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

![Image of Criteria Selection](image1.png)

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.

![Image of Modify Filter Criteria](image2.png)

**NEED HELP?** [Contact the Client Technical Support](#) Monday-Friday 8 a.m.–6 p.m. ET at 202-828-0413
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.
• Below is a completely different example showing the use of multiple groups. This example searches for:

1. Applicants who have complete applications

AND


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