





Quick Start Guide

Creating New Filters in LOAMS

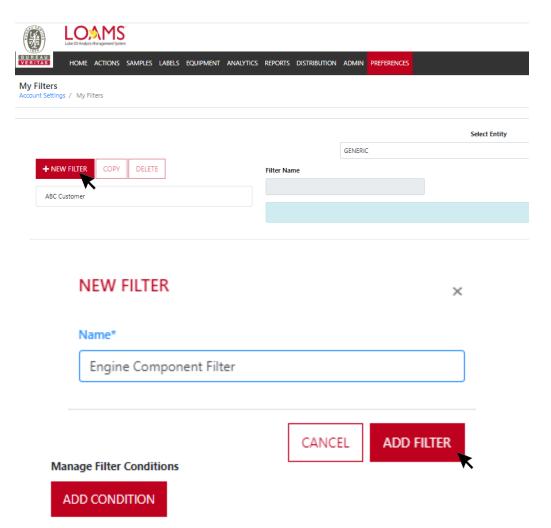
Objectives:

- Access the preferences tab
- **2** Explore the various filtering options
- 3 Learn how to create new filters in 10 simple steps





- O Creating filters in LOAMS is possible by following the 9 steps below:
- Select the Preferences tab and select the "My Filters" tab.
- Click the new filter button and enter a name for the filter you plan to create. Click ok once you have typed the filter's name.
- Find and select the name of the filter you have created from the filter's box located to the left of your screen. Once you have selected the filters name, you'll notice that 3 columns will appear; the property, operator and value columns.
- Click the "Add Condition" button to begin configuring the properties for the filter you are creating.





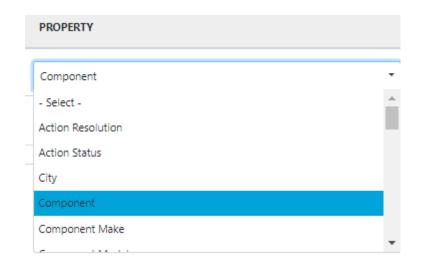


Creating New Filters

- Clicking the "Add Condition" button will expand the property, type and value columns. This expanded view will display the filter parameter options.
- Click the drop-down field below the property column to view the property values. The property values are the items in LOAMS that users search for. Apply the property value by clicking your selection. Property values include:
 - Sample based properties
 - Equipment specific details
 - Labels related data
 - Report properties

Manage Filter Conditions

ADD CONDITION





Please note, multiple conditions can be added and applied to each filter you create. Simply, click the new condition button to create and apply multiple filter conditions.

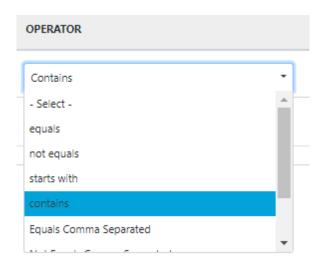




Creating New Filters

- Click the drop-down field below the operator column to view the type values. The type values are the items in LOAMS that users would like view or exclude from filtered search results.
- Click the field below the value column to type the value that will represent the property type you have selected. For example, if you select:
 - Property: Component
 - Operator: Contains
 - ✓ Value: Engine

In this example, the Component is the property, the operator is Contains, and the value is Engine. This filter has been successfully created to display all filter searches that include engine components.



	VALUE			
	engine			
RTY		OPERATOR	VALUE	
nent	•	Contains ▼	engine	

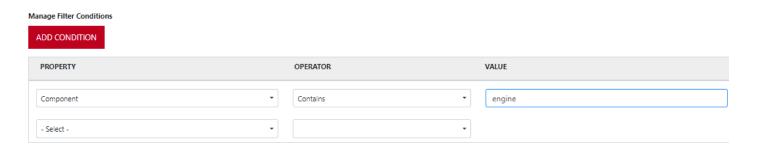


Please note, multiple conditions can be added and applied to each filter you create. Simply, click the new condition button to create and apply multiple filter conditions.



Creating New Filters

- Now, you can add new conditions to filters by clicking the new condition button. This functionality will allow you to create and view more refined filter results.
- Once all of the new filter conditions have been filled out, click the save button to save the filter you have created. You have successfully created a filter in LOAMS. The filter will now appear in the filter's box list to the left of your screen.



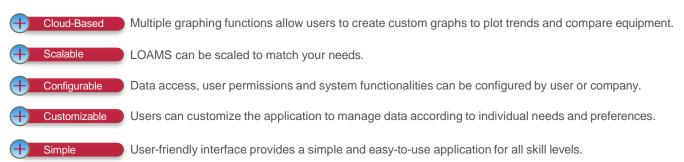


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