

How to Search & Filter Notes

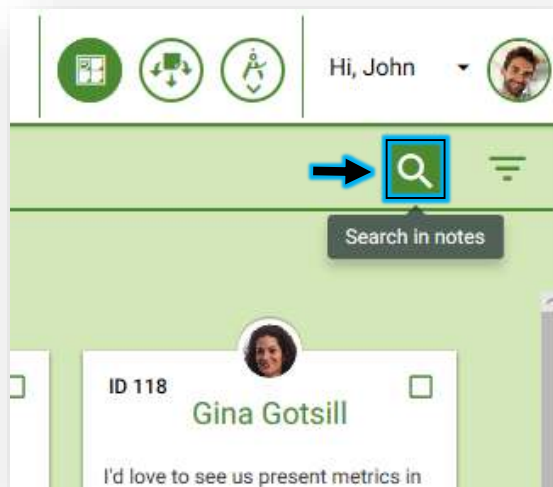
1.

Go to My Walls
& select 'RUN'.



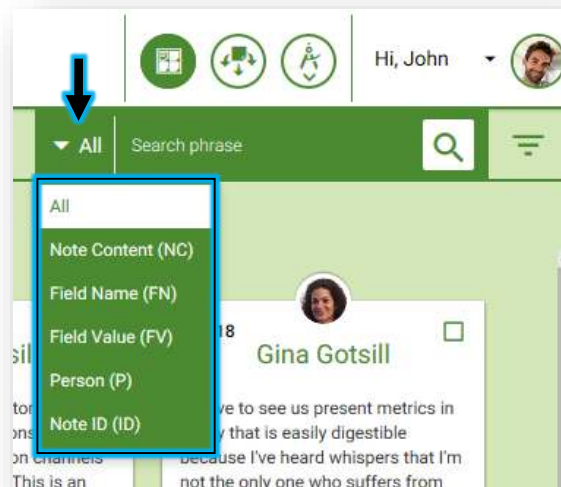
SEARCH NOTES

To search for a note or notes, select the magnifying glass icon to open the search field.

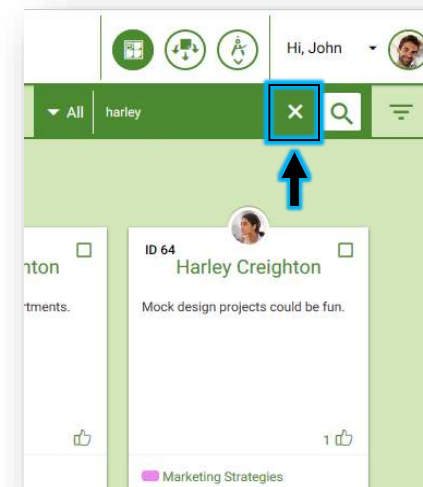


In addition to 'All', you can also select specific criteria:

- Note Content (NC)
- Field Name (FN)
- Field Value (FV)
- Person (P)
- Note ID (ID)



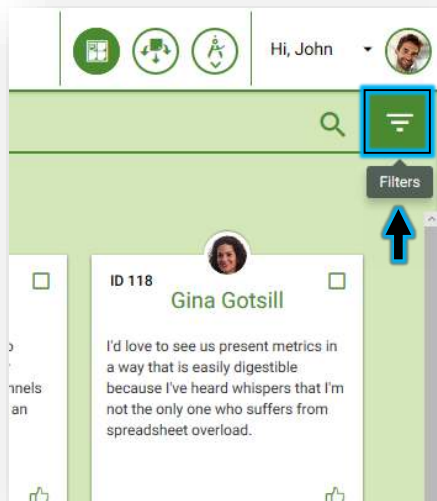
Your Note Wall will display results based upon your search. Select the 'X' icon to clear your search.



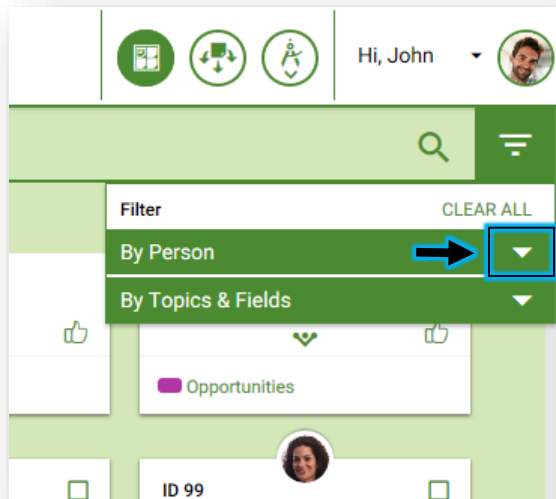
How to Search & Filter Notes (cont'd)

FILTER NOTES (BY PERSON)

To filter notes by person, select the 'Filters' icon.

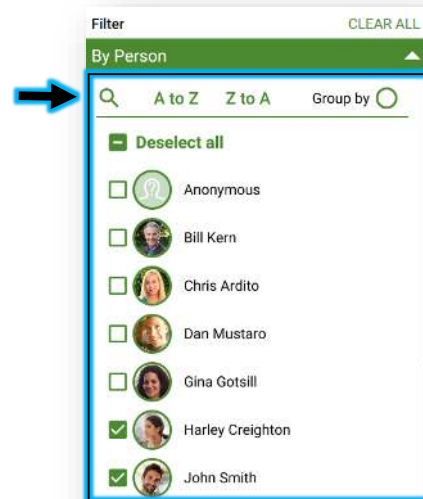


Select the arrow to the right of "By Person".



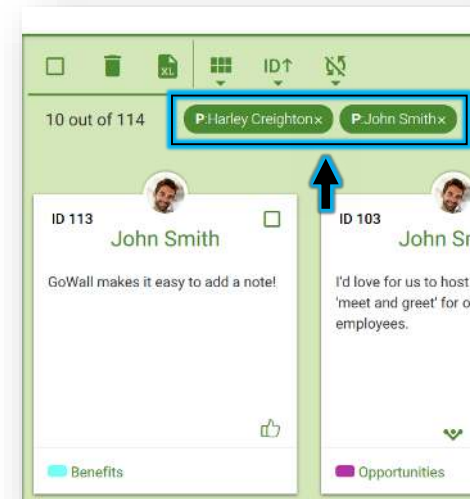
Select your desired "By Person" filter, or filters.

Once selected, your note wall will show filtered notes.



A green bubble will appear to indicate each active filter.

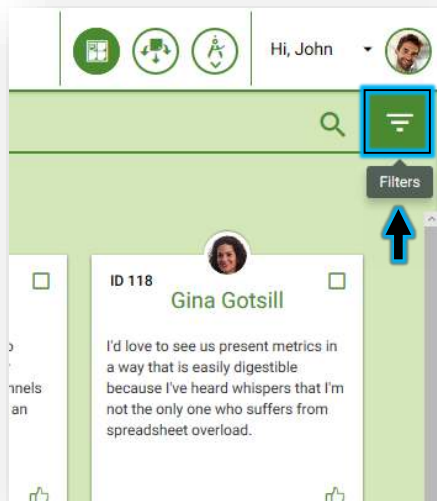
Select the 'X' within a bubble to remove that specific filter.



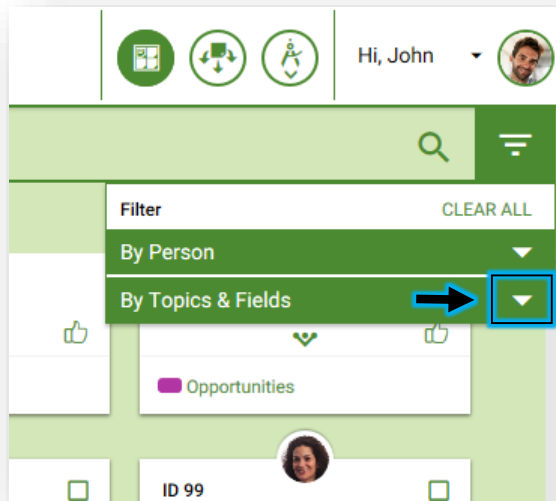
How to Search & Filter Notes (cont'd)

FILTER NOTES (BY TOPICS & FIELDS)

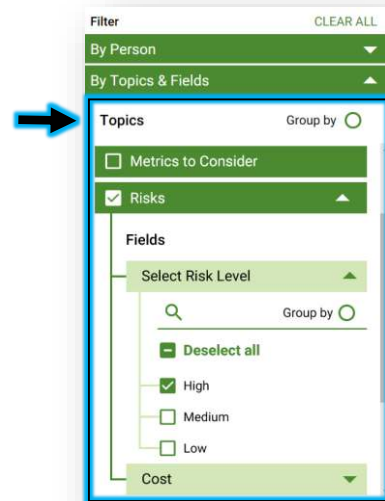
To filter notes by topics & fields, select the 'Filters' icon.



Select the arrow to the right of "Topics & Fields".



Select your desired "By Topics & Fields" filter, or filters. Once selected, your note wall will show filtered notes.



A green bubble will appear to indicate each active filter. Select the 'X' within a bubble to remove that specific filter.

