Chapter 4: Using Filters and the Multi-Select Search Function

Effectively using Page Selectors is necessary to ensure that the data displayed is the data needed.
In many instances, users will need to change the default selections to ones that are valid for their specific needs.

Page Selectors often use a feature called Multi-Select to allow users to choose multiple values in a selector.

To make a page selection, click the Multi-Select box for the selector.
Click the down arrow.
You can scroll through data and select single or multiple items by clicking the check box.
Clicking the check box will select the value.
You can also search by clicking Search... at the bottom of the window. More about this feature in a few slides.
With the filters returned...

Click Apply
If you want to search for items, click **Search...** at the bottom of the window.
The Multi-Select box contains two sections: a list of all possible values on the left and Selected values on the right.

You can scroll through the list of possible selections to find the value(s) needed.

Or you can search using the fields displayed. Open the drop-down list to see the list of search operators available.
Of the possible match operators, ‘contains’ is the most functional to use; other operators require precise knowledge of data values.

Select ‘contains’
Enter a portion of the name you are searching for; in this case, part of a College or Division name.
The match search is case sensitive.
To make this field non case sensitive click the **Match Case** check box.
Click the **Search** button.
Values that contain the search string will be returned.
If you want to select all values returned by the match, click here.

To remove the value, highlight it and click **Remove** or **Remove All**.
Highlight one, or several, if applicable.

Click the Move > button when ready.
When all selections for this prompt are final, click OK.
Page Selectors are almost always constrained against one another.

This means that the list of options available in a selector is limited by the selection choices already made.

In this example, since the Division of Financial Affairs has been selected, the choices available in the Org Mgr Name selector will only include Org Managers in that unit.
It also reduces the volume of selection options a user must consider when additional selections are being evaluated.

This feature prevents choosing a combination of page selectors that will fail to return data.
Click the **Apply** button to search.
Results.