Filter Tips

Rules about filter logic:

Outside groups,

- *"All Applicants:"* Filter will look for all applicants regardless of status. **Broadens** the applicant results page.

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- *"Active Applicants:"* Filter will omit any applicants that have been marked with a status of "Inactive," "Withdrawn by Applicant," or "Withdrawn by Program." **Narrows** the applicant results page.

Within a group,

- *"Show results matching ALL criteria in this group:"* Filter will look for applicants with all the selected criteria within this group. Typically, it **narrows** the applicant results page.

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- *"Show results matching ANY criteria in this group:"* Filter will look for applicants with any of the selected criteria within this group. Typically, it **broadens** the applicant results page.

Between groups,

- *"And:"* Filter will look for applicants that fit the criteria in the first group, AND the criteria in the other group. Typically, it **narrows** the applicant results page.

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- *"Or:"* Filter will look for applicants that either fit the criteria for the first group or the criteria in the other group. Typically, it **broadens** the applicant results page.

If you are getting an error message with your filters, try these tips for Filtering:

- Don't overload one group with too many filter criteria. The more complex the filter is, the more likely it may fail.
- Try to keep the groups simple and don't mix the kind of criteria you're looking for (i.e., Group 1 can have demographic information, whereas Group 2 can have application statuses).

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- Run the filter and examine the results to ensure that you have configured the filters correctly.
- Use the inactive statuses and the "Active Applicant" selection in your filters to omit applicants that have been eliminated from your applicant to be reviewed pool.
- If you encounter an error message, try re-making the filter using the tips mentioned above.

Here are a couple of useful resources that can help you with filtering:

- A Filter Categorization Job Aid that gives you a list of all the categorizations and fields. Use Ctrl + F to search for the exact criteria that you need without having to click through the many different options in PDWS.

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