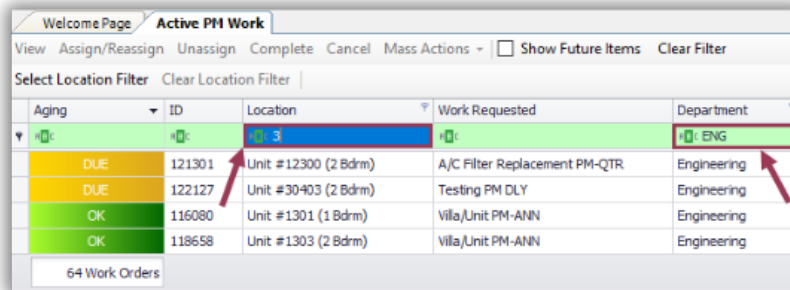
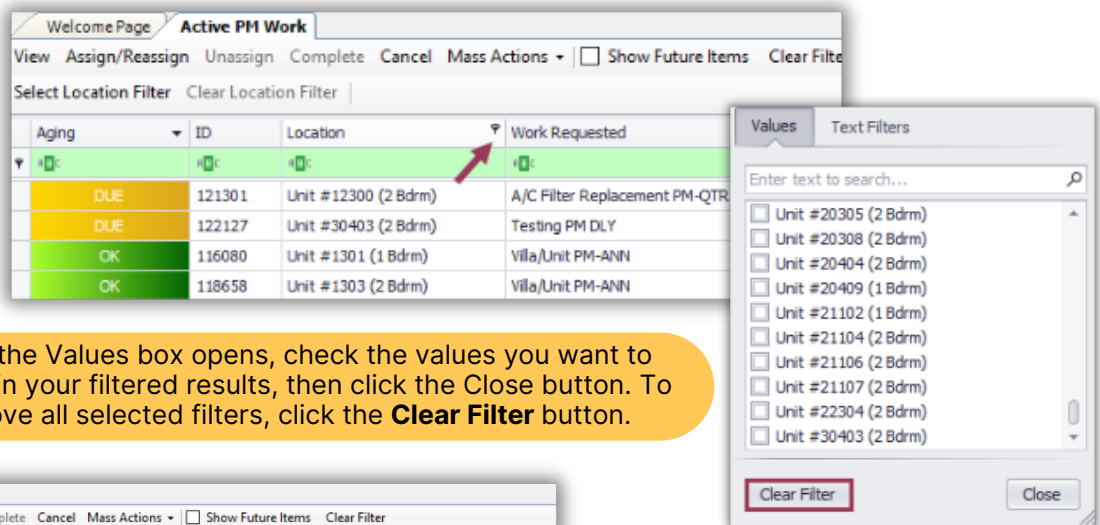


Dynamic Filters can be found throughout the Asgard desktop application. You can use Dynamic filters on the Active Work Orders, PM, and Inspection screens.

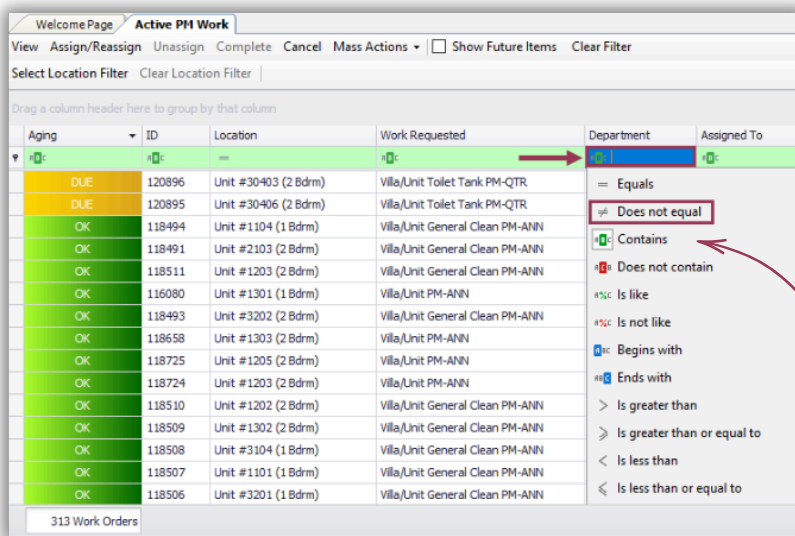
The green bar at the top of any grid in Asgard is a multi-level filter bar, enabling you to filter data across any combination of columns. When the filter bar is active, it turns blue. As you type in the blue fields, Asgard will immediately begin filtering the data.



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 any column **icon** to see additional options for filtering specific data. For example, by selecting **“Does not equal”** and then typing **“Housekeeping,”** Asgard will filter work orders for all departments except Housekeeping.

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

To sort PM 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	ID	Location	Work Requested	Department
OK	122567	Unit #15206 (2 Bdrm)	A/C Filter Replacement PM-QTR	Engineering
OK	122566	Unit #16101 (1 Bdrm)	A/C Filter Replacement PM-QTR	Engineering
OK	122565	Unit #15107 (2 Bdrm)	A/C Filter Replacement PM-QTR	Engineering
OK	122564	Unit #13303 (1 Bdrm)	A/C Filter Replacement PM-QTR	Engineering
OK	122563	Unit #15202 (2 Bdrm)	A/C Filter Replacement PM-QTR	Engineering

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

Aging	ID	Location	Work Requested	Department
OK	122567	Unit #15206 (2 Bdrm)	A/C Filter Replacement PM-QTR	Engineering
OK	122566	Unit #16101 (1 Bdrm)	A/C Filter Replacement PM-QTR	Engineering

If you leave the Active PM Work 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 view is expanded to show 'One Valley Lodge' with sub-items: 'Casino', 'Men's Restroom', 'Zone 10', and 'Central Plant'. 'Central Plant' is checked, and its sub-items 'Restroom 1 (104)' and 'Restroom 2 (105)' are also checked. The 'OK' button is highlighted with a red arrow.

! *It is important to note that this filter holds even if you log out.* You must use the Clear Location Filter button to remove the location filters and see all locations again.

The screenshot shows the 'Clear Location Filter' button highlighted in blue. The filter text 'One Valley Lodge, Zone 10, Central Plant' is highlighted in red in the 'Select Location Filter' field.