

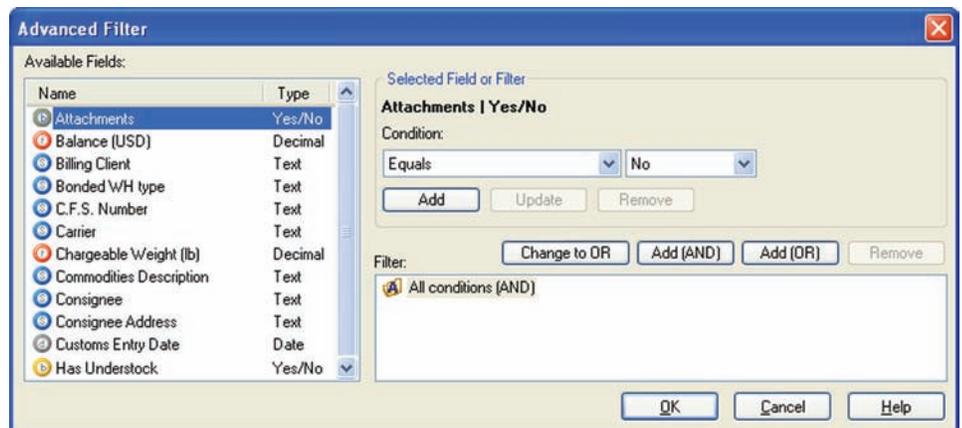
How to Use Advanced Filters

This how-to tip explains the new Advanced Filter available in Magaya software.

Previously, the Filter button had one option that listed a preset number of ways to filter your lists.

Now the Filter button has two options: A Standard Filter and an Advanced Filter.

The Advanced Filter screen has a list of Available Fields on the left, Conditions on the top, and results of the Condition(s) you apply on the bottom.

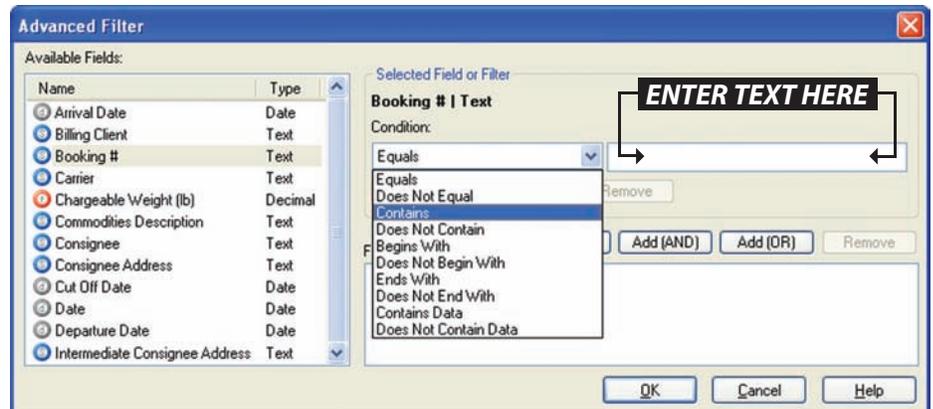


The list of **Available Fields** changes based on the transaction you are filtering. For example, in Bookings the available fields include the Booking Number, Carrier, Cut Off Date, Arrival Date, and more. The available fields in the Pickup Orders advanced filter include Delivery Date, Pickup Address, Driver's Name, and more. Many of the same fields are available in all the advanced filters such as carrier, date, etc. The Available Fields are listed in alphabetical order.

The Available Fields also have a **Type** associated with them: Text, Date, Yes/No, Integer, and Decimal. These Types are defined as follows:

- The **Text** type of field allows text to be entered. Available Fields that accept text include "Carrier" and "Shipper". The text field is not case sensitive.
- The **Date** field has a calendar for choosing the date and conditions such as "On" for "on this date" or "On or Before" for "on or before this date". There are many options for using the date field.
- The **Yes/No** field type is used for questions that can be answered as Yes or No. It uses logical (or Boolean) operators that help refine a search. It is used to answer Yes/No questions such as "Has a shipment been liquidated?" or "Is it excluded from tracking?" If you use "Equals", then select Yes or No.
- The **Integer** field allows a number to be entered. If you select the available field of "Pieces", you can enter a number (an integer) for the number of pieces. Enter a whole number, not a fraction. Integer is often used for overstock pieces or pieces on hand.
- The **Decimal** type allows a number with as many decimal point places as needed. The Decimal field type can be used for weights, values, currency, and more.

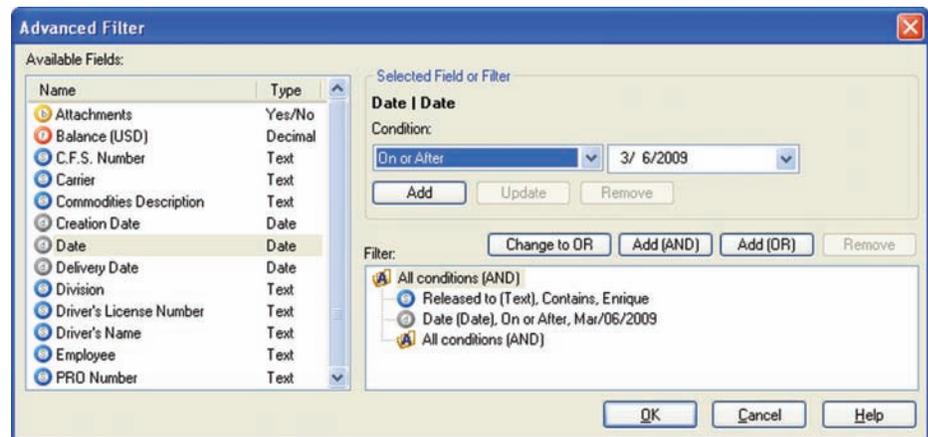
When you select an available field, it is displayed in the **Conditions** section of the screen. For example, if you select Arrival Date, the Conditions are the date range that you can change with a dropdown menu and the conditions of the date. The following screenshot shows the Booking Number and the text field that is available:



If you select the condition "Equals", enter the full booking number. If you only have part of a booking number, select "Contains". For example, if you enter "123" in the text field, the filter will only show booking numbers that contain 123. (The terms "Contains Data" and "Does Not Contain Data" are to find blank fields or ones with data.)

Then click the Add button. The filter condition you just set up will be added to the filter list. For example: Booking # (Text), Contains, 123.

You can add more conditions to refine the filter further. The additional condition will appear below the resulting conditions.



Conditions can be nested under the first condition to narrow your list results even more.

Example of a Filter: To find a cargo release from March 6, 2009 or earlier that was released to Enrique.

1. Select the Available Field. In this example, select "Released to".
2. In Conditions, select "Contains". (This will allow you to enter a first name or just a last name. If you select "Equals" you must enter the exact name.)
3. In the field next to "Equals" enter in the person's name you are searching for: Enrique. (The text field is not case sensitive.)
4. Click the Add button.
5. Select another Available Field: Date.
6. In Conditions, select "On or Before".
7. Enter today's date (the default).
8. Click the Add button.
9. Click OK.

The result list will display in Magaya Explorer. If the result is found, you will see the transaction you are looking for, but if not, refine your search by clicking the Unfilter button and then return to the Advanced Filter to change the terms, or refine the search by removing a condition and adding a different one.

Tips:

As with the Standard Filter, the filter applied will remain on that list until it is cleared by clicking the Unfilter button. Clicking the Cancel button will cancel the filter, but it will not clear an existing filter or return your list to its previous status. Click the Unfilter button to clear the filter.

Explore how the Advanced Filter can give you increased visibility into your business information.