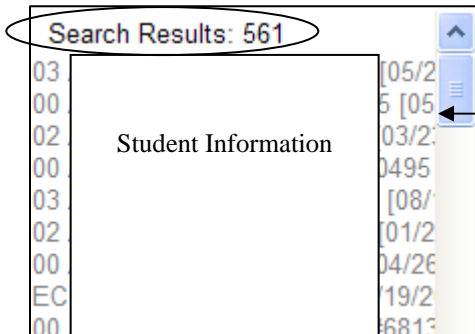
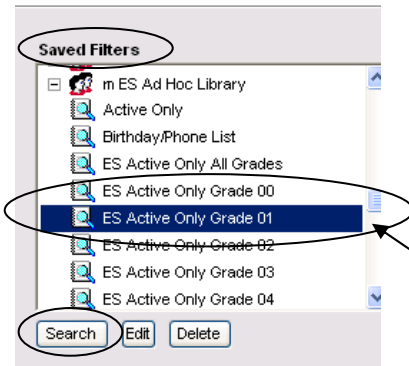
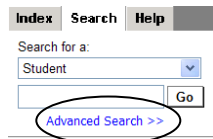


Using Ad Hoc Filters for Filtering Purposes

Ad Hoc filters are used to search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. The DoTS-created saved filters can be found in the “m ES Ad Hoc Library”, “m MS Ad Hoc Library”, and “m HS Ad Hoc Library”. The description of the DoTS filters and the results the filter will produce can be located at <http://Techtraining.dpsk12.org/IC>. They can be used as a filter with some IC Reports and to Export data (refer to Quick Reference Ad Hoc Filters – Data Export).

Window

Using as Student Search Filter







Information

To use a filter while doing a Student Search.

1. Click on the **Search** Tab
2. Click on **Advanced Search** link

In the right side of the Campus Search window is a section named Saved Filters. Scroll down to see the groups you're a member of:

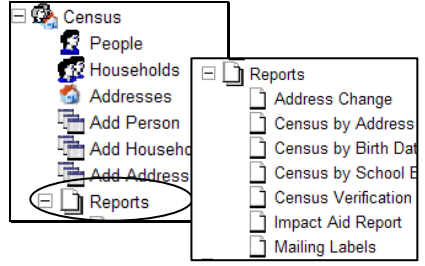
- +  m ES Ad Hoc Library
- +  m MS Ad Hoc Library
- +  m HS Ad Hoc Library

3. Click on the  to see the list of filters within that library
4. Choose the appropriate filter from the list
5. Click the **Search** button under the **Saved Filters** window.

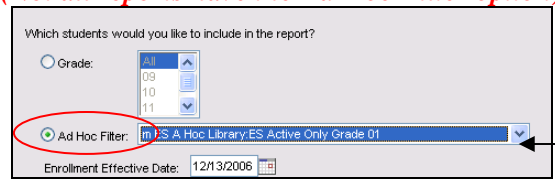
The Search results will produce a list from the criteria of the Ad Hoc Filter. Example of results are displayed on the left.

Using Ad Hoc Filters with Reports

Example: Census - Reports



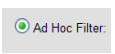
(Not all reports have the Ad Hoc Filter option)



In this case "m ES Ad Hoc Library: ES Active only Grade 01" filter was chosen



When generating a report, an Ad Hoc Filter can be used to narrow down the information returned on the Report.

1. Navigate to the Reports sections in IC where Reports are available
2. Select the report
3. In the report window, click on the  button
4. Click the drop down arrow and choose the filter you want to use
5. Continue your selections of options
6. Then click **Generate Report** button

The report will display with the criteria set from within the report using the Ad Hoc filter.