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DICE Products & Technical Documentation

# Advanced Filtering

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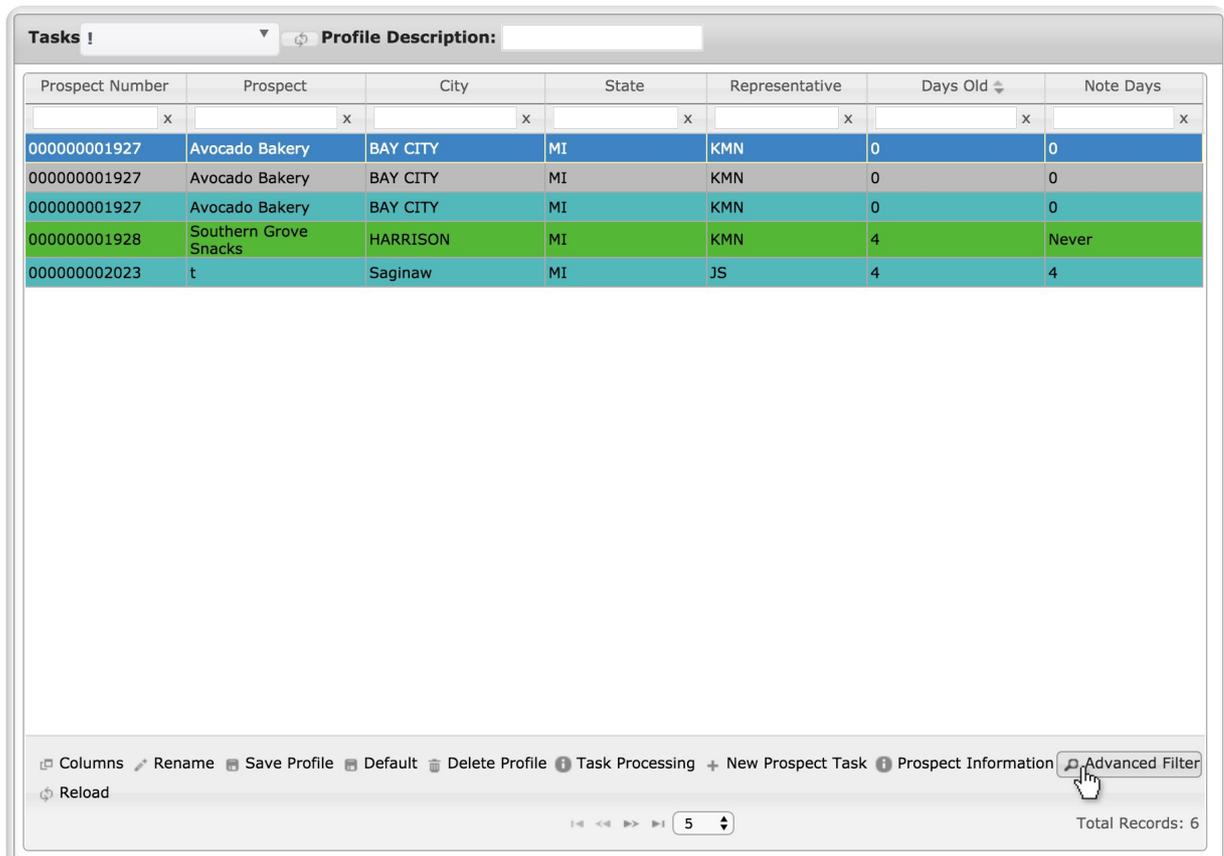
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# Advanced Filtering

The **Advanced Filter** option allows users to sort data within the tables throughout Matrix more precisely. While each column is equipped with its own search bar, the **Advanced Filter** option provides access to more specific criteria to narrow down what information is displayed.

Perform the following steps to create and apply an advanced filter to tables.

1. Select **Advanced Filter** from the toolbar options (Figure 1).



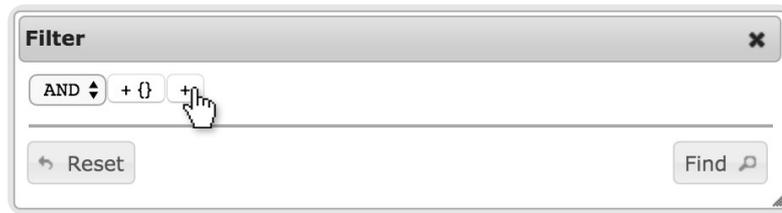
(Figure 1)

2. Select **AND** or **OR** from the filter type drop-down (Figure 2).



(Figure 2)

- o **AND** matches *all* information fitting the criteria.
  - o **OR** matches *any single* information fitting the criteria.
3. Select the **+** icon to add search criteria (Figure 3). Continue to step 5.



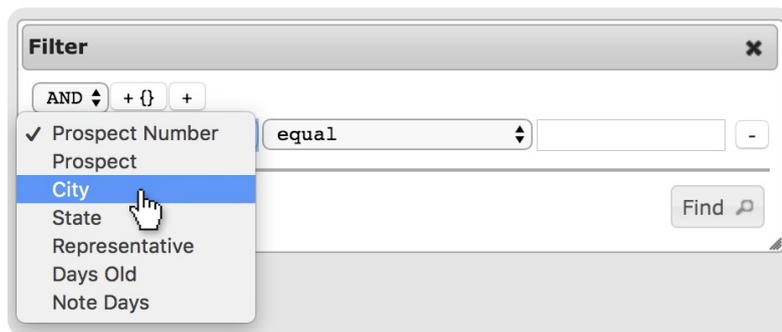
(Figure 3)

4. Select the **+ {}** icon to add a filter subgroup (additional **AND** or **OR** criteria that should be met) (Figure 4).



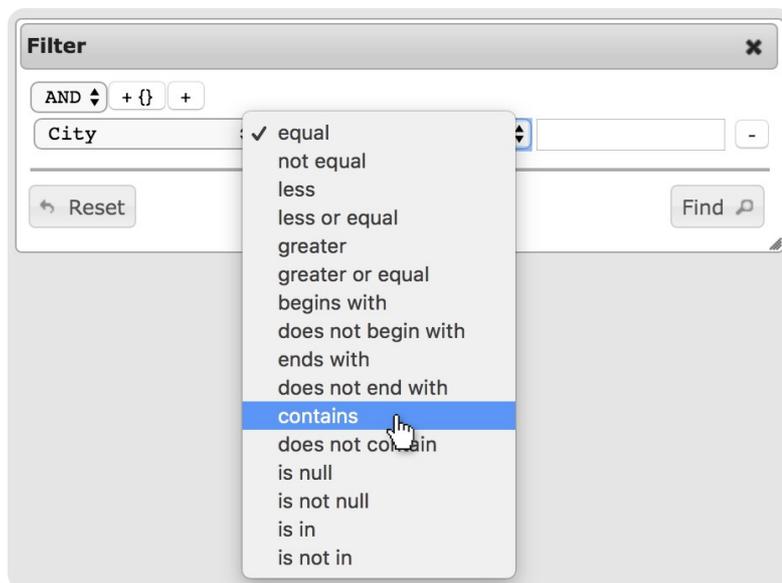
(Figure 4)

5. Select the desired information the table data should be filtered by from the criteria drop-down (Figure 5).



(Figure 5)

6. Select the desired rule the search should follow when filtering data from the parameter drop-down (Figure 6). All available parameters and their definitions can be found below.



(Figure 6)

- Input the desired variable data should be filtered by given the set parameters into the text field (Figure 7).

(Figure 7)

- If a subgroup was added, repeat steps 5-7 for the subgroup as well.
- Select **Find** to complete the search.
- Select **Reset** to clear all entered criteria and begin from step 2.

The table will refresh with the data that meets your entered search criteria.

### Available Filter Parameters

Type	Definition
Equal	The search will only return data that matches the entered criteria <i>exactly</i> .
Not Equal	The search will only return data that <i>does not</i> match the entered criteria.
Less	For numeric searches. The search will return data containing numbers <i>less than</i> the entered criteria.
Less or Equal	For numeric searches. The search will return data containing numbers equal to or less than the entered criteria.
Greater	For numeric searches. The search will return data containing numbers <i>greater</i> than the entered criteria.
Greater or Equal	For numeric searches. The search will return data containing numbers equal to or greater than the entered criteria.
Begins With	The search will return data that <i>starts</i> with the entered criteria.
Does Not Begin With	The search will return data that <i>does not</i> start with the entered criteria.
Ends With	The search will return data that <i>finishes</i> with the entered criteria.
Does Not End With	The search will return data that <i>does not</i> finish with the entered criteria.
Contains	The search will return data that includes the entered criteria.
Does Not Contain	The search will return data that <i>does not</i> include the entered criteria.
Is Null	The search will return data where the selected search criteria field was left blank.
Is Not Null	The search will return data where the selected search criteria field is populated with information of some kind.
Is In	This option is not currently in use.
Is Not In	This option is not currently in use.

