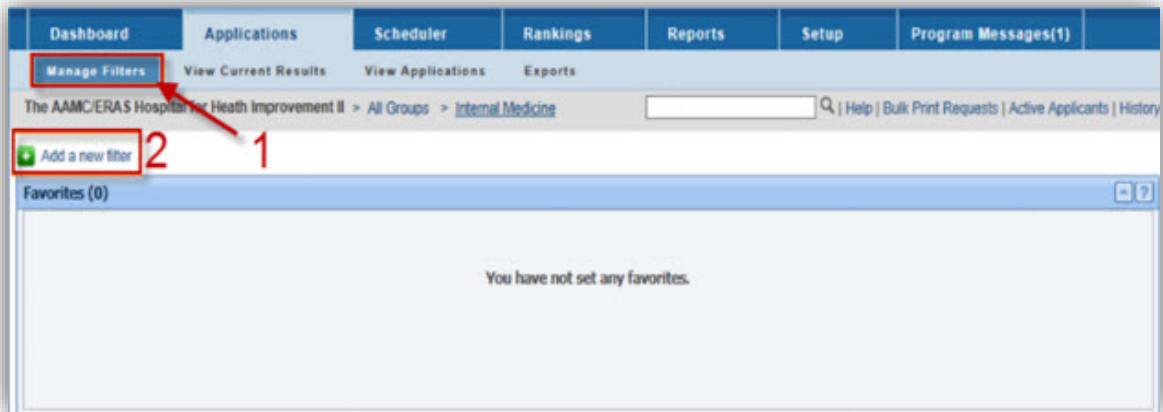
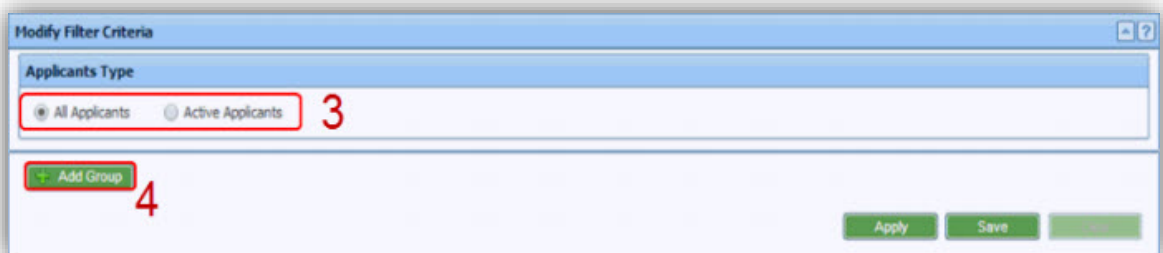


1. Click *Manage Filters* on the Applications tab.
2. Click *Add a new filter*.



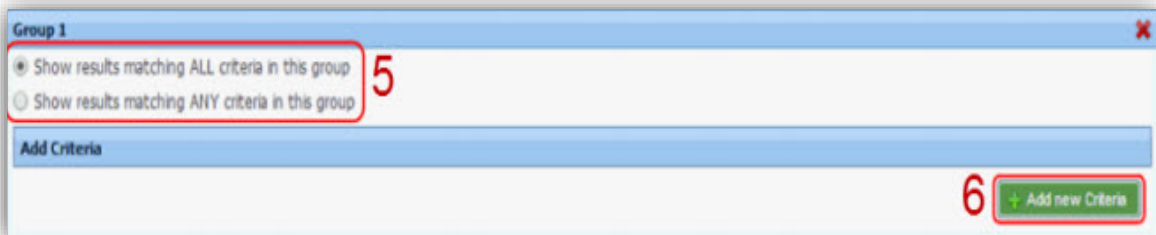
3. Choose to run the filter for *All Applicants* or *Active Applicants*.
4. Click the *Add Group* button to add criteria
 - If necessary, click the Delete icons (X) to get rid of any existing criteria.



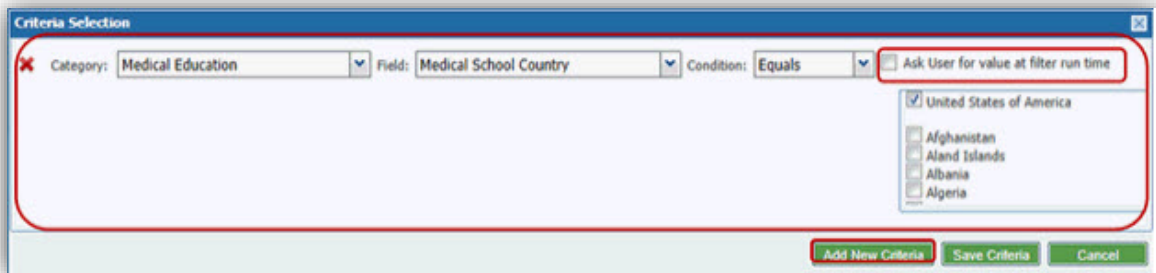
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5. Select the filter relationship of the criteria within the group.
 - **ALL** – this narrows the results. Applicants must meet all criteria in that group. This is the default option when adding criteria.
 - **ANY** – This broadens the results. Applicants can meet any of the criteria in that group.

6. Click the *Add new Criteria* button.

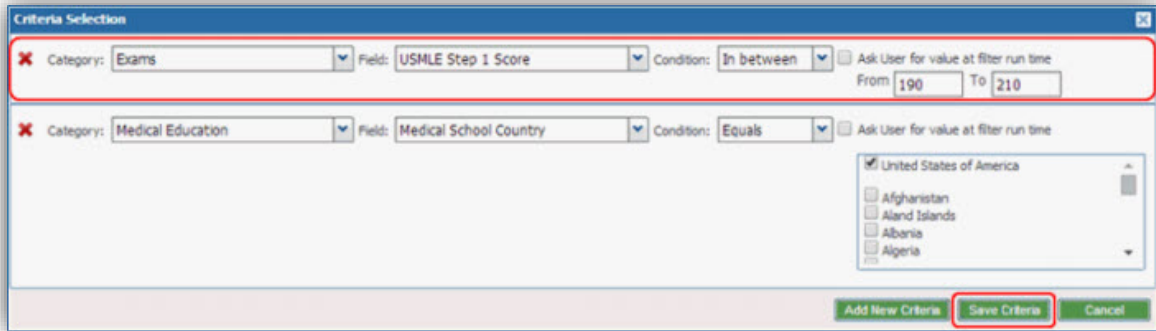


7. Select a *Category*, *Field*, *Condition*, and a *Value* for each criterion.
 - To create a filter that prompts for a value when it is run, mark the *Ask User for value at filter run time* check box.
 - A prompt filter must be saved before it can be run.
 - Click the *Add New Criteria* button to add more criteria to the same group.

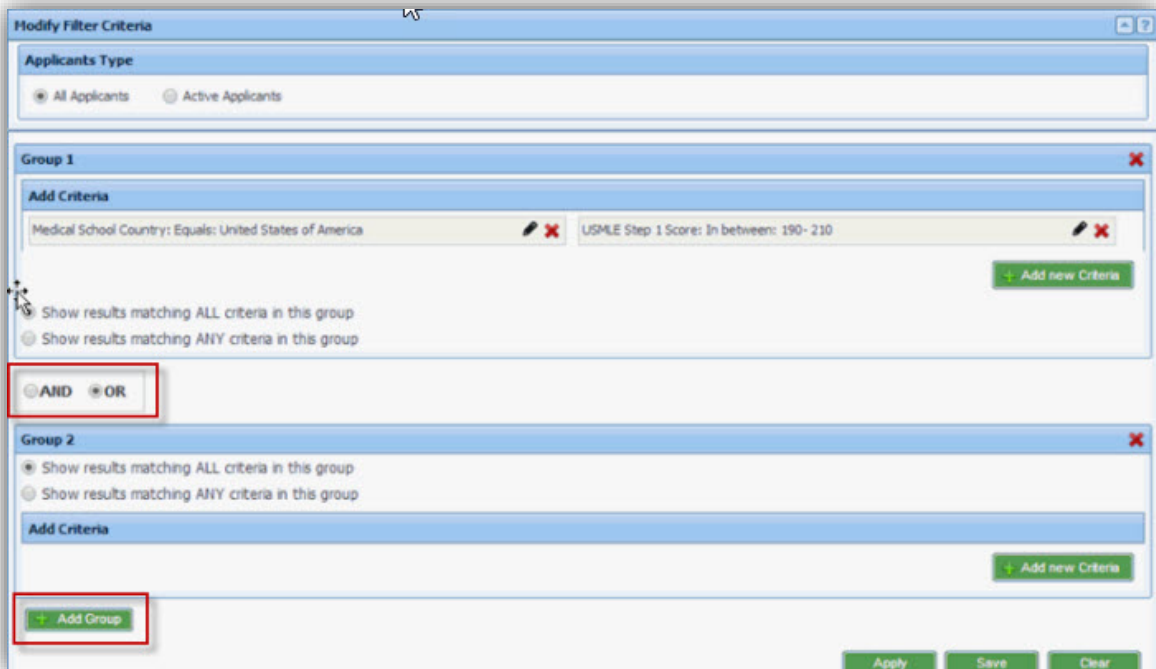


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8. When finished specifying criteria, click the **Save Criteria** button.

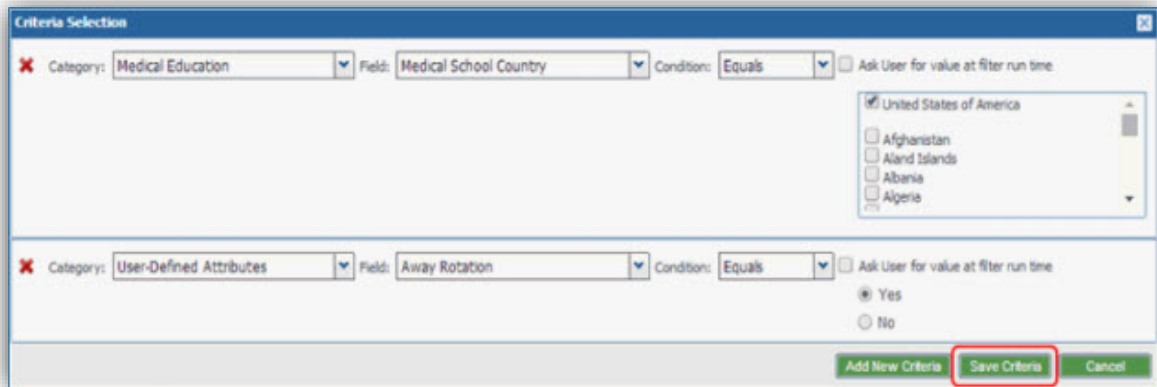


9. If desired, click the **Add Group** button before applying or saving the criteria to add another group of criteria.
- Select the **AND** or **OR** radio button to indicate the relation between the criteria in group 1 and the criteria in Group 2.



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10. Construct the criteria for Group 2, and then save the criteria.



- By adding Group 2, this example searches for:

1. Applicants who are U.S. medical school graduates and have a USMLE Step 1 score between 190 and 210,

OR

2. Applicants who are U.S. medical school graduates and have completed an Away Rotation (a user-defined attribute) at the user’s institution.

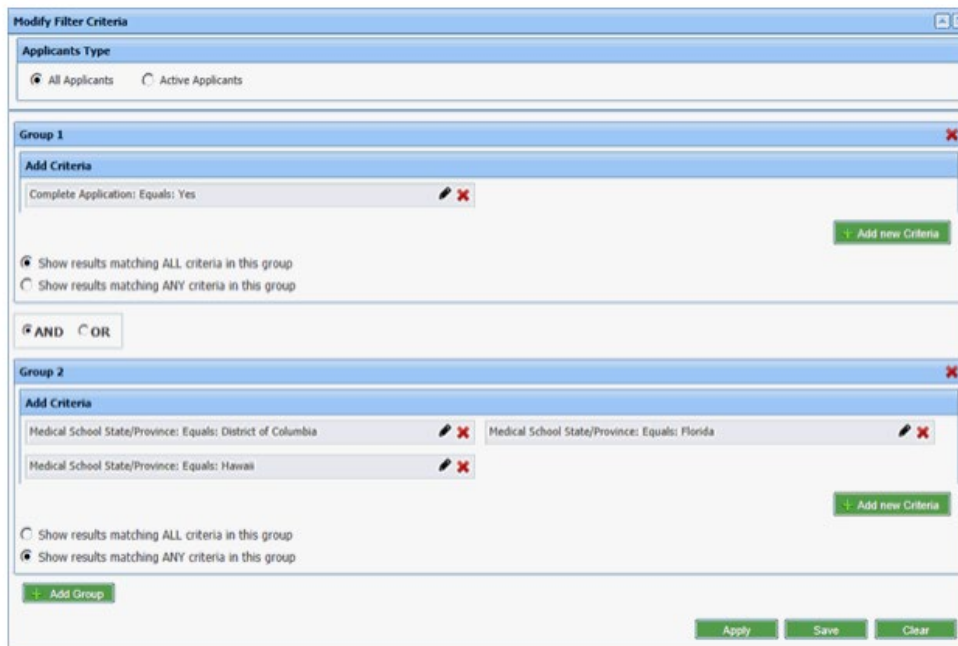
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- Below is a completely different example showing the use of multiple groups. This example searches for:

1. Applicants who have complete applications

AND

2. Applicants who attended a medical school in the District of Columbia, Florida, or Hawaii.



The screenshot shows a 'Modify Filter Criteria' window. At the top, there's a section for 'Applicants Type' with radio buttons for 'All Applicants' (selected) and 'Active Applicants'. Below this are two groups. 'Group 1' contains one criterion: 'Complete Application: Equals: Yes'. 'Group 2' contains three criteria: 'Medical School State/Province: Equals: District of Columbia', 'Medical School State/Province: Equals: Florida', and 'Medical School State/Province: Equals: Hawaii'. Between the groups, there are radio buttons for 'AND' (selected) and 'OR'. At the bottom, there are 'Apply', 'Save', and 'Clear' buttons.

11. When finished, to run the filter click *Apply*.

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