

# | Sort and Filter Using Advanced Filters

Additional Quick Reference Guides and Computer Based Training files are available from the [ODOT AASHTOWare webpage](#).

## Roles:

All agency roles will have access to their corresponding reports

## Background:

- Almost all search fields contain an **Advanced Filter** option next to the field. This filtered view can be used once or saved for future use. The Advanced Filter can also be used to change the way the information is sorting.
- If desired, you can use both the filter and sort functions.

# Sort and Filter Using Advanced Filters

## Create an Advanced Filter:

1. Navigate to a screen with a Quick Search field.
2. Click the Advanced link in the field next to the search box.
3. Under **Filters**, select the parameters by which you want the information to filter. (**Note:** There is an option to sort by Visible Columns that you will see displayed on the screen you are filtering as well as by Hidden Columns, which are not displayed, but are still possible to use for filtering.)
4. Choose from the dropdown to use to filter (Contains, Less Than, Greater Than, Is Blank, etc.).
5. Enter text, numbers or both into the following field or choose from the available dropdown.
6. If you want to add additional options, use Or or And, repeating steps 3-4.
7. If you want to use this filter once, click the **Apply Without Saving** button to the right of the **Save As** row.
8. If you want to use this filter in the future, enter a name for your filter in the field after **Save As** and click the **Save and Apply** button at the bottom of the filter window.

# Sort and Filter Using Advanced Filters

## Create an Advanced Sort:

1. Navigate to a screen with a Quick Search field.
2. Click the Arrow in the field next to the search box and click **Advanced**.
3. Under **Sort** select the parameters by which you want the information to filter. (There is the option to sort by Visible Columns that you will see displayed on the screen you are sorting as well as Hidden Columns, which are not displayed, but are still possible to use for sorting.)
4. Click the **Sort Descending** box to sort Z-A or greatest-least.
5. Continue to add as many additional ways of sorting the displayed information as you want
6. If you want to use this Sort once, click the **Apply Without Saving** button to the right of the **Save As** row. If you want to use this Sort in the future, enter a name for your sort in the field after **Save As** and click the **Save and Apply** button at the bottom of the filter window.

## Delete an Advanced Filter and Sort:

1. Select **Advanced** in the dropdown.
2. Ensure the filter or sort you want to delete is populated after Editing.
3. Click the **Delete This Setting** button.