

Filtering Tutorial

Objective: Filtering by City in the People Listing.

Note: A basic knowledge of Filtering will help in completing this Tutorial.
Please refer to the following Tutorials: Filtering Getting Started and Filtering Tips.

Click Filter By. Select City from the Dropdown. Type in the name of the City. Click the Set Filter icon. Note: For more than one City, type "or" between the cities. Your Listing now shows the filtered Cities.

Try It Now!: {City}Dallas or Houston

Note: Use Cities found in your listing.

The screenshot shows the CME Web Tracker interface with the following details:

- URL: <https://cmetracker.net/> - CME Web Tracker Staff Edition - - AceSys Technology Group [User: c - Windows Inte...]
- Page Title: CMEWEBTRACKER™ Portal to your CME Office
- Navigation: Events Register
- Section: People
- Menu: General | Speaker | Credits | Registered | **Listing** | Reports
- Summary: 3,778 People | 102 Filtered | 'Last Name' Sort | 6 Pages
- Filter: Filter By: Test Filter > {City}Dallas or Houston (circled in red)
- Filter Icon: (circled in red)
- Table Headers: Status, Attendee Type, Department, City, **State** (circled in red), E Calendar, PeoUserB
- Table Data (partial):

Status	Attendee Type	Department	City	State	E Calendar	PeoUserB
			Dallas	TX		
			Houston	TX		
			Houston			
Resident	Unspecified	Radiology	Dallas	TX		
Resident			Dallas	TX		
			Houston	TX		*****
active	Physician		Dallas	TX		
Resident	Other		Dallas	TX		
			Houston	TX		
			Houston	TX		
			Houston			
Inactive			Dallas	TX		
			Houston	TX		
			Dallas	TX		

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