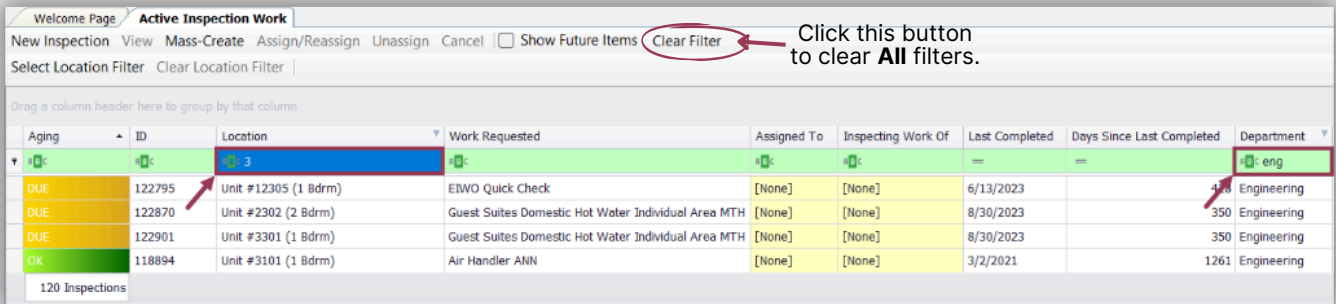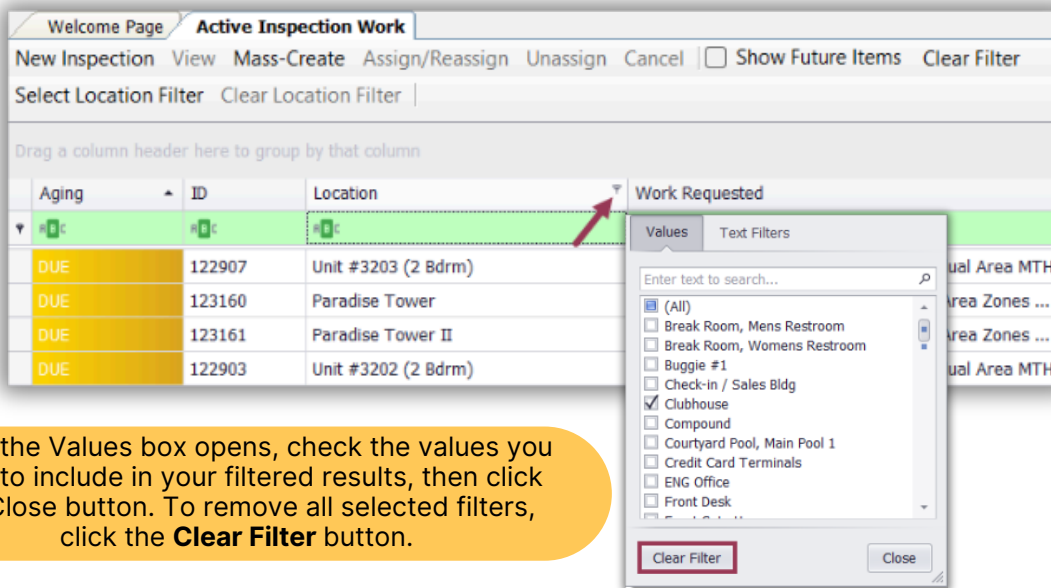**asgard**
Learning Portal

> **Dynamic Filters can be found throughout the Asgard desktop application. You can use Dynamic filters on the Active Work Orders, PM, and Inspection screens.**
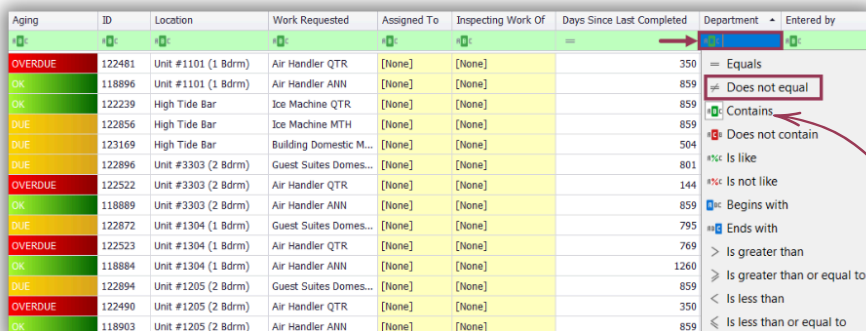
The green bar at the top of any grid in Asgard is a multi-level filter bar, allowing you to filter data across any combination of columns. When the filter bar is in use, it turns blue. As you type in the blue fields, Asgard will start filtering the data immediately.

Click this button to clear **All** filters.

The filter fields offer dynamic options. To select multiple filter values in a column, hover over the right side of any colum 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 inspection 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.

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

If you leave the Active Inspection 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**.

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