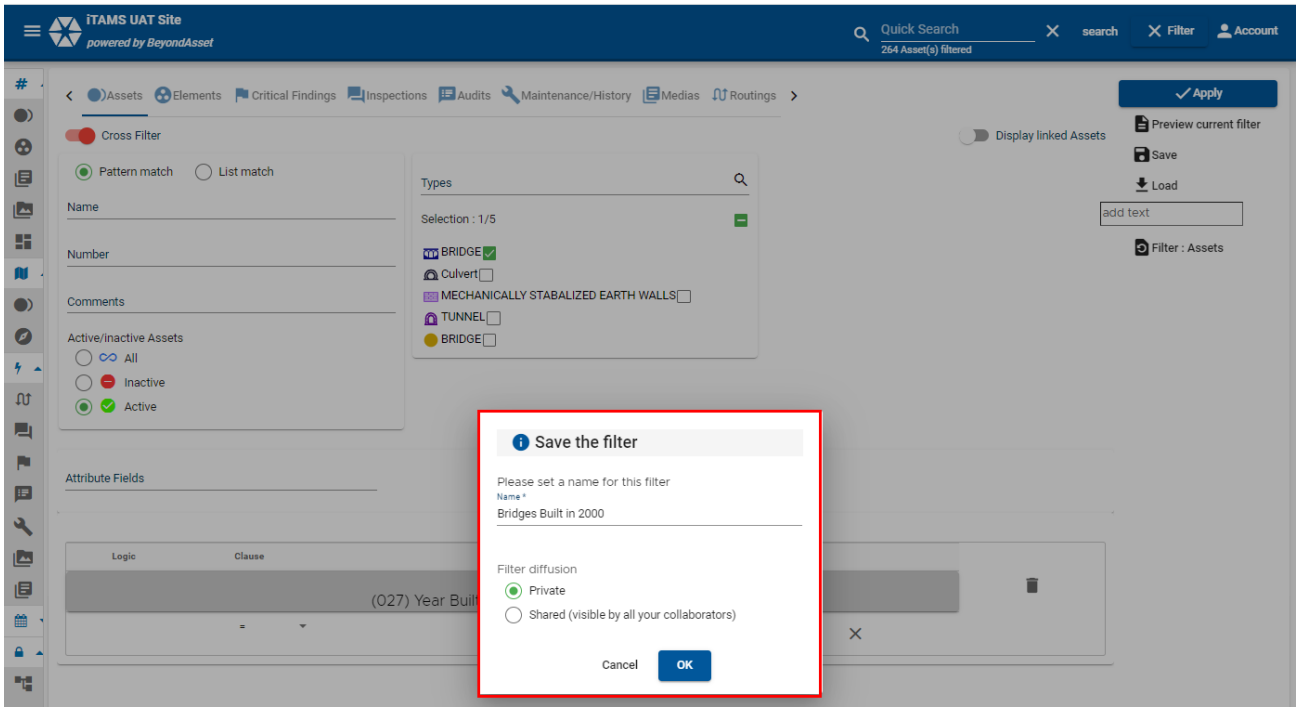


XII. Save the filter with a name so it will be available to load in the future by clicking on ***Save***.

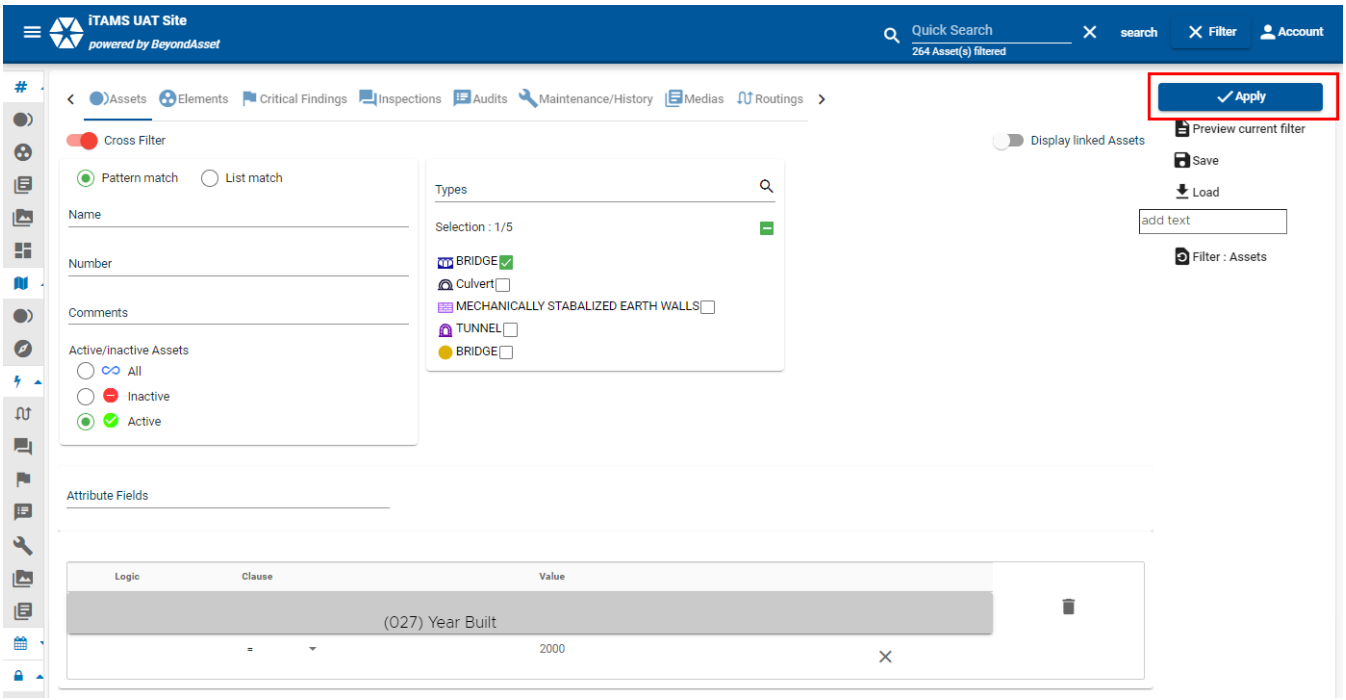
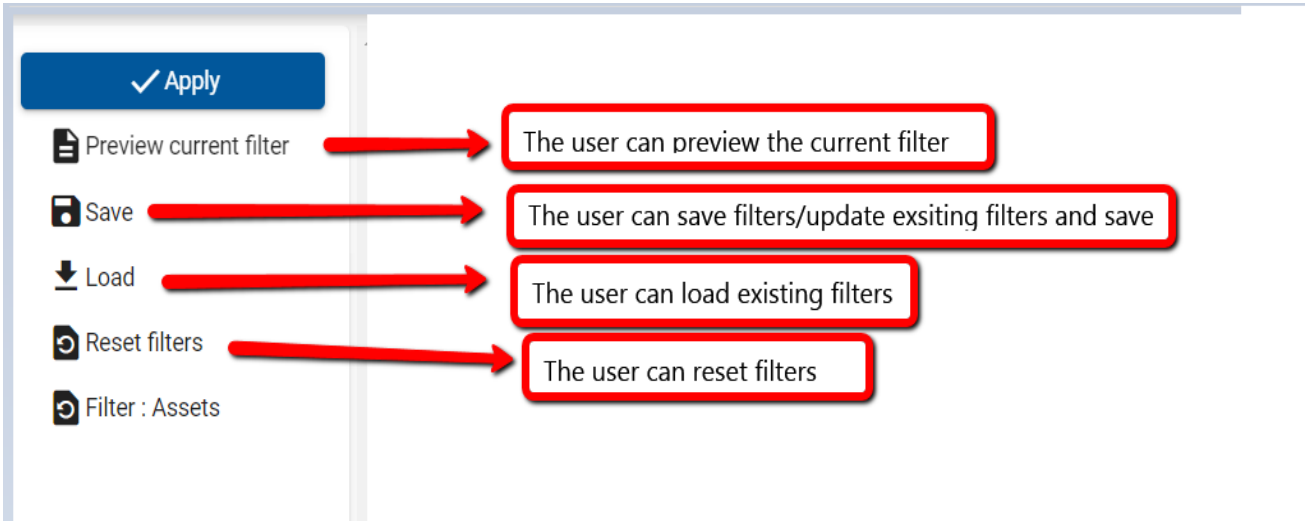


XIII. Save the filter with a meaningful name. Filter accessibility can be defined in two ways:

a. Private – saves the filter as private and shall be accessible only by the user who created it.
b. Shared – visible to all collaborators means the filter shall be shared among other users in your organization.



XIV. Click on ***Apply*** button to apply the filter.



XV. Below functions are available when using the filter tab.