LMS USER GUIDE
FILTERS

Section Admin Procedure	Section Admin Dashboard>Status Rules>New Filter Section Admin Dashboard>Notifications>New Filter
Organisation Admin Procedure	Organisation Admin Dashboard>Status Rules>New Filter Organisation Admin Dashboard>Notifications>New Filter

SETTING UP FILTERS

1) There are two routes to setting up a new filter either select **Status Rules** or select **Notifications**	>> Section Admin Dashboard 18 November 2014 **Recently Viewed Items** Help Page View User: Paul Acres1 **Quicklinks** **Users** ▶ Users ▶ Groups ▶ Training Events ▶ Skills Matrix ▶ Existing Skills Matrix ▶ Record SOP Session ▶ Personal Development ▶ Pending Certificates ▶ My Profile **Courses & Modules** ▶ Courses ▶ My Courses ▶ Historical Courses ▶ Modules ▶ Projects ▶ Providers ▶ Evaluations ▶ Grading Systems ▶ Course Explorer **Marking** ▶ Short Answer Submissions ▶ Portfolio Submissions ▶ Portfolios ▶ Observations ▶ Alter Submission **System** ▶ Organisations ▶ View Dashboard Reports ▶ Administer Dashboard Reports ▶ Notifications ▶ Scheduled Messages ▶ Status Rules ▶ Section Details
2) Either select **New Status Rule** or select one of the options on **Notifications**	>> Section Admin Dashboard >> Status Rules 18 November 2014 **Status Rules** **Go directly to a record** Search for multiple records by separating your search terms with commas in the box below. Course ▼ : [_____] Find ☑ Tick here to find partial matches | Course ↓	Status ↓	Allocate ↓	Deallocate ↓	Rule Name ↓	Send Message ↓
○ How to Delegate Effectively	Competent	How to Develop a Culture of Openness and Trust		PAB1	Paul	 1 records New Status Rule Delete Rule View Rule

Notifications

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

| Title ▼ | : | | Find |

☑ Tick here to find partial matches

Title ↓	Type ↓	Filter ↓	Has Attachment ↓	Has Expired ↓
○ Final reminder to submit your Portfolio	Announcement	's PAB Enable Demonstration Learners on in		Yes
○ Notification Test	Announcement	All Users	Yes	
○ Motherboard Handout	Download	All Users	Yes	
○ Welcome	Declinable Alert	PAB Enable Demonstration Learners		
○ Computer Components	Link	's PAB Enable Demonstration Learners on in		Yes

8 records | New Link | New Announcement | New Resource | New Alert | Delete Notification | View Notification |

3)	Select **New Filter**	**Step 2: Filters** This is where you select who will be affected by this rule A user in None / Unknown ▼ New Filter View Filter Delete Filter Individuals
4)	To complete the form follow these steps	**Step 1: Choose the users** Here you can select the users you want to be included User Type Learner ▼

Step 2: Choose the parameters of the filter

Here you can choose the filter parameters. Organisation defaults to 'all' unless you choose from the drop down list. The parameters help you to refine your filter. You can choose to use one or multiple parameters

Find by organisation

| Organisation | All ▼ |
| Department | ▼ |

and/or by group/manager

| Manager | ▼ |
| Group | ▼ |

and/or by what they have been allocated

Course	▼
Course Status	▼
Module	▼
Module Status	▼

Step 3: Do you need to include other filters?

Ticking this box will exclude all parameters in this filter. Tick this box if you only want to include the parameters dictated from the existing filters selected below. This means anything selected in the fields above will be disregarded

Include Other Filters

☐ Include ONLY results from sub-filters (and none from this filter)

If you would like to include other existing filters please tick the relevant boxes below

☐ 's PAB Enable Demonstration Learners on in

☐ All Users

☐ Individuals: 1 Users (+leesrlearner2, ...)

☐ Individuals: 4 Users (Paulmanager111, Paulmanager112Paulmanager114, ...)

☐ ISB Org Learners

Step 4: Give your filter a name

If you leave 'auto generate' ticked the system will generate a name based on the information you have included in the filter

| Filter Name | New Filter | ☑ Auto Generate |

Save   Cancel