How to Use “Filter” Search

“Filter” button

Solicitation Number	Solicitation_type	Title	Opening Date	Posted Date
MCC 7360 PLAN RPQ DRM-PLG-123	Bids & Contracts	Installation of an Earthen Plug in the Old Card Sound Canal	29/06/2011	12/05/2011
8279-5/18-OTR	Bids & Contracts	Pre-Qualification of Bidders for the Purchase and or Installation of Audio Visual Equipment & Supplies and Televisions, and VCR(s)	31/07/2013	20/12/2007
6819-5/17	Bids & Contracts	Pumps, Drives, and Motors: Purchase of New and Rebuilt Units and Parts,and Repair and Maintenance Services	29/08/2017	02/08/2007
6750-5/17	Bids & Contracts	Air Conditioning and Refrigeration Parts and Supplies	01/08/2017	16/07/2007

<u>To Apply filter,</u>

1. Enter search criteria in text box for field to be searched

Solicitation Number	Solicitation_type	Title	Opening Date	Posted Date
		Earth		
MCC 7360 PLAN RPQ DRM-PLG-123	Bids & Contracts	Installation of an Earthen Plug in the Old Card Sound Canal	29/06/2011	12/05/2011
8279-5/18-OTR	Bids & Contracts	Pre-Qualification of Bidders for the Purchase and or Installation of Audio Visual Equipment & Supplies and Televisions, and VCR(s)	31/07/2013	20/12/2007
6819-5/17	Bids & Contracts	Pumps, Drives, and Motors: Purchase of New and Rebuilt Units and Parts,and Repair and Maintenance Services	29/08/2017	02/08/2007
6750-5/17	Bids & Contracts	Air Conditioning and Refrigeration Parts and Supplies	01/08/2017	16/07/2007

2. Click” Filter icon” next to text box to show available options.
   Choose 1 of the following depending on how you want to search field.
   - NoFilter
   - Contains
   - StartsWith
   - EndsWith
   - EqualTo

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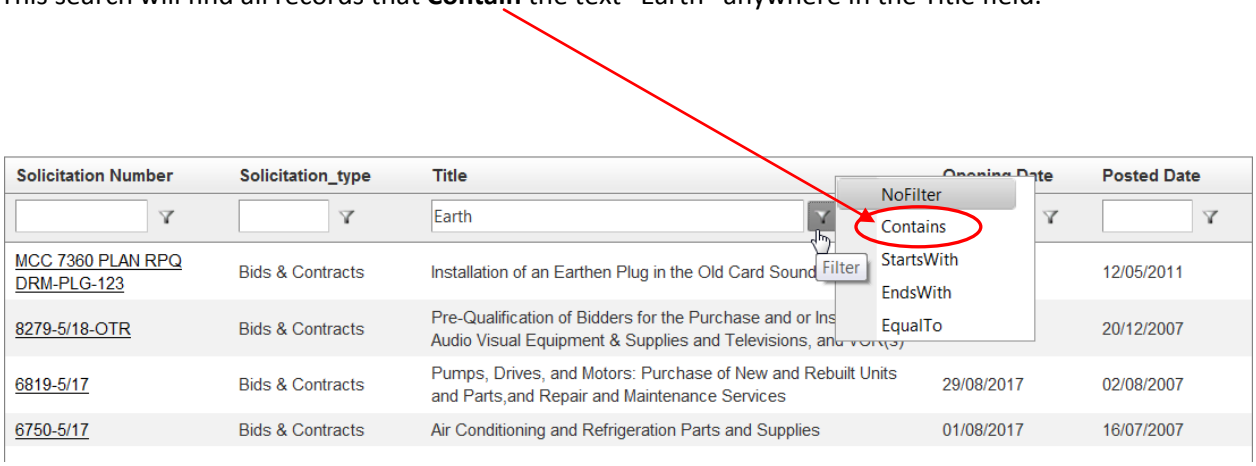
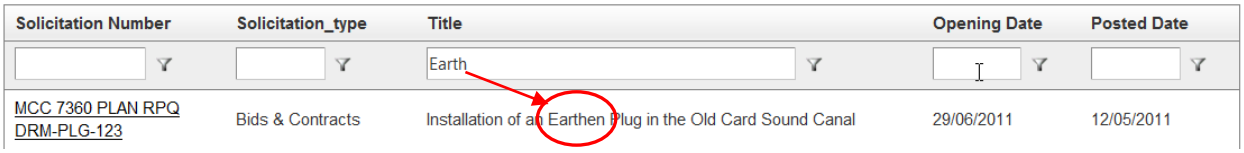
3. For this example we will select “Contains”.
   This search will find all records that **Contain** the text “Earth” anywhere in the Title field.

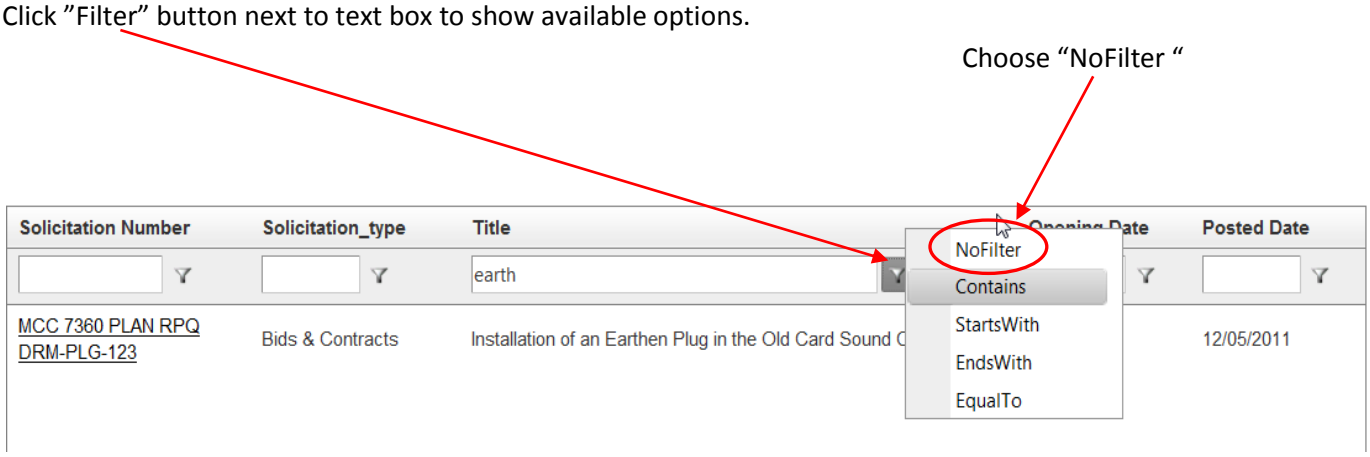


As expected, the filter returns 1 record as shown below.



<u>To Remove filter,</u>

1. Click ”Filter” button next to text box to show available options.



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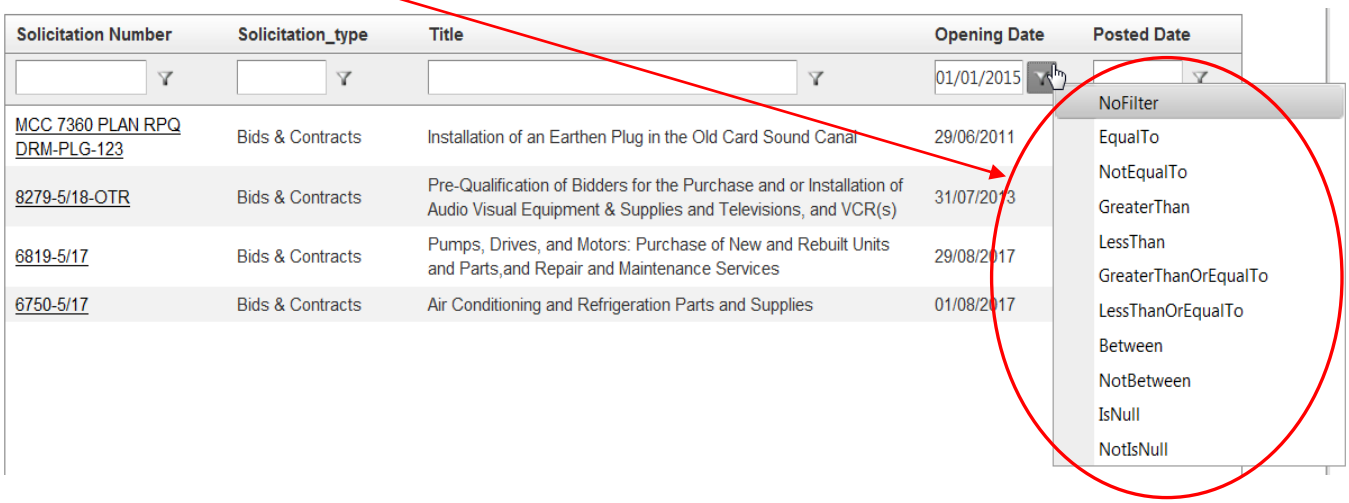
Filter is removed and search returns records without a filter in Title Field

Solicitation Number	Solicitation_type	Title	Opening Date	Posted Date
MCC 7360 PLAN RPQ DRM-PLG-123	Bids & Contracts	Installation of an Earthen Plug in the Old Card Sound Canal	29/06/2011	12/05/2011
8279-5/18-OTR	Bids & Contracts	Pre-Qualification of Bidders for the Purchase and or Installation of Audio Visual Equipment & Supplies and Televisions, and VCR(s)	31/07/2013	20/12/2007
6819-5/17	Bids & Contracts	Pumps, Drives, and Motors: Purchase of New and Rebuilt Units and Parts,and Repair and Maintenance Services	29/08/2017	02/08/2007
6750-5/17	Bids & Contracts	Air Conditioning and Refrigeration Parts and Supplies	01/08/2017	16/07/2007

Date Filter

Filter for date fields provides more options for searching.

Shown here