The Filter Tool is a quick and easy way to find and work with a subset of data according to the criteria you specify. The main filtering options used are:

**Filter By**

- Department
- Tags
- Suitability
- Activity Type
- Module
- Location

A window has to be open e.g. Activities screen

- Click on **VIEW** then select **Filter**
Filter Activities by: - Select option from the drop down list (1)
Objects: - Select department (2)
Include: select or leave default (3)
Weeks: Either leave the full week span as 52 weeks or select the actual week/s that you would like to filter by (4)
Click Filter button

Example of filtered activities by department for week 30 (wk8)

Filtered by Module (example)

- The full 52 weeks span has been selected.
- Objects: select Module code
Example of filtered activities for module BL1102

Click UNFILTER to cancel the filter. As soon as you remove the filter, all the data reappears exactly the same as it was before.