Master Class – Searching using a filtered view – Quick Reference	MC4

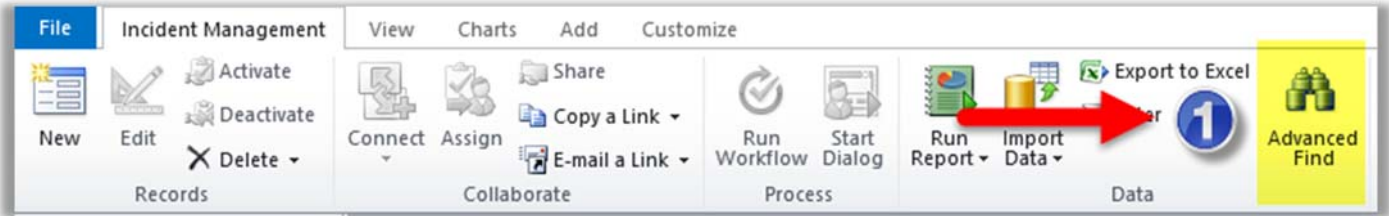Open FlinSafe (https://flinsafe.flinders.edu.au/SCRIM/main.aspx). The Dashboards View will open. Under the current record type view (i.e. Incident Management), click on **Advanced Find** in the Ribbon Bar (see **Figure 01** below).

**1**   *Advanced Find* – Click on this to open the Advanced Find window.

(Figure 01: Ribbon bar – Advanced Find)

Within the Advanced Find window, change the filter values (i.e. change the ***Reported By*** to the desired person's name). From here, adjust the values and run the query to see the results (see **Figure 02** below).

1   *Start* – Click on the magnifying glass to change the search value (i.e. person's name).

2   *Search* – Type a value and click on the search magnifying glass on the right side of the box.

3   *Value Results* – Click on the value desired (or double-click performs Step 4 as well).

4   *Add* – Click the Add button to add the selected value(s) in the list.

5   *Update* – Click **OK** to add the value to the filter.

6   *Results* – Click on the Results button to view the record results (click on record Reference ID to open).

(Figure 02: Changing the filter search)
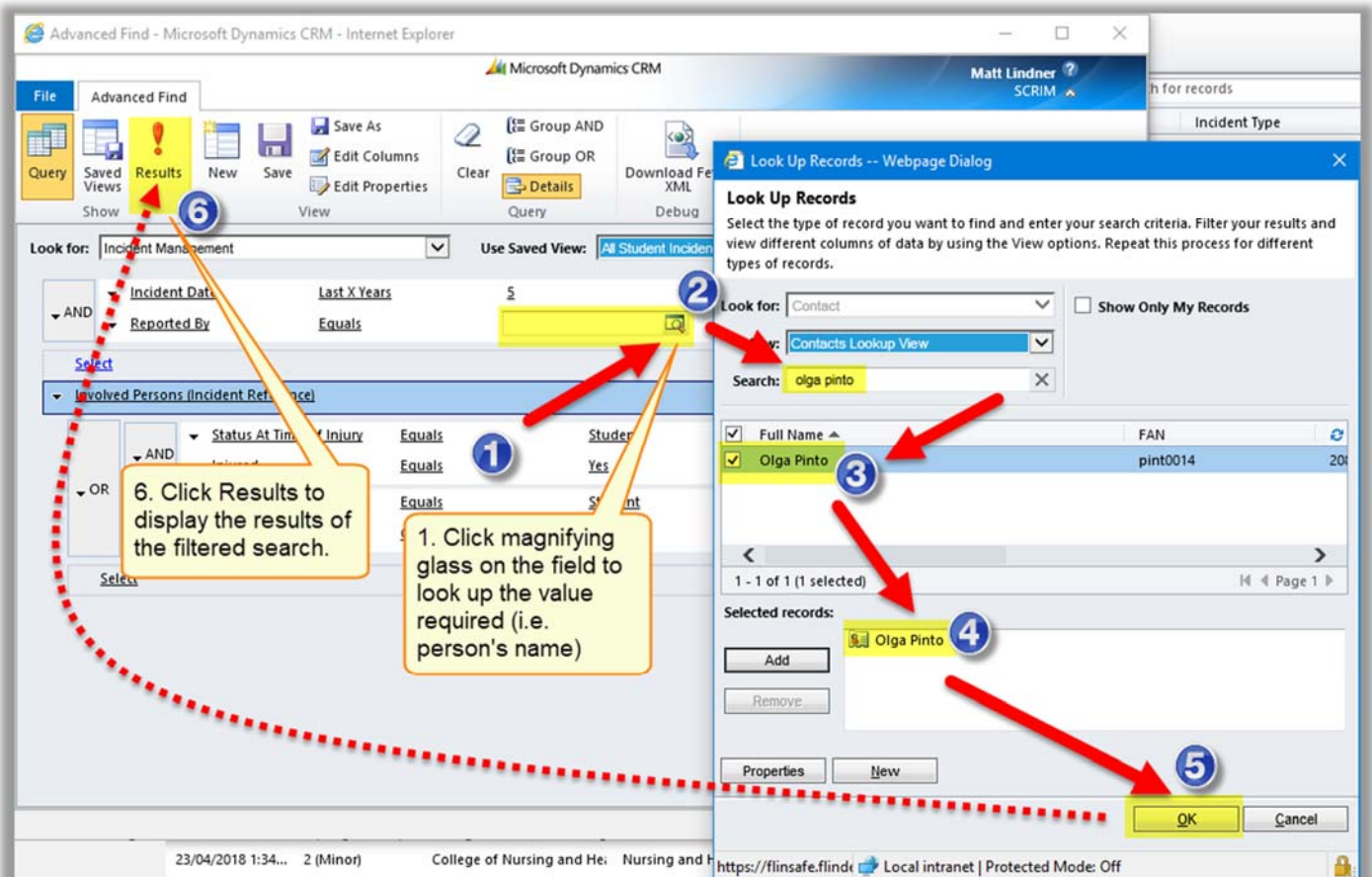
Note: The search results can be run multiple times to change the values. Once closed the values will be lost but can be exported.