

## TESP Notifications: Filter Screen

The “Filter Screen” allows for the user to designate and customize records within one award announcement category at a time to view from the “TESP Notifications” screen. Once the Filter is applied to the data, only the resulting records meeting the Filter criteria will be displayed. The Filter feature can be used alone or in conjunction with the Sort function to further customize how information is displayed.

**To Select Filter Criteria (see chart below):**

- Select the Filter Tab.
- Define the Filter criteria by selecting a Field Name, an Operator, and a Value.
  - The Filter criteria can be defined for only one column at a time;
  - The Field Name drop-down box includes a list of the column headings available for this function;
  - Operators are Equal to (=), Greater Than (>), or Less Than (<), Equal to or Greater Than (≥), Equal to or Less Than (≤); and
  - Select a Value.
- After the Filter criteria are defined, select the View Tab.

**Filter Criteria:**

Field Name	Operator	Value
Applicant Category	(=) only	Select All, Timely New, Timely Renewal, Untimely New, or Untimely Renewal.
Estimated Award Amount	(=) only	Select All, Up to \$5,000 or Up to \$10,000 for the Eligible-Funded category.  The filter on this column does not apply to Eligible-Unavailable Funds and Eligible-Unavailable Funds (IFTC Teacher Only) categories.
Hard To Staff	(=) only	Select All, Yes or No for the Eligible-Funded and Eligible-Unavailable Funds categories.  The filter on this column does not apply to the Eligible-Unavailable Funds (IFTC Teacher Only) category.
Last Name	(=, >, <)	Type the last name in the value box.
Program Type	(=) only	Select All, GAS, IFTC or MTI.
SSN	(=, >, <)	Enter an SSN. The correct format will display as the Social Security Number is entered.
Status Date	(=, ≥, ≤)	Select a Status Date or “All” from the drop-down box. “All” is the default view. When the “All” option is selected, the ≥ and ≤ operators do not apply. Status dates are listed in descending order, with the most recent award date listed first.

**Example 1:** If the user wants to view only those students who qualify as part of the Timely Renewals group, follow these steps (be patient while the filter is applied for each column, it may take a few seconds):

- Select the Filter tab;
- Select Applicant Category from the Field Name column;
- The equal (=) sign is the only acceptable value within the Operator column for this category;
- Select Timely Renewal from the Value column; and
- Click the View tab. Only those students who meet the definition of a Timely Renewal applicant will be displayed. The View will be sorted by program type and alpha by last name within the program type.

**Example 2:** If the user wants to view students who were awarded on a particular date, follow these steps (be patient while the filter is applied for each column, it may take a few seconds):

- Select the Eligible Funded view from the left-hand panel;
- Select the Filter tab;
- Select Status Date from the Field Name column;
- Select an Operator (=, ≥, ≤);
  - To view award notifications for a specific date, select the “equal” (=) sign.
  - To view students awarded after a particular date, select the “equal to or greater than” (≥) sign.
  - To view students awarded before a particular date, select the “equal to or less than” (≤) sign.
- Select a date from the Value column;
  - The “All” value is the default filter. When the “All” option is selected, the ≥ and ≤ operators do not apply. Status dates are listed in descending order, with the most recent award date listed first.
- Click the View tab. The student’s who display is based on the operator and status date selected. The View will be sorted by program type and alpha by last name within the program type for any operator and status date selected.