

Advanced search in VIZOR

1. To Filter the results in the summary list, click on the Summary list settings button next to the query selector on the top left corner of the page.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the 'Assets' title and the VIZOR logo. To the right of the logo are several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar labeled 'Search for an Asset...'. To the left of the search bar is a settings icon (a gear) which is highlighted with a yellow box and an orange arrow pointing to it. Below the search bar is a table with a header '(Start) >' and a column 'Name'. The table lists various asset categories: Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and Network, Furniture, Hardware, Network Share, Physical Security, and Telecom. To the right of the table is a vertical sidebar containing several action buttons: Add Assets, Mass Update, Reassign/Relocate, Scrap, Mark Lost, Request Status, Manage Asset Types, and Employee Assets. At the bottom of the page, there is a pagination control showing 'Page 1 of 1 (10 matches)' with navigation arrows.

(Start) >	Name
	Audiovisual Equipment
	Computer
	Consumables
	Document
	Email, Internet and Network
	Furniture
	Hardware
	Network Share
	Physical Security
	Telecom

Page 1 of 1 (10 matches)

2. A new window will appear allowing you to specify advanced search options.

The screenshot shows the VIZOR Assets management interface. At the top, there is a navigation bar with the VIZOR logo and several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar labeled "Search for an Asset...". The main content area is titled "(Start) >" and contains a list of asset categories on the left: Audiovisual Equipment, Computer, Consumables, Document, Email, Internet, Furniture, Hardware, Network Share, Physical Security, and Telecom. A "Settings" dialog box is open in the center, titled "Settings" with a gear icon. The dialog box contains the following options:

- Filters:** A field labeled "Select a field" followed by an equals sign, a dropdown arrow, and a red 'x' icon. Below this is a "+ Add" button.
- Sort By:** A dropdown menu currently set to "Default".
- Columns Layout:** A dropdown menu currently set to "Allocation".
- Enable Drill-Down.** When enabled, show the assets grouped by type. Click the group to see the individual assets inside.

At the bottom of the dialog box are "OK" and "Close" buttons. The background interface shows a table with columns for "Name" and a list of asset types. On the right side, there are several action buttons: Add Assets, Mass Update, Reassign/Relocate, Scrap, Mark Lost, Request Status, Manage Asset Types, and Employee Assets. At the bottom of the page, there is a pagination control showing "Page 1 of 1 (10 matches)".

3. In the filters section on the left of the window, click on the left input field to get a dropdown of options to select a field to filter the results by.
4. Select the field you want to filter the results by. In the example below, the asset type field will be selected to filter by.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the 'Assets' title, the VIZOR logo, and several utility icons (Reports, Inbox, Password, Options, Homepage, Log Off). Below the navigation bar is a search bar labeled 'Search for an Asset...'. The main content area shows a list of asset categories on the left, including Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and, Furniture, Hardware, Network Share, Physical Security, and Telecom. A 'Settings' dialog box is open in the center, titled 'Settings' with a gear icon. The dialog contains the following sections:

- Filters:** A section with a text input field containing 'Select a field', an equals sign, a dropdown arrow, and a red 'x' icon. Below this is a '+ Add' button.
- Sort By:** A dropdown menu currently set to 'Default'.
- Columns Layout:** A dropdown menu currently set to 'Allocation'.
- Enable Drill-Down:** A checked checkbox with the text: 'Enable Drill-Down. When enabled, show the assets grouped by type. Click the group to see the individual assets inside.'

At the bottom of the dialog are 'OK' and 'Close' buttons. The background interface shows a table with one row and a pagination bar at the bottom indicating 'Page 1 of 1 (10 matches)'.

5. Select the operator from the middle dropdown of the filters section. This allows you to choose how you want to look for a value in the selected field to filter by. In the example below, the equals to operator is selected.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the VIZOR logo and several utility icons (Reports, Inbox, Password, Options, Homepage, Log Off). Below the navigation bar is a search bar labeled "Search for an Asset...". The main content area shows a list of asset types on the left, including Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and Mobile, Furniture, Hardware, Network Share, Physical Security, and Telecom. A "Settings" dialog box is open in the center, titled "Settings" with a gear icon. The subtitle reads "Set the options for how you view and sort the information in the summary list". The dialog box is divided into two main sections: "Filters" and "Sort By". In the "Filters" section, the "Asset Type" field is selected, and the operator dropdown menu is open, showing the "=" operator selected. An orange arrow points to the "=" operator. The "Sort By" section has "Default" selected. The "Columns Layout" section has "Allocation" selected. There is a checkbox for "Enable Drill-Down" which is checked. The dialog box has "OK" and "Close" buttons at the bottom. The background shows the main interface with a search bar, a list of asset types, and a sidebar with various actions like "Add Assets", "Mass Update", "Reassign/Relocate", "Scrap", "Mark Lost", "Request Status", "Manage Asset Types", and "Employee Assets". At the bottom of the page, there is a pagination bar showing "Page 1 of 1 (10 matches)".

- Click on the third input field to enter a value that you want to filter by from the previously selected field. In this example below, the value will be set to Software.

The screenshot displays the VIZOR Assets management interface. A 'Settings' dialog box is open, allowing users to configure how information is viewed and sorted in the summary list. The dialog box includes the following elements:

- Filters:** A dropdown menu for 'Asset Type' is set to 'Software'. Below it is a '+ Add' button.
- Sort By:** A dropdown menu is set to 'Default'.
- Columns Layout:** A dropdown menu is set to 'Allocation'.
- Enable Drill-Down:** A checked checkbox with the text: "Enable Drill-Down. When enabled, show the assets grouped by type. Click the group to see the individual assets inside."
- Buttons:** 'OK' and 'Close' buttons are located at the bottom right of the dialog box.

The background interface shows a list of asset categories on the left, including Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and, Furniture, Hardware, Network Share, Physical Security, and Telecom. On the right, there are buttons for 'Add Assets', 'Mass Update', 'Reassign/Relocate', 'Scrap', 'Mark Lost', 'Request Status', 'Manage Asset Types', and 'Employee Assets'. At the bottom, a pagination bar indicates 'Page 1 of 1 (10 matches)'.

7. If you need to add more filters alongside each other, click the Add button. This will add another filter line where you can add more filter options.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the 'Assets' title, the VIZOR logo, and several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar labeled 'Search for an Asset...'. The main content area shows a list of asset categories on the left, including Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and..., Furniture, Hardware, Network Share, Physical Security, and Telecom. A 'Settings' dialog box is open in the center, titled 'Settings' with a gear icon. The subtitle reads 'Set the options for how you view and sort the information in the summary list'. The dialog has two main sections: 'Filters:' and 'Sort By:'. The 'Filters:' section contains a filter rule: 'Asset Type' followed by an equals sign and a dropdown arrow, and 'Software' followed by a vertical ellipsis and a red 'X' icon. Below this rule is a blue '+ Add' button, which is highlighted with an orange box and an orange arrow pointing to it. The 'Sort By:' section has a dropdown menu set to 'Default'. Below the 'Sort By:' section is the 'Columns Layout:' section with a dropdown menu set to 'Allocation'. At the bottom of the dialog, there is a checkbox labeled 'Enable Drill-Down. When enabled, show the assets grouped by type. Click the group to see the individual assets inside.' and two buttons: 'OK' and 'Close'. The background shows a table with one row visible, and a footer indicating 'Page 1 of 1 (10 matches)'.

To remove a filter, click the red X button on the right of the filter you want to remove. This will remove the current filter line.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the 'Assets' title, the VIZOR logo, and several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar labeled 'Search for an Asset...'. The main content area is titled '(Start) >' and features a list of asset categories on the left: Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and..., Furniture, Hardware, Network Share, Physical Security, and Telecom. A 'Settings' dialog box is open in the center, titled 'Settings' with a gear icon. The subtitle reads 'Set the options for how you view and sort the information in the summary list'. The dialog has two main sections: 'Filters' and 'Sort By'. The 'Filters' section contains two filter rules. The first rule is 'Asset Type = Software' with a red 'X' button to its right. The second rule is 'Select a field = ' with a red 'X' button to its right, which is highlighted by an orange square and an orange arrow. Below the filter rules is a '+ Add' button. The 'Sort By' section has a dropdown menu set to 'Default'. Below this is the 'Columns Layout' section with a dropdown menu set to 'Allocation'. At the bottom of the dialog, there is a checkbox labeled 'Enable Drill-Down. When enabled, show the assets grouped by type. Click the group to see the individual assets inside.' and two buttons: 'OK' and 'Close'. At the bottom of the main interface, there is a pagination bar showing 'Page 1 of 1 (10 matches)' with navigation arrows.

- Click OK to apply the newly added filters to the results of the page. This will close the window and reload the results filtered by the newly applied filters.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the 'Assets' title, the VIZOR logo, and several utility icons (Reports, Inbox, Password, Options, Homepage, Log Off). Below the navigation bar is a search bar labeled 'Search for an Asset...'. The main content area shows a list of asset categories on the left, including Audiovisual Equipment, Computer, Consumables, Document, Email, Internet and..., Furniture, Hardware, Network Share, Physical Security, and Telecom. A 'Settings' dialog box is open in the center, titled 'Settings' with a gear icon. The dialog contains the following options:

- Filters:** A dropdown menu set to 'Asset Type', followed by an equals sign, another dropdown set to 'Software', and a red 'X' icon. A '+ Add' button is located below this section.
- Sort By:** A dropdown menu set to 'Default'.
- Columns Layout:** A dropdown menu set to 'Allocation'.
- Enable Drill-Down.** When enabled, show the assets grouped by type. Click the group to see the individual assets inside.

At the bottom right of the dialog box, there are two buttons: 'OK' and 'Close'. An orange arrow points to the 'OK' button. The background interface is dimmed, and at the bottom, there is a pagination bar showing 'Page 1 of 1 (10 matches)' with navigation arrows.

9. To change the current query, click the Query dropdown on the left of the page above the results summary list and select a new query to filter the results by.

The screenshot displays the VIZOR Assets management interface. At the top left, the word "Assets" is shown next to a grid icon. The VIZOR logo is centered at the top. On the right side of the top navigation bar, there are icons for Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar, there is a search bar with the placeholder text "Search for an Asset...". The main content area is divided into a left sidebar, a central table, and a right sidebar. The left sidebar contains a dropdown menu with the following items: Assets In Storage, Assigned, Borrowable, Bulk Asset Allocations, Bulk Assets, Bulk Assets - Need to Order, Chromebooks, Computers, Containers, Depreciation Assets, Email, Internet & Network, Hardware, In My Containers, Lemons, Lost, My Assets, My Containers, Needing Attention, Out For Repair, and Purchased This Year. The central table is currently empty. The right sidebar contains several action buttons: Add Assets, Mass Update, Reassign/Relocate, Scrap, Mark Lost, Request Status, Sync Chromebooks, Manage Asset Types, and Employee Assets. At the bottom of the page, there is a pagination control showing "Page 1 of 1 (10 matches)".