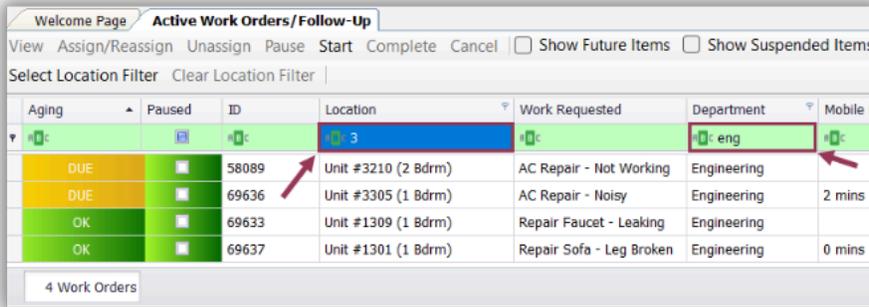
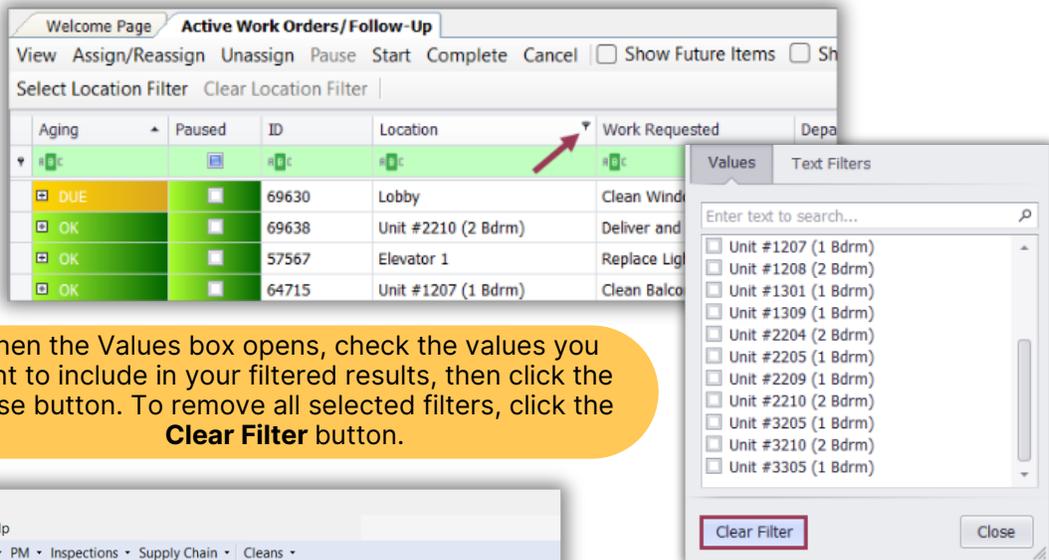


Dynamic Filters can be found throughout the Asgard desktop application. You can use Dynamic filters on the Active Work Orders, PM, and Inspection screens.

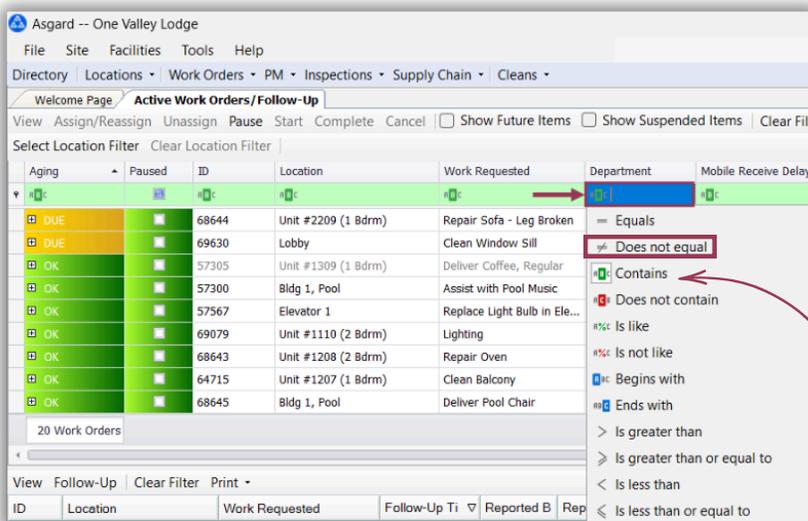
The green bar at the top of any grid in Asgard is a multi-level filter bar, allowing you to filter data across any combination of columns. When the filter bar is in use, it turns blue. As you type in the blue fields, Asgard will start filtering the data immediately.



The filter fields offer dynamic options. To select multiple filter values in a column, hover over the right side of any column header and click the Funnel icon.



When the Values box opens, check the values you want to include in your filtered results, then click the Close button. To remove all selected filters, click the **Clear Filter** button.



Click on the **ABC** icon to see additional options for filtering specific data. For example, by selecting **"Does not equal"** and then typing "Front Office," Asgard will filter work orders for all departments except the Front Office.

This is also where you can restore the default **"ABC Contains"** filter option.

To Sort work orders **alphanumerically** or by **grouping** click on a column header. Click the header again to reverse order the sort. Only one column can be sorted at a time.

Aging	Paused	ID	Location	Work Requested	Department
OK	<input type="checkbox"/>	69437	Unit #1101 (1 Bdrm)	Lighting	Engineering
OK	<input type="checkbox"/>	67606	Unit #1108 (2 Bdrm)	Repair Door - Broken	Engineering
OK	<input type="checkbox"/>	69633	Unit #1110 (2 Bdrm)	Repair Faucet - Leaking	Engineering
OK	<input type="checkbox"/>	58099	Unit #1207 (1 Bdrm)	Repair Floor - Tile	Engineering
OK	<input type="checkbox"/>	68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering

To remove *all* filters, click the **Clear Filter** button and all work orders will be again visible.

Aging	Paused	ID	Location	Work Requested	Department	Mobile Receive Delay	Ass
DUE	<input type="checkbox"/>	69637	Unit #1301 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	0 mins	We
OK	<input type="checkbox"/>	57300	Bldg 1, Pool	Assist with Pool Music	Engineering		Le

If you leave the Active/Follow-Up screen open and switch to a different screen, your filters will *remain in place*. However, if you close the screen or log out of Asgard, the filters will be *automatically cleared*. If you use filters to manage your daily work, be sure to *set them up* each time you log in.

If you want to filter for a large area of your property, such as a zone, or for specific non-sequential units, click on the **Select Location Filter** button.

In the **Location Tree** dialogue box, type in the location(s) using the **ABC** filter for the fastest results. You can also expand the location tree by clicking any arrows. Check the box(es) of your desired locations and click **OK**.

The 'Location Tree' dialog box shows a search criteria of 'rest'. The tree structure is as follows:

- One Valley Lodge
 - Casino
 - Men's Restroom
 - Zone 10
 - Central Plant
 - Restroom 1 (104)
 - Restroom 2 (105)

The 'Name' field contains 'rest' and the 'OK' button is highlighted with a red arrow.

To remove the location filters and see all locations again, you must use the **Clear Location Filter** button.

The 'Clear Location Filter' button is highlighted with a red arrow. The current filter text 'One Valley Lodge, Zone 10, Central Plant' is also highlighted with a red box.