

VSys Webinar – Filters

Fall 2011

“Filters are Everywhere”

They do the same things in various parts of VSys – narrow down your search and “filter” out just the things you are looking for. You can filter by most of the items you have in a person’s record.

There are two basic looks/types – but both do the same thing.

- Built-in Filtering (example - Hours summary report , Assignment calendar reports)

With built in filters, the program has already defined what you can choose as filters. These tend to be big classifications – gender, volunteer type, status. Usually these are for reporting on your major groups or classes of volunteers.

- Build your own Filtering (examples – Advanced searching)

Look for the blue “Add another filter” link to add additional filters. For reports, go in through Advanced/ Custom Reports to get this option on more reports.

Filters are grouped by topic, or “find a filter” - a new feature that will be coming out soon

- Advanced exporter

Looks like Custom Column reports

The variables you pull out to the right equal the column headings in your export.