



WinCan

How to Use the Filter Tool



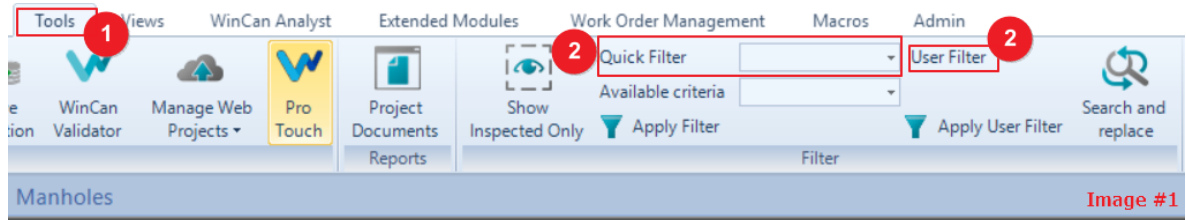
WinCan VX Version

v.1.2018.3.5

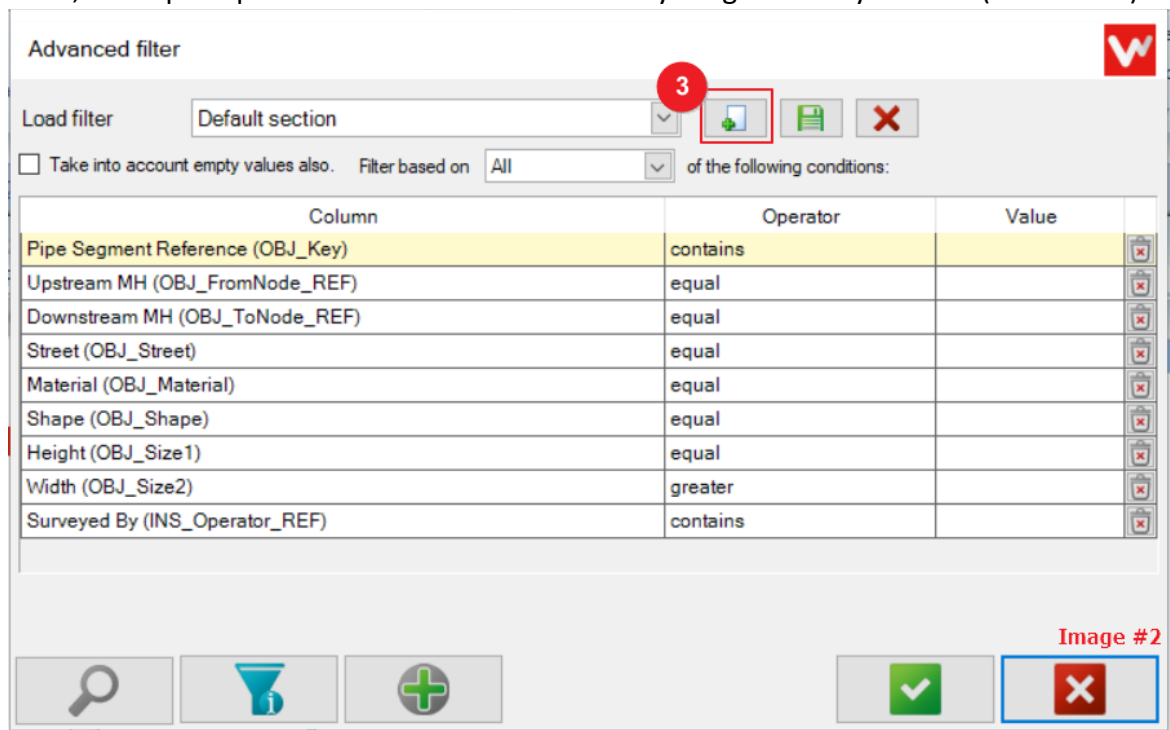
07/31/2018

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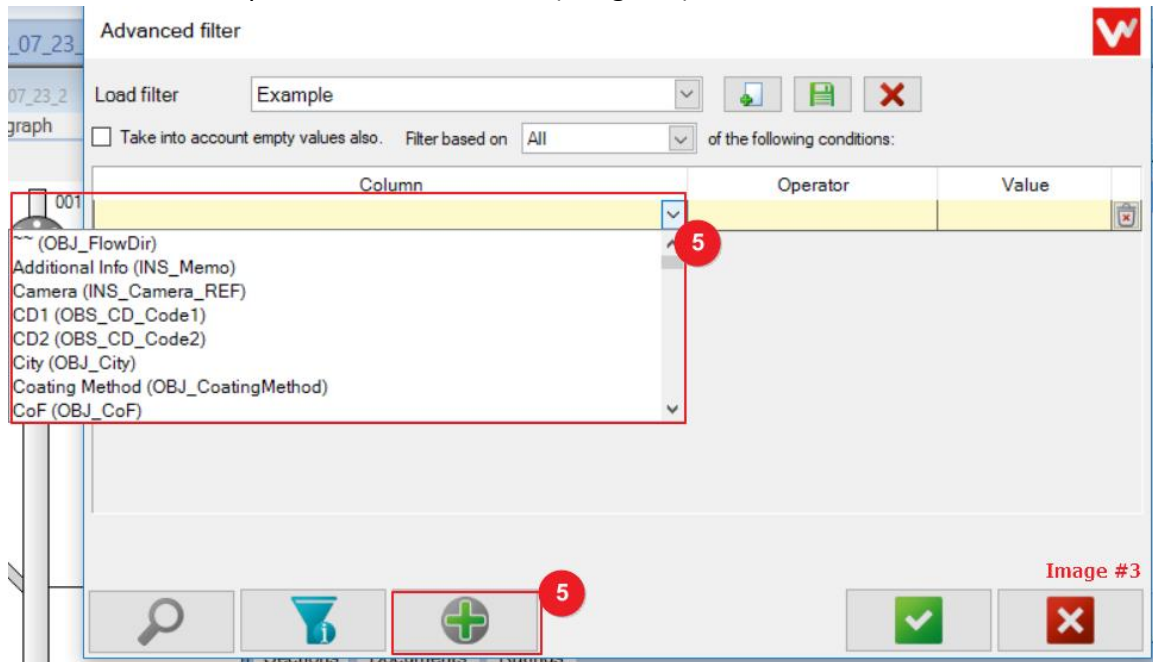
1. Click on the “Tools” tab (Image #1)
2. Next, select the ‘User Filter” or the drop-down bar for “Quick Filter” and choose what fits your criteria (Image #1)



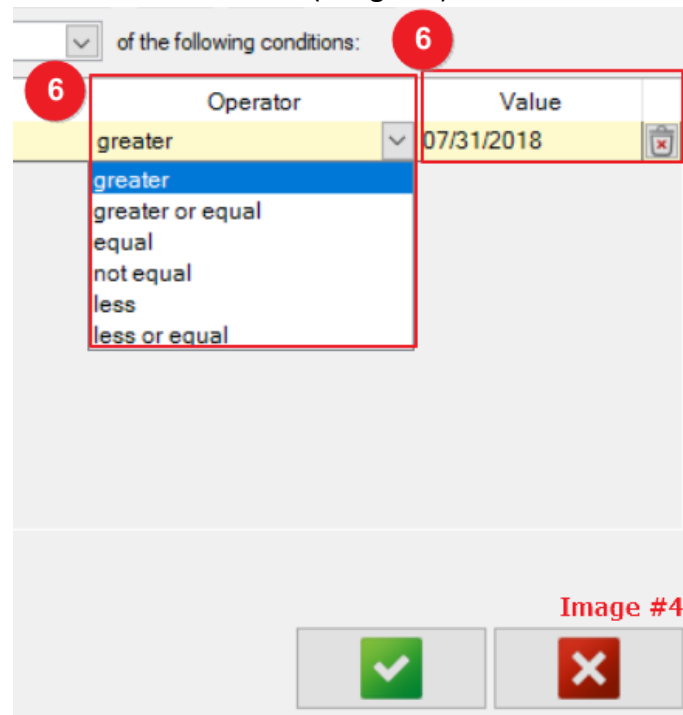
3. After selecting “User Filter”, you can now create a custom filter. Select “Paper +” Icon. (Image #2)
4. Then, it will prompt a new filter name. Name it anything that fits your use. (Date ETC...)



- In the "Column" drop-down, choose what fits your criteria. If there are more than one criteria required, select the "Green Plus Icon". This allows you to add more than one to be matched. Example: Date and Manhole (Image #3)



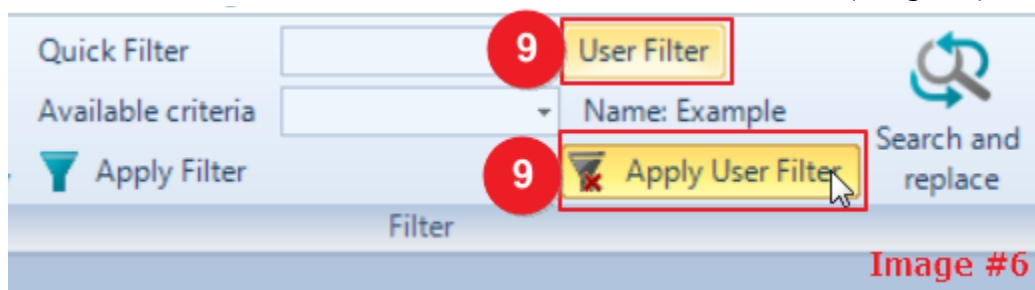
- After choosing the criteria in "Column", select in the "Operator" if you want to filter the value greater, equal to less than desired. (Image #4)



7. By pressing the funnel tool, it will notify you how many sections fit the criteria you filtered. (Image #5)
8. Then, you can select the “Green Check” to move forward and see your project become filtered. (Image #5)



9. Now that the filters' created, your section will only display sections that fit the criteria you entered. To take off the filter, click on the now yellow highlighted ‘Apply User Filter’”. This will take off the filter and show all the sections now. (Image #6)



You can also use these options to export or print specific data after filtered.