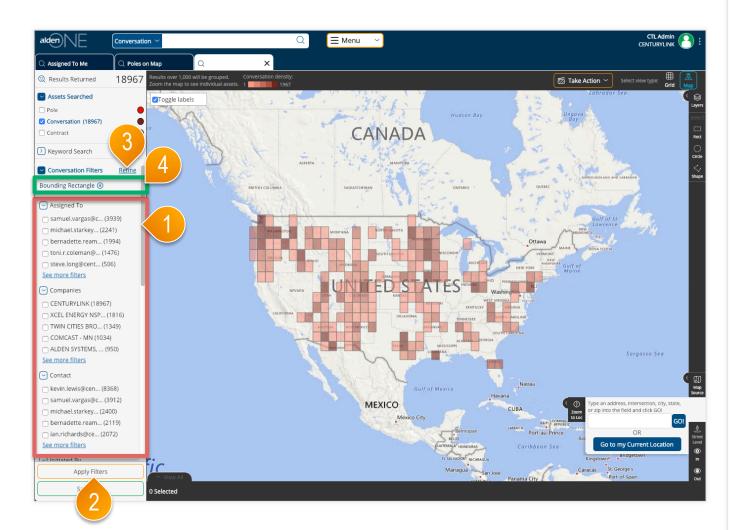


## alden Conversation Search Results – Applying Filters

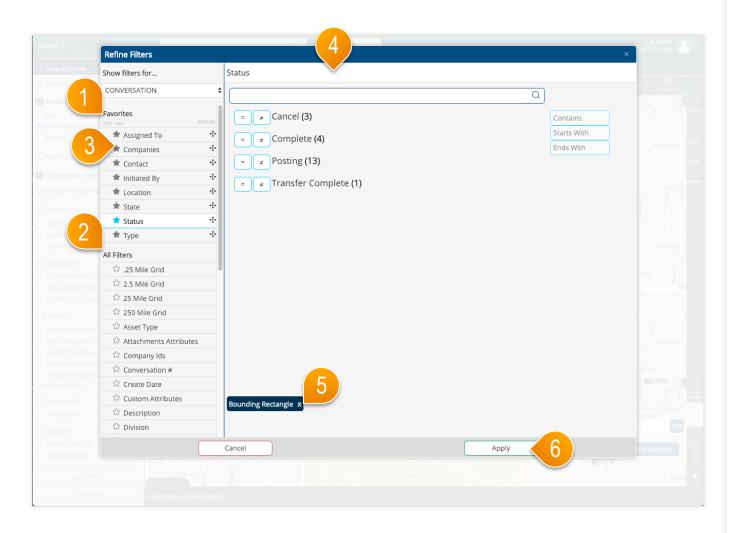


## page walkthrough

- 1) The filter options listed in the red area are limited to a set of categories that are favorited by you (more information available in "Refine All Filters"). The number of values under each filter category is limited to the top 5 values based on the number of results containing those values. Click "See More Filters" to get the next 5 results.
- Click "Apply Filters" to update the search results based on the selected filter values.
- 3 To work with a list of all filter categories for the search results, click the "Refine" ink.
- When filters are applied, the Applied Filters are listed in the green area. The list of filter values and count in parenthesis are also updated as filters are applied. You can remove a filter by clicking the "X" next to the label for the applied filter.



## Conversation Search Results – Refine All Filters



## page walkthrough

- 1) Your favorited filters for this asset type are saved here. These are the filters that will show in your filters pane on your search pages.
- 2 To add a favorite filter, find one in the All Filters area and click the unfilled
- To remove a favorited filter, click the filled star of a favorited filter.
- 4 The complete list of filter options available for the type of asset is listed here. Click one of the filter options in the list on the left, then set the values for that filter. Each filter category may have a different method of setting the values, dependent on the type of data and configuration of that filter. In some cases, all available values will be listed as shown in this screen. In other cases, you can search for a phrase or word. Or you may be able to use familiar operators like equals, greater than, or between, to define a numeric value.
- (5) As values are selected, the filters are displayed in the green area. These filters are applied by clicking the Apply button. The filters with selected values are moved to the top of the list in the list of filters on the left.
- When finished, click Apply. This will update your search results with all of the filters you applied and will take you back to the updated search.