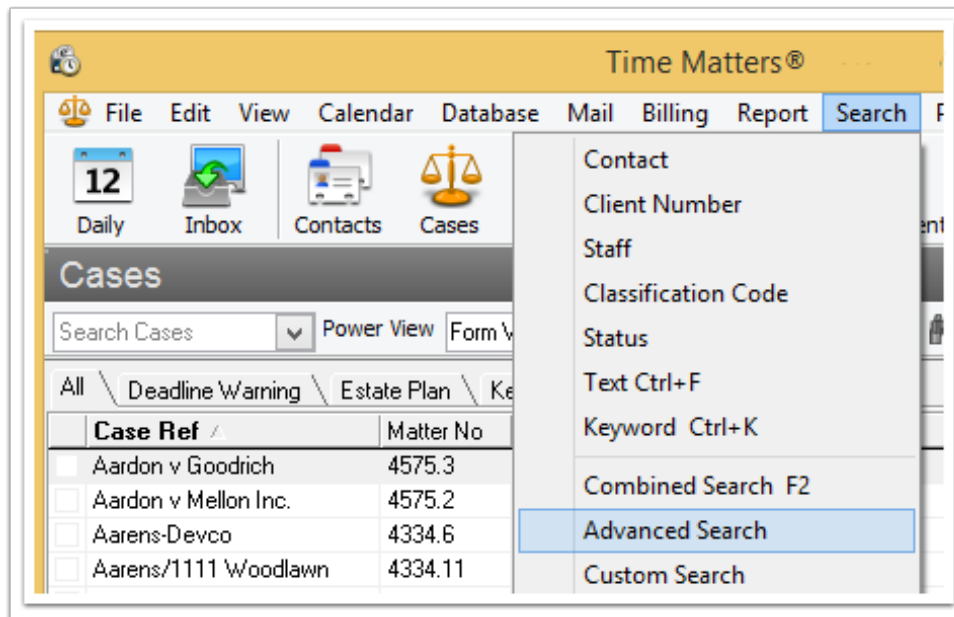


## Go to Advanced Search



## Advanced Search

**Advanced Search** [?] [X]

Existing Filter... [dropdown]

Use Form Style [Default] [dropdown]  Allow Grouping

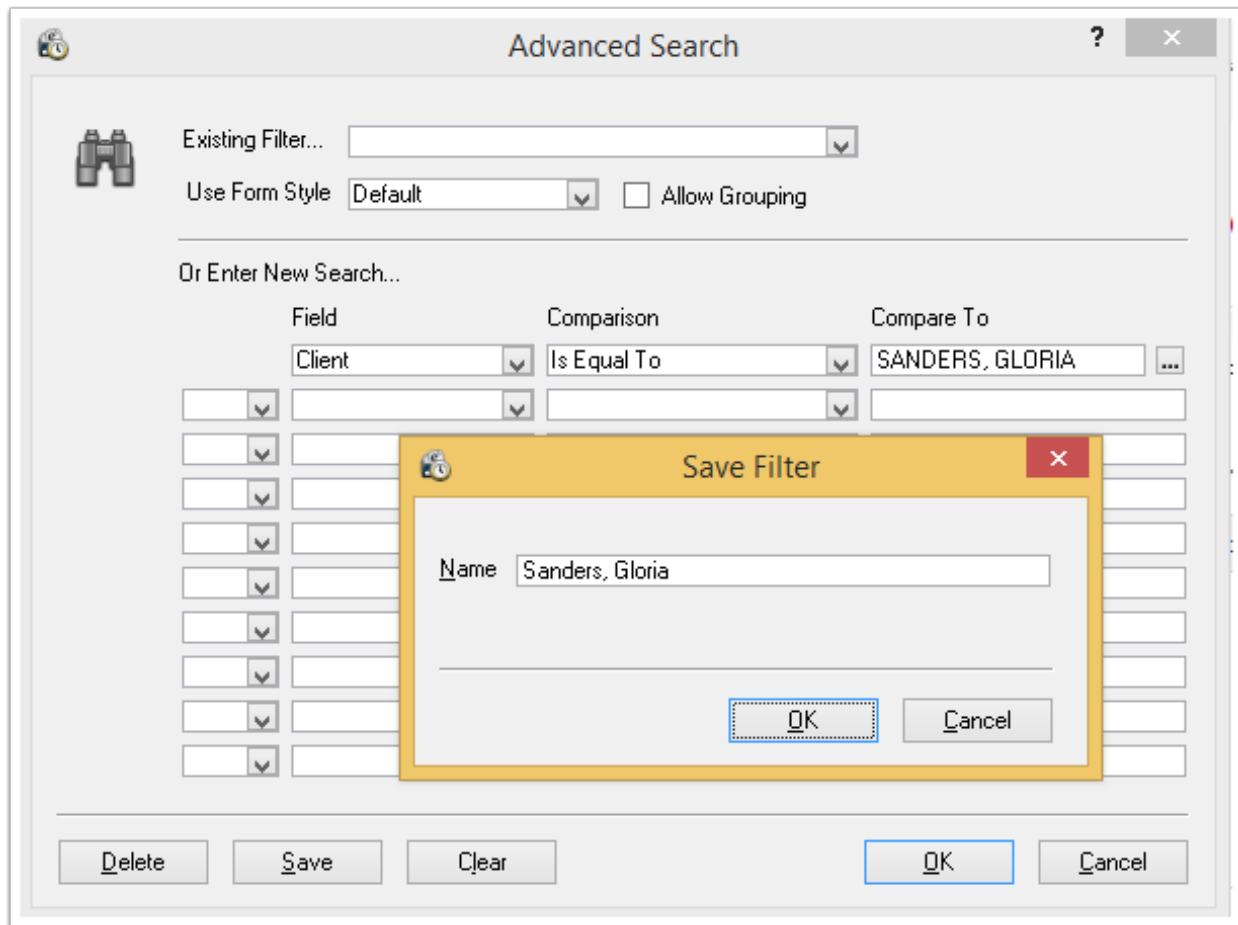
---

Or Enter New Search...

Field	Comparison	Compare To
[Client] [dropdown]	[Is Equal To] [dropdown]	[SANDERS, GLORIA] [dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]
[dropdown]	[dropdown]	[dropdown]

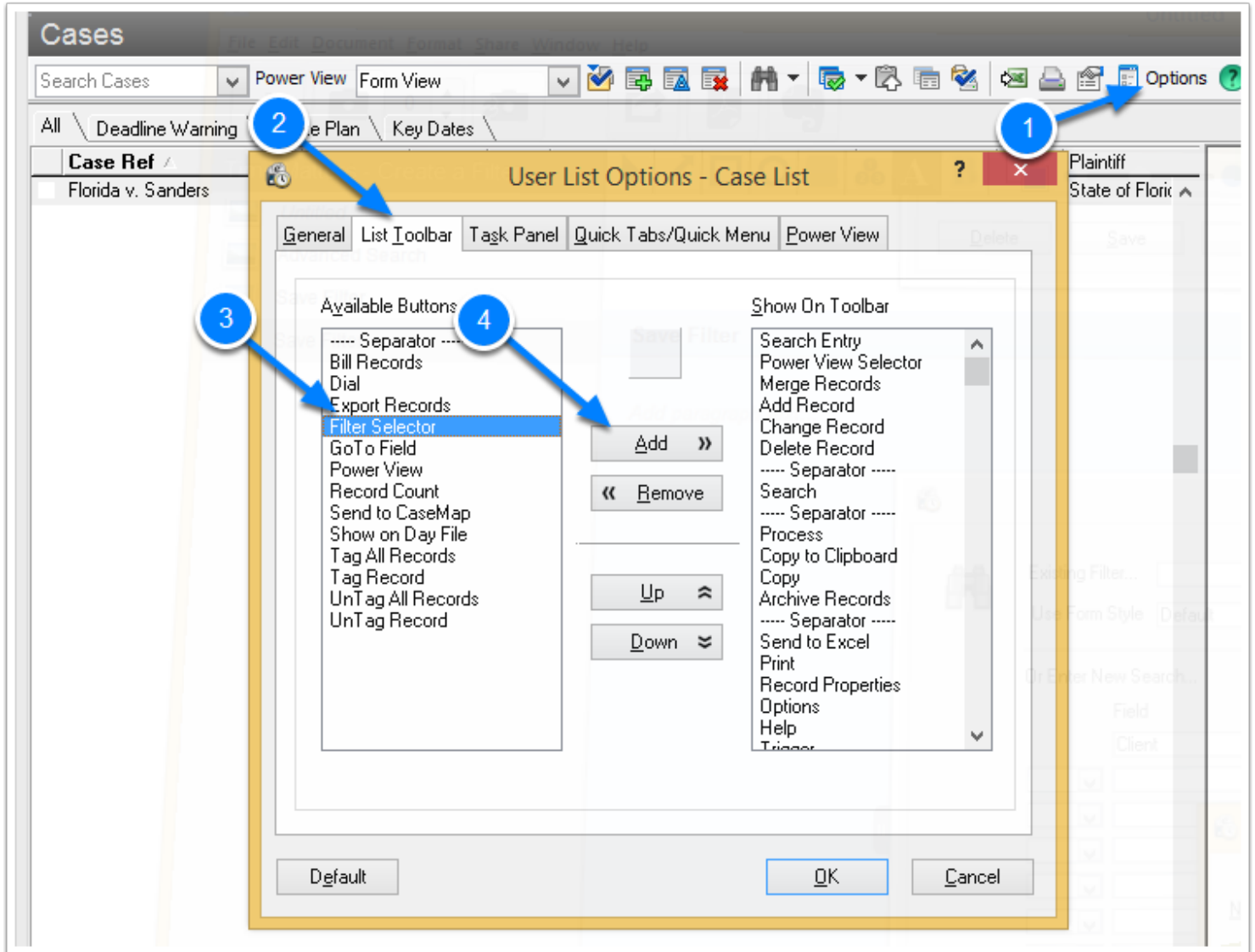
[Delete] [Save] [Clear] [OK] [Cancel]

## Save a Filter



## Add the Filter Drop-Down

If the Filter Drop-Down is not visible, add it to the Toolbar.



## Choose the Filter

Choose the filter in the Filter drop-down

The screenshot shows the 'Cases' application window. At the top, there is a search bar and view options (Power View, Form View). Below this is a navigation bar with tabs for 'All', 'Deadline Warning', 'Estate Plan', and 'Key Dates'. The main area contains a table of cases with columns: Case Ref, Matter No, Atty, Code, Client, Work/Fax, Status, and Plaintiff. A filter dropdown menu is open on the right side, listing various filter options. A blue arrow points to the 'Aardon' filter option in the dropdown.

Case Ref	Matter No	Atty	Code	Client	Work/Fax	Status	Plaintiff
Aardon v Goodrich	4575.3	RSB	LIT	Aardon, Patrick	(612) 555-3333	\$	Patrick Aard
Aardon v Mellon Inc.	4575.2	RSB	LIT	Aardon, Patrick	(612) 555-3333	I\$	Patrick Aard
Aarens-Devco	4334.6	RSB	INC	Aarens, Lynn A.	(612) 555-1111		
Aarens/1111 Woodlawn	4334.11	RSB	INC	Aarens, Lynn A.	(612) 555-1111		
Aarens/3435 Partners, Inc.	4334	RSB	INC	Aarens, Lynn A.	(612) 555-1111	I\$	

- All Records
- Ad Hoc Search
- Pre-Search
- Created Current Year (Adv)
- Created Last Year (Adv)
- Deadline 90 Day (Adv)
- Deadline1 (Adv)
- Deadline2 (Adv)
- Deadline3 (Adv)
- Deadline4 (Adv)
- Sanders, Gloria (Adv)

## Filtered List

Cases

Search Cases [v] Power View Form View [v] [Icons] [Filter Sanders, Gloria (Adv)] [v]

All \ Deadline Warning \ Estate Plan \ Key Dates \

Case Ref /	Matter No	Atty	Code	Client	Work/Fax	Status	Plaintiff
Florida v. Sanders	03-1231-1	RSB	CRIM	Sanders, Gloria	919-555-6565		State of Flor

Matter Form

**Florida v. Sanders**