

Filtering Tutorial

Objective: Filtering by State in the People Listing.

Note: A basic knowledge of Filtering will help in completing this Tutorial.
Please refer to the following Tutorials: Filtering Getting Started and Filtering Tips.

Click Filter By. Select State from the Dropdown. Type the State abbreviation. Click the Set Filter icon. Note: For more than one state, type "or" between the state abbreviations. Your Listing now shows the filtered States.

Try It Now!: {State}TX or CA

Note: Use States found in your listing.

The screenshot shows the CME Web Tracker interface. At the top, there is a navigation bar with 'Events' and 'Register' links. Below that, the 'People' section is active, showing a list of attendees. The filter bar indicates 'Filter By: Test Filter' and '(State)TX or CA'. The table below shows columns for Status, Attendee Type, Department, City, State, E Calendar, and PeoUserB. The 'State' column is circled in red, and the filter text is also circled in red.

Status	Attendee Type	Department	City	State	E Calendar	PeoUserB
	Unspecified		Dallas	TX		
	Unspecified		Dallas	TX		
	Other		Dallas	TX		
	Unspecified		Dallas	TX		
			Oakland	CA		
			Menlo Park	CA		
			Stanford	CA		
			Stanford	CA		
			Stanford	CA		
			San Francisco	CA		
			Palo Alto	CA		
			Stanford	CA		
			Stanford	CA		
			Stanford	CA		