


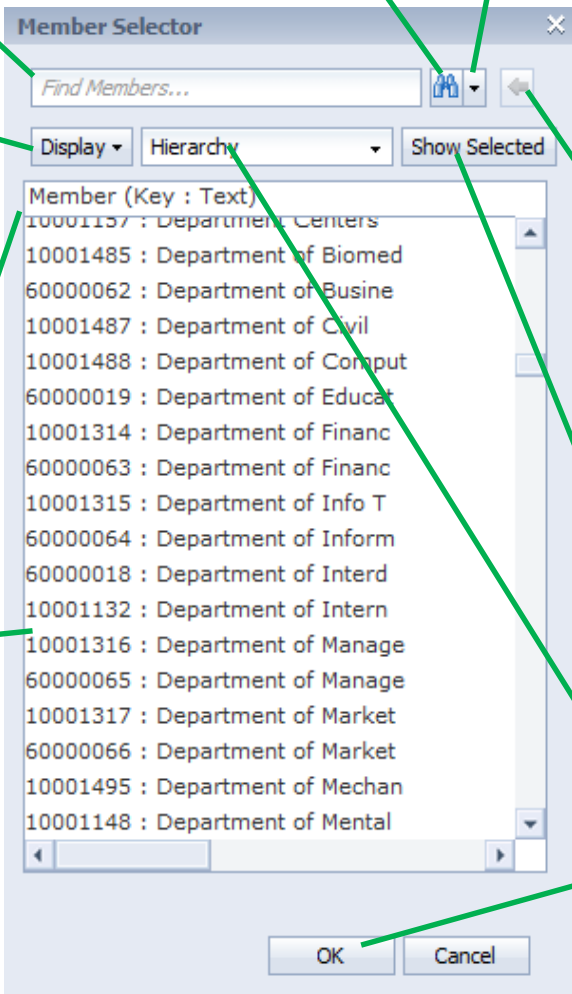
Use this job aid to: help you use the Display Member Selector on the Prompt screen.

Filtering Tips and Tricks

This job aid will define the various fields on the Member Selector pop-up screen and their functions. It will show you how to select a variable from the Member Selector pop-up, and search a member selector (variable) list by Key and by Text.

Overview of the Member Selector pop-up screen

If you do not know the value to enter for a variable, you may search for it using the **Display Member Selector**  button. Clicking that button brings you to the Member Selector pop-up screen.



Search Field

- Case sensitive.
- Accepts portions of search term(s), i.e., word(s) or number(s).
- Replace spaces with wildcards (asterisks, *) and begin and end with asterisks

Find Members Binoculars Button

- Click to launch search.

Find Members Binoculars Drop-Down

- Toggle between Key or Text searches.
- Matching Key- or Text-type searches with the data in the Search field will improve the search outcomes.

Return to Member List

- Clears the Search field and displays the original member list again.
- Refreshes the data back to the list before search terms were entered.
- Display and Find Members choices do not switch back to first view however.

Show Selected

- Shows the checked or selected members in one list.
- Useful when you are filtering or selecting multiple items and cannot remember what has been chosen.

Hierarchy Drop-Down

- Only applicable for those characteristics with hierarchies.

OK Button

- Click this to apply your single, selected item to the Variable (prompt) screen.

Display Drop-Down

- Lists the display (and search) options.
- Recommended: Use Key : Medium Description (if available) for employee names, vendor names, or longer text fields.

Member Display

- Shows the currently selected Display option for the list

Member List

- Click to select one member.

Member Selector

Find Members...

Display Hierarchy Show Selected

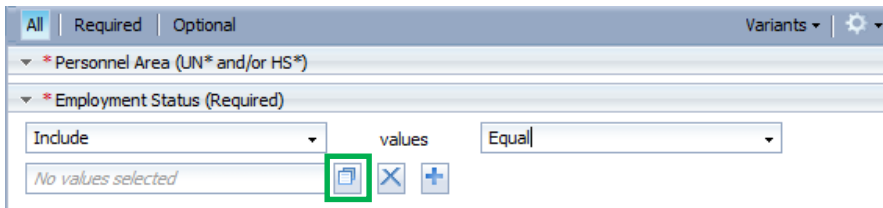
Member (Key : Text)

- 10001157 : Department of Centers
- 10001485 : Department of Biomed
- 60000062 : Department of Busine
- 10001487 : Department of Civil
- 10001488 : Department of Comput
- 60000019 : Department of Educat
- 10001314 : Department of Financ
- 60000063 : Department of Financ
- 10001315 : Department of Info T
- 60000064 : Department of Inform
- 60000018 : Department of Interd
- 10001132 : Department of Intern
- 10001316 : Department of Manage
- 60000065 : Department of Manage
- 10001317 : Department of Market
- 60000066 : Department of Market
- 10001495 : Department of Mechan
- 10001148 : Department of Mental

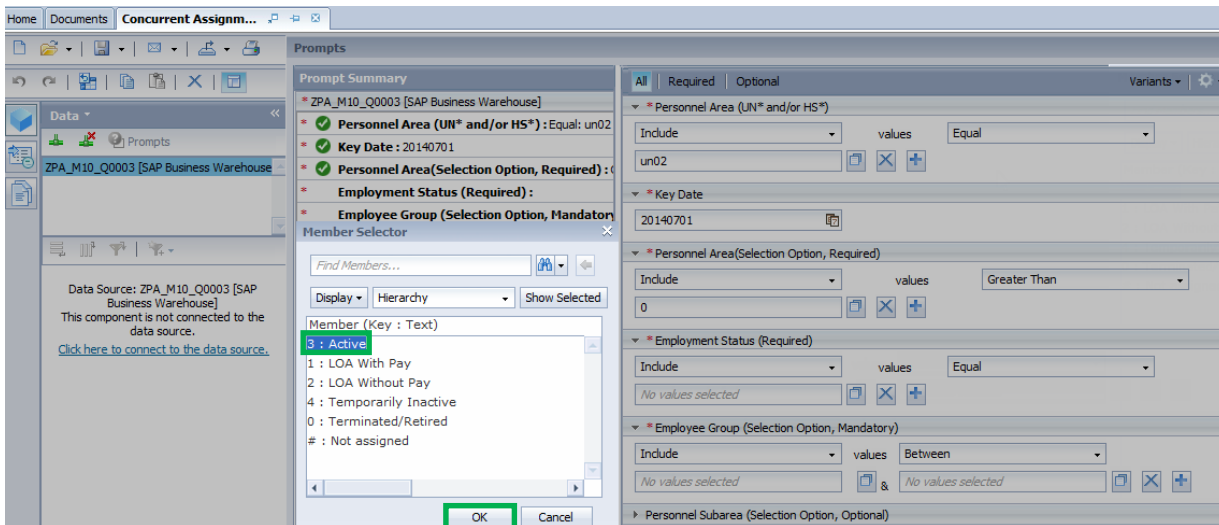
OK Cancel

Individual selection

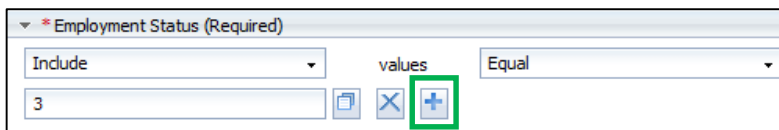
If you do not know the value to enter for a particular variable, you may search for it by clicking the **Display Member Selector** button on the Prompt screen.



Click the value to select it and click OK to apply that value to your Prompt screen.

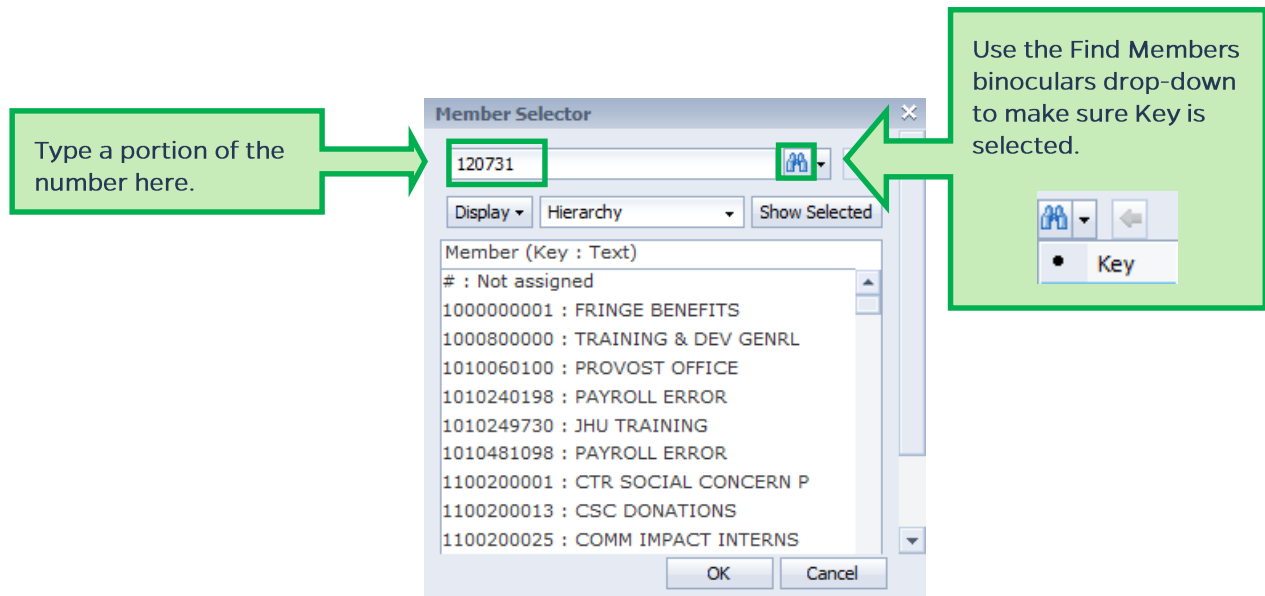


NOTE: To add more individual variables to the Prompt screen, click the **+** plus sign to add another row, and repeat the process above.

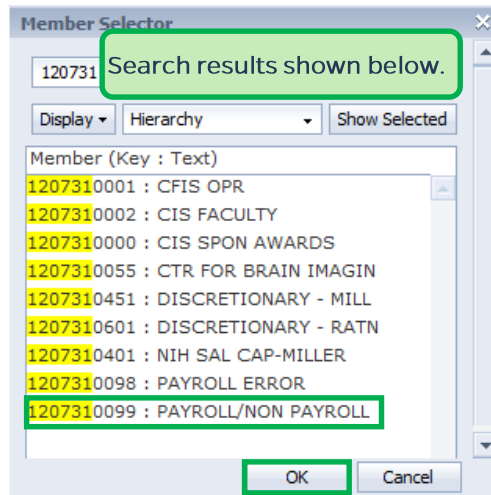


Searching by Key

Click the Display Member Selector button. In the text field, type in a portion of the number. Click the Find Members binoculars drop-down and make sure Key is selected. Then click the Find Members binoculars button.

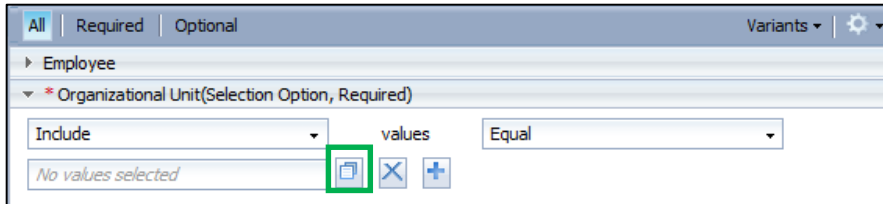


Select the option you want to include as a variable by clicking it. Click the OK button to apply the variable.



Searching by Text

If you do not know the value to type in for a particular variable, you may search for it by clicking the **Display Member Selector** button.



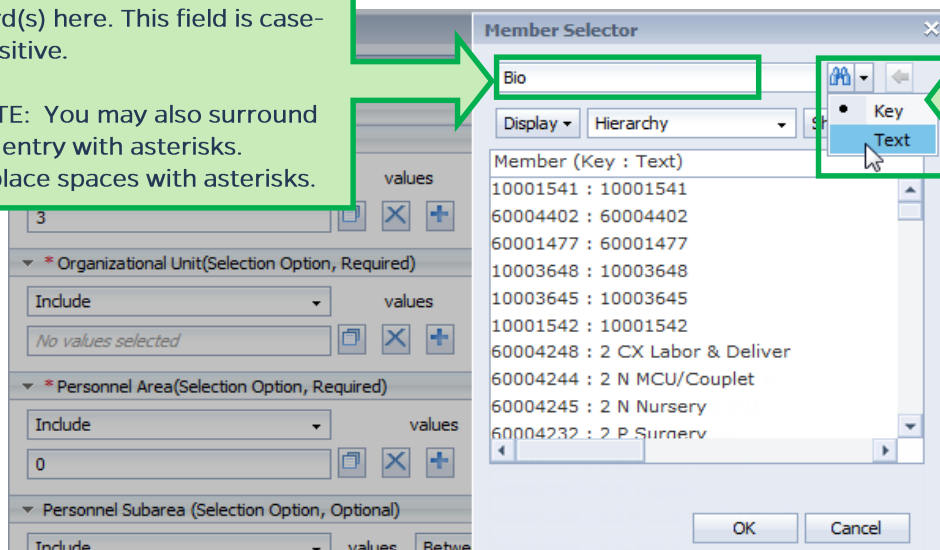
1. Type a key word(s) or portion of a key word(s) in the Search field.
2. Click the **Find Members binoculars drop-down** and select **Text**.
3. Click the **Find Members binoculars button** to launch the search of the key word(s).

1. Type a portion of the key word(s) here. This field is case-sensitive.

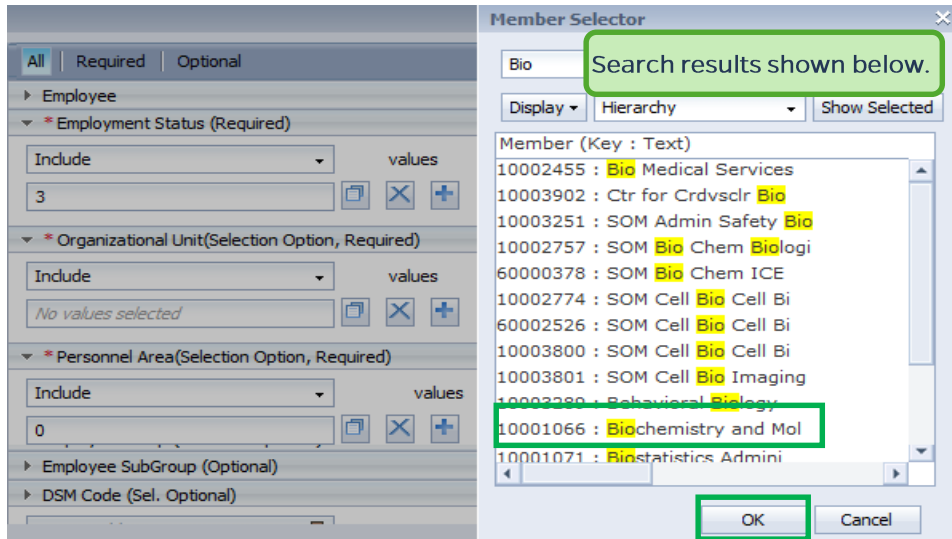
NOTE: You may also surround the entry with asterisks. Replace spaces with asterisks.

2. Click the **Find Members binoculars drop-down** and select **Text**.

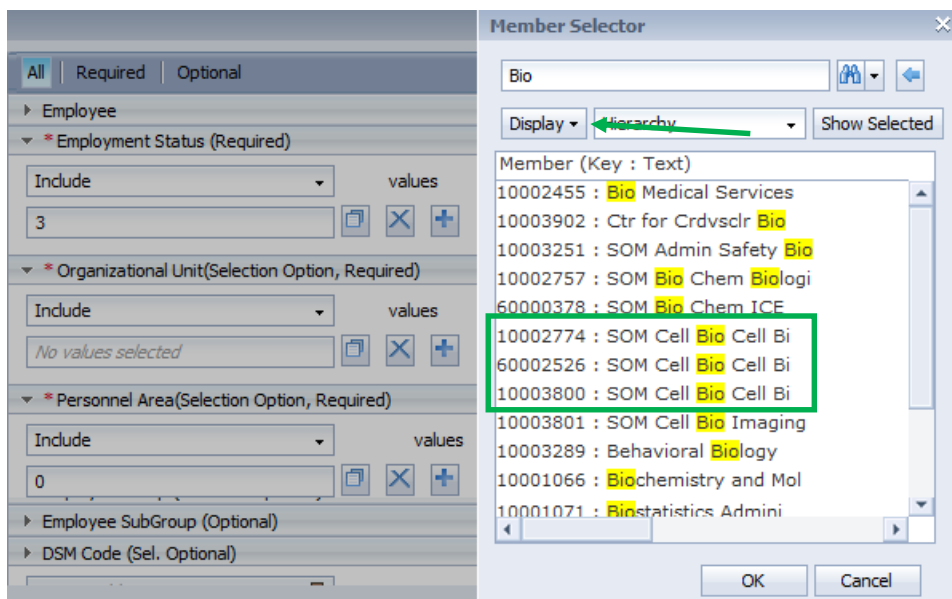
3. Click the **Find Members binoculars button** to launch the search.



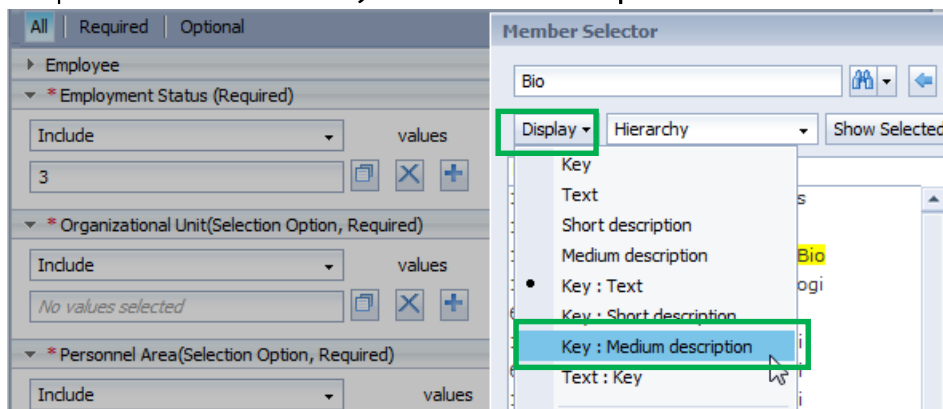
4. From the search results, click the one selection you want.
5. Click the **OK** button to apply the data to the Prompt screen.



Using the Display drop-down to help distinguish data



To further distinguish between the three text entries labeled “SOM Cell Bio Cell Bi,” use the Display drop-down and select Key : Medium Description.



The search now shows more detailed Org Unit names if they are available.

The screenshot shows a software interface with search filters on the left and a 'Member Selector' window on the right. The filters include 'Employee', 'Employment Status (Required)' with a value of 3, 'Organizational Unit (Selection Option, Required)' with 'No values selected', and 'Personnel Area (Selection Option, Required)' with a value of 0. The 'Member Selector' window has a search box containing 'Bio', a 'Display' dropdown, a 'Hierarchy' dropdown, and a 'Show Selected' button. Below these is a list of members with the following descriptions:

- 10002455 : Bio Medical Services
- 10003902 : Ctr for Crdvsclr Bioinformtcs and
- 10003251 : SOM Admin Safety Biosafety
- 10002757 : SOM Bio Chem Biological Chemis
- 60000378 : SOM Bio Chem ICE
- 10002774 : SOM Cell Bio Cell Biology
- 60002526 : SOM Cell Bio Cell Biology Admin
- 10003800 : SOM Cell Bio Cell Biology ICE
- 10003801 : SOM Cell Bio Imaging Facility
- 10003289 : Behavioral Biology

A green arrow points to the 'Member (Key : Medium description)' header, and a green box highlights the entries for 'SOM Cell Bio Cell Biology' and 'SOM Cell Bio Cell Biology Admin'.