

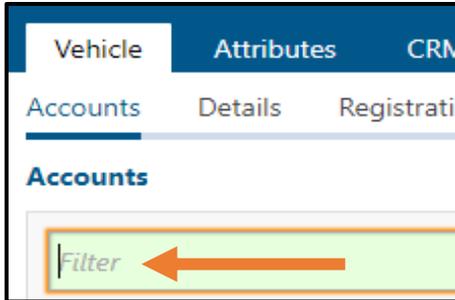


# Filtering Lists

Nearly all list windows in ATLAS can be filtered. For some lists, a green Filter field is automatically displayed at the top of the list; for others, the  icon needs to be clicked to display the Filter field.

## SIMPLE FILTERS

To perform a simple filter on a list, type in the word or number sequence to filter by. The list filters to show only entries containing the information entered.



Enter the criteria into the **Filter** field, then press **Enter** on the keyboard to filter the list.

VIN	Vehicle	Account	Plate Type	Title Number	Title Status	Registration Typ	Commence	Expiration	Cease	Cease Reason
1FMYU22X6XUC	2015 KENT TRANSIT35	1006A	Apportioned No	AA002129	In Progress	IRP	04-Mar-2019	30-Jun-2019		
1GKDT13S66225	2017 FORD TK3890 ST	1008A	Apportioned No	AA002130	In Progress	IRP	04-Mar-2019	30-Jun-2019	04-Mar-2019	Cancel
1HTSCPLM9PH4	2018 HOND TK3890 TI	1007A	Apportioned No	AA002128	In Progress	IRP	04-Mar-2019	30-Jun-2019		

Jurisdiction	Apportioned	Estimate Type	Distance	Apportionment
Alaska	<input type="checkbox"/>	Actual	0	0.00000
Mexico	<input type="checkbox"/>	Actual	0	0.00000
Northwest Territories	<input type="checkbox"/>	Actual	0	0.00000
Yukon Territories	<input type="checkbox"/>	Actual	0	0.00000



## USING OPERATORS IN FILTERS

An operand is any object that can be manipulated, usually with an operator symbol. These can be used in ATLAS to specify filter results.

### TO USE AN OPERATOR:

- Type the name of the **column** to be filtered.
- Enter the appropriate **operator**:
  - Equals (=), does not equal (<>), greater than (>), less than (<), greater than or equal to (>=), less than or equal to (<=), etc.
- Enter the **value** to filter the list by.
- Press the **Enter** key.

Distance > 200	
Distance	Apportionment
225	0.00435
290	0.00561

Periods		
Period	Activity	Fee
22-Mar-2019	22-Mar-2019	60.00
01-Jun-2017	01-Jun-2017	922.50
2 Rows		982.50



Periods		
Period	Activity	Fee
Filter: Fee < 100		
22-Mar-2019	22-Mar-2019	60.00
		60.00

## SORTING COLUMNS OF A LIST

Lists can be sorted by column in ATLAS. To sort a list by column, select the **Column Name** in the list.

- Selecting the **Column Name** lists the data in ascending order for that column. The column name will have a triangle pointing upward.
- Selecting the **Column Name** twice lists the data in descending order. The column name will have a triangle pointing downward.
- Select the **Column Name** a third time to list the data in default order. The column name will *not* have a triangle.

Plate 
30115
30116
30117

**Ascending Order Sort:**  
 Triangle Pointing Upward

Plate 
30117
30116
30115

**Descending Order Sort:**  
 Triangle Pointing Down

Plate 
30117
30115
30116

**Default Order:**  
 No Triangle in Column