



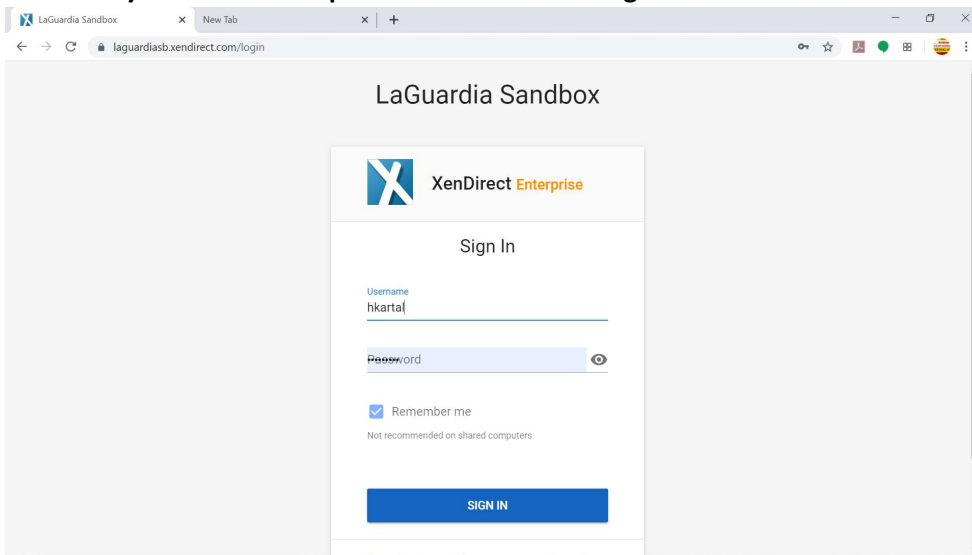
**DARE TO DO MORE**

## How to Use Advanced Filters for Students and Courses

Instruction to log in and use advanced filters for the Xendirect Registration system:

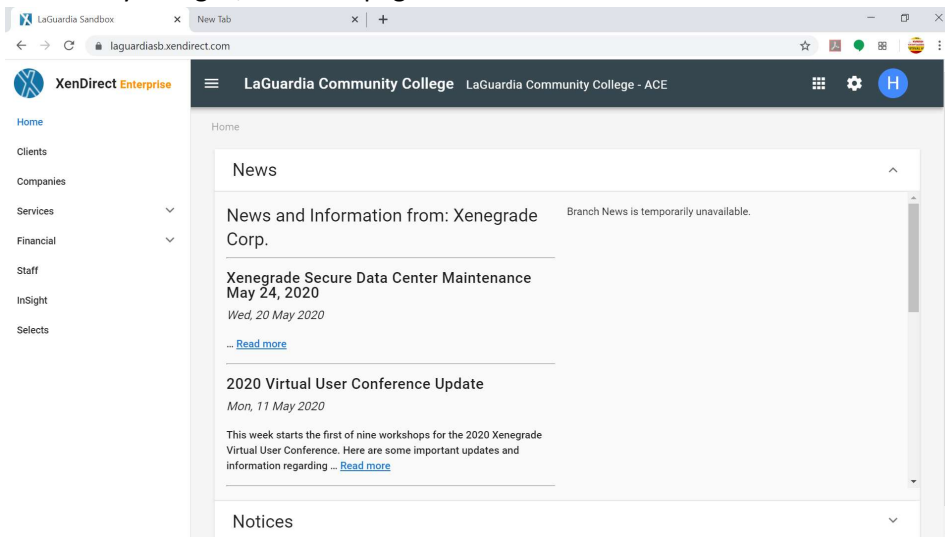
1. Go to the website: <https://laguardia.xendirect.com/login>; your loading page will look like this:

**Enter your user id and password and click on Sign In.**

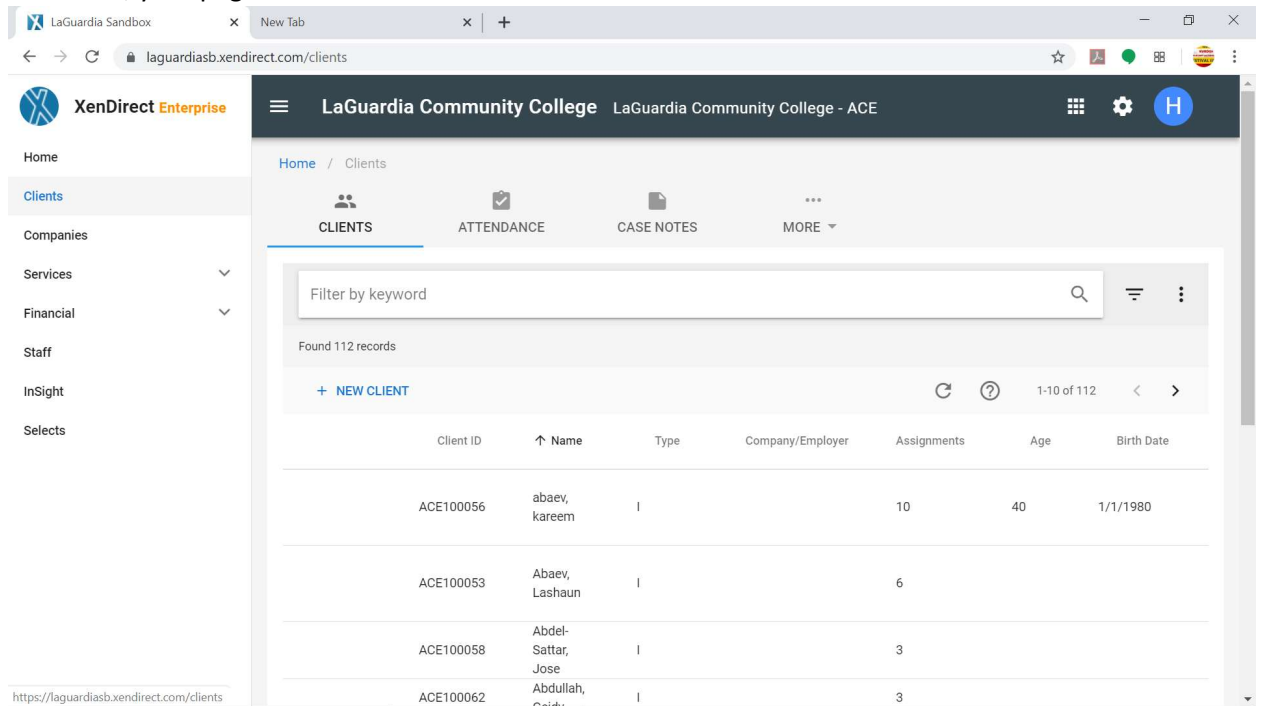


- If credentials have not been provided please contact your program director.

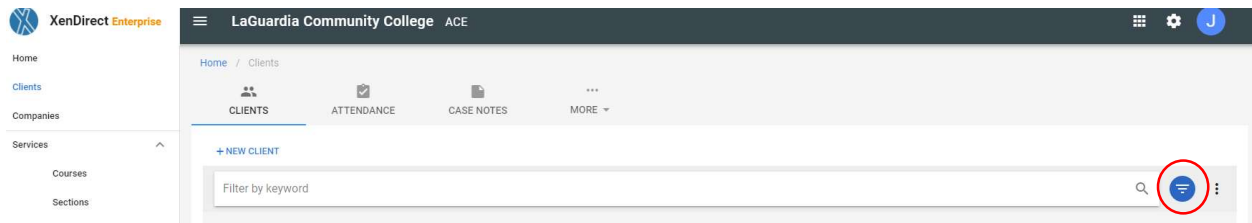
2. Once you log in, the main page will look like this:



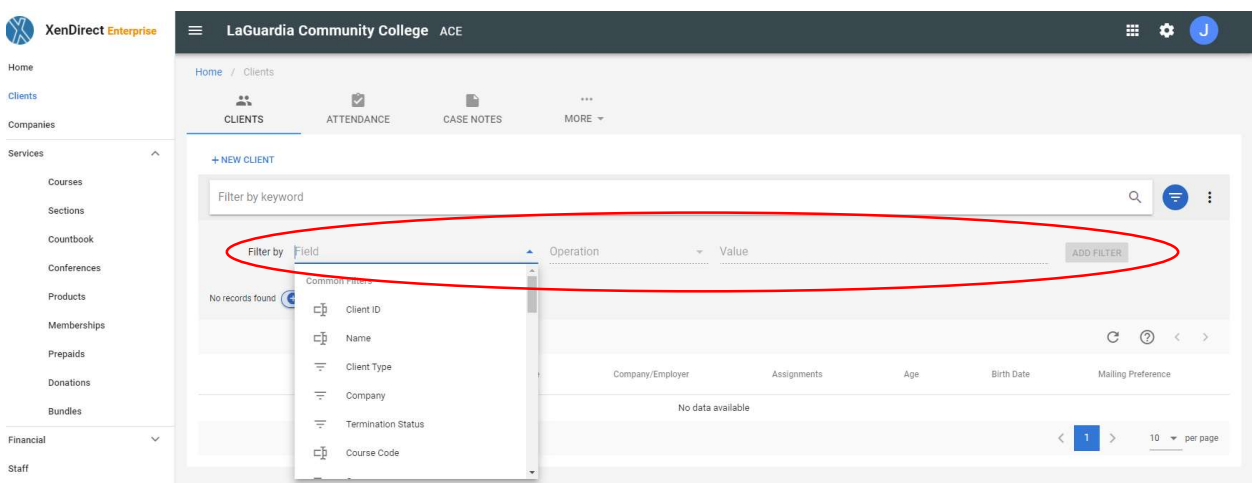
3. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:



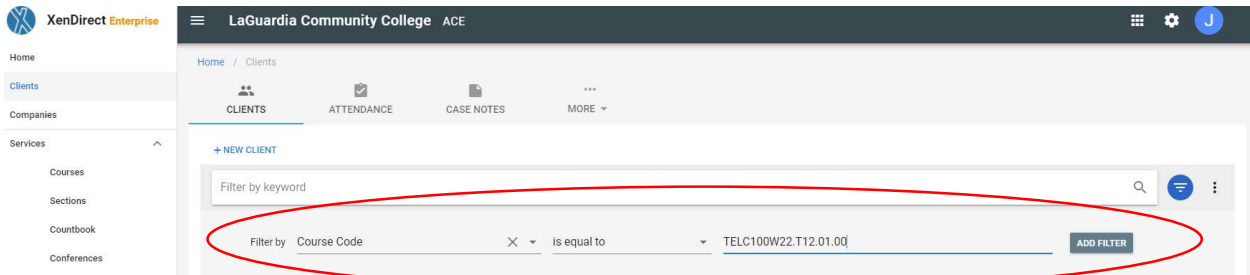
4. Proceed to select the Advanced filter options on the right side of the student search bar



5. Under the search bar you will see three options display: **Field**, **Operation** and **Value**

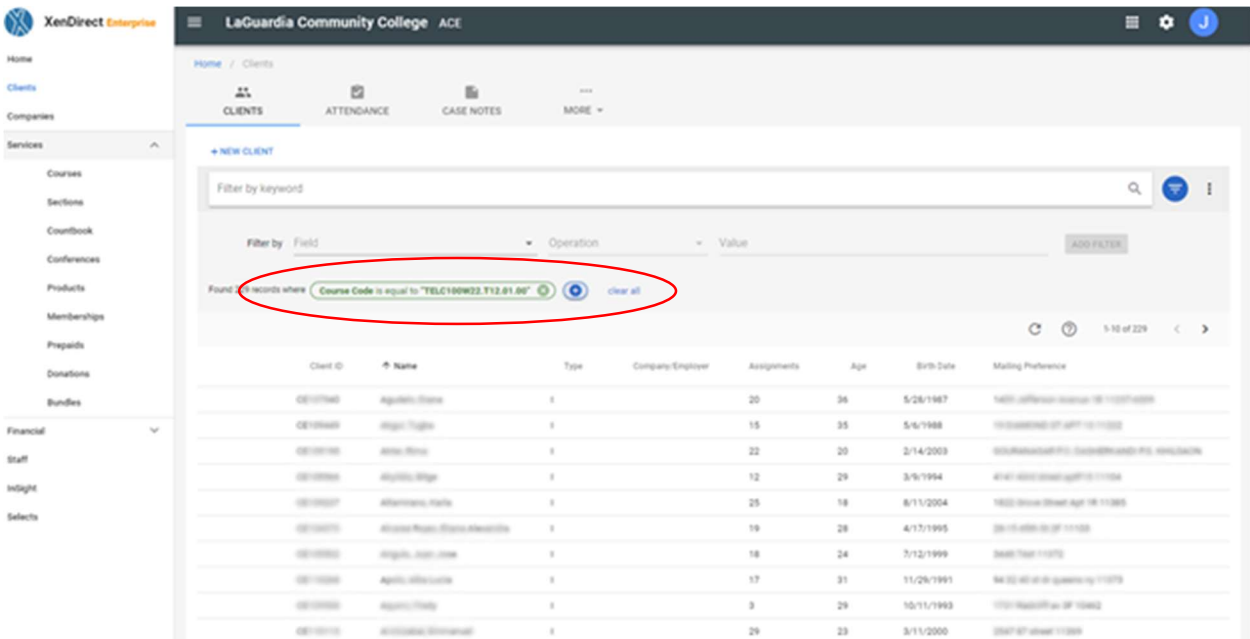


6. Each options needs to be filled out in order for the filter to work and press Add Filter.

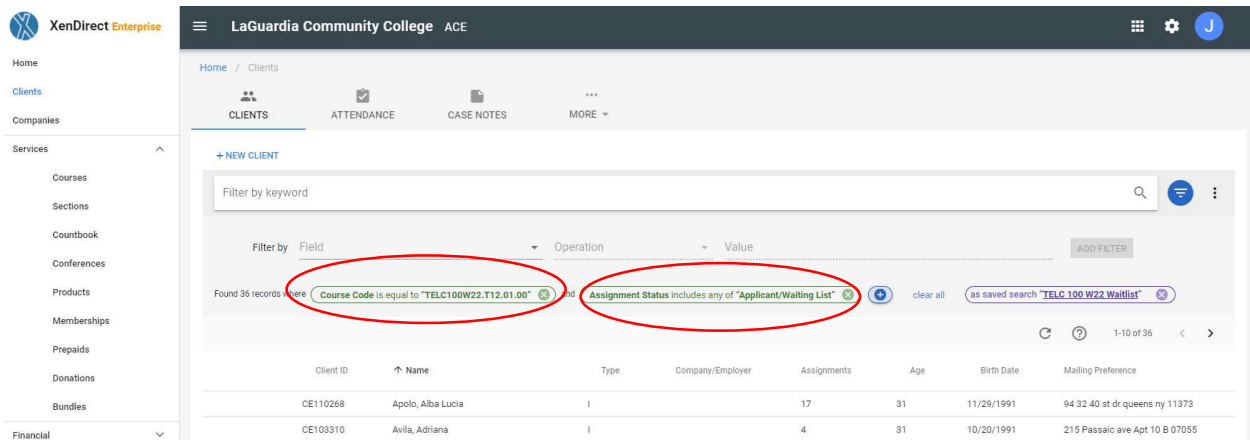


- Field:** Refers to a specific data element within a record in the Xendirect data that will help you narrow down the attribute for the student record.
- Operation:** Represents an action or operation to be performed on the field values or and will help you select or omit a specific value to narrow it down.
- Value:** This is the information about the record. Depending on the field selected you can enter the course or student to narrow down the search.

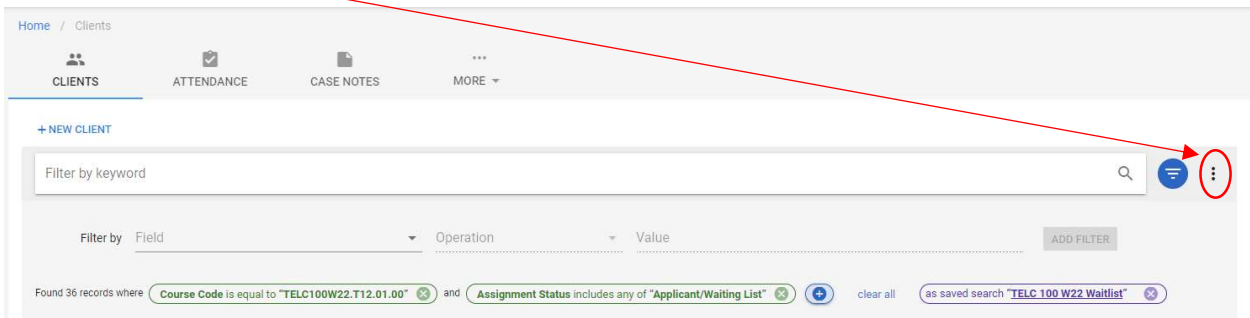
7. Once the filter has been used you will see it listed at beneath the three option colored displaying the results if anything was found.



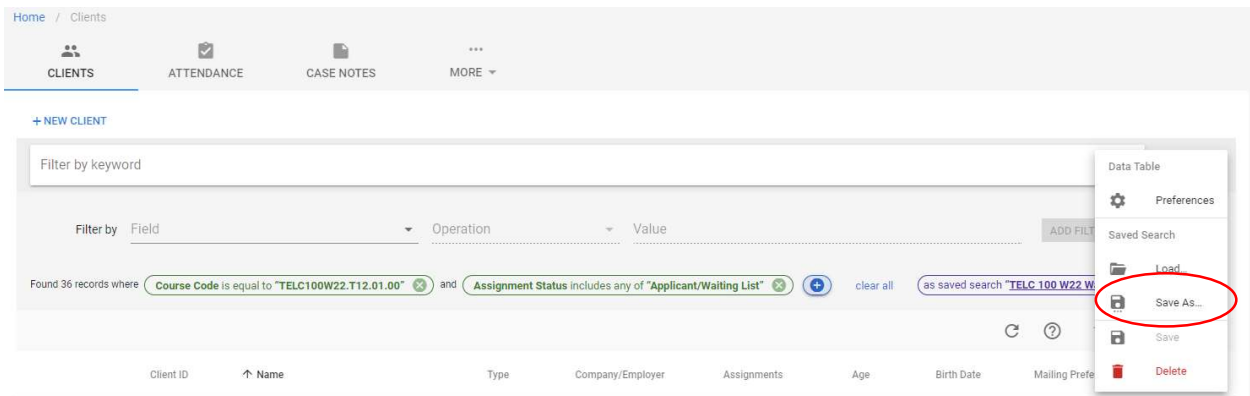
8. You can add more than one filter at time.



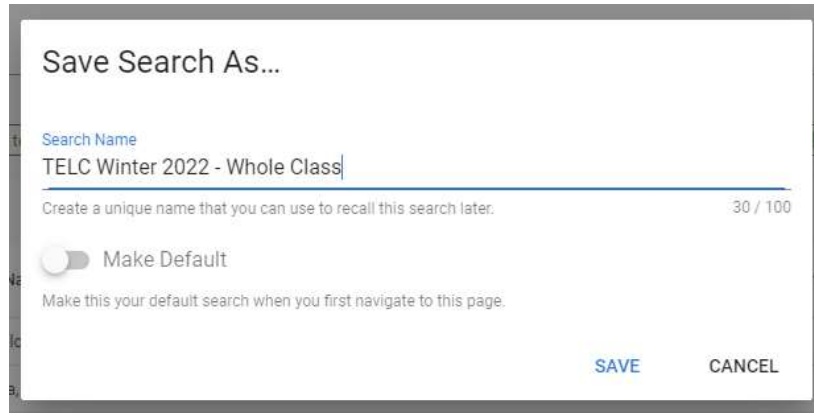
9. If you would like to retain the search for future use you can save the search by selecting the **three dots** next to the advanced search filter option.



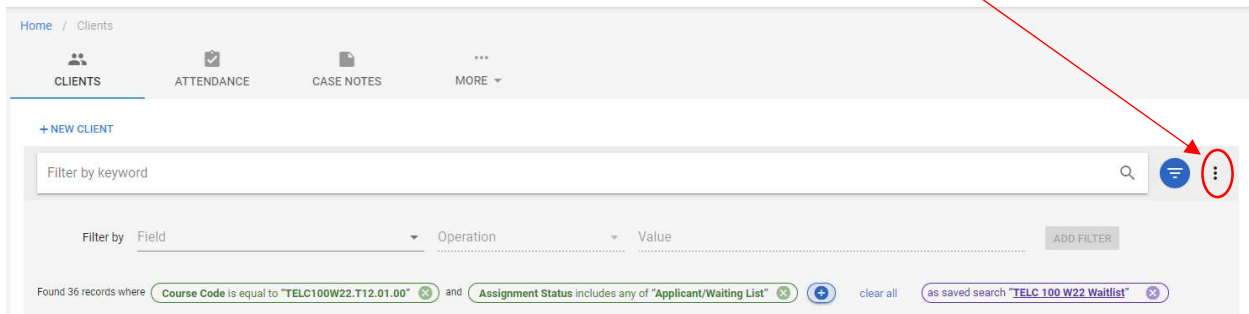
10. When the menu displays select **Save As...**



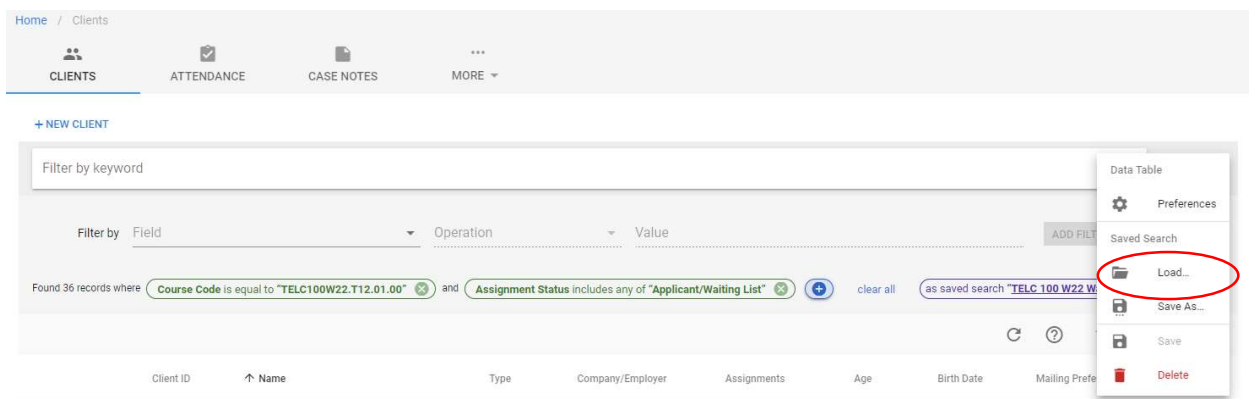
11. Once the window for Saved Search As displays you can type the name for the filter and press save.



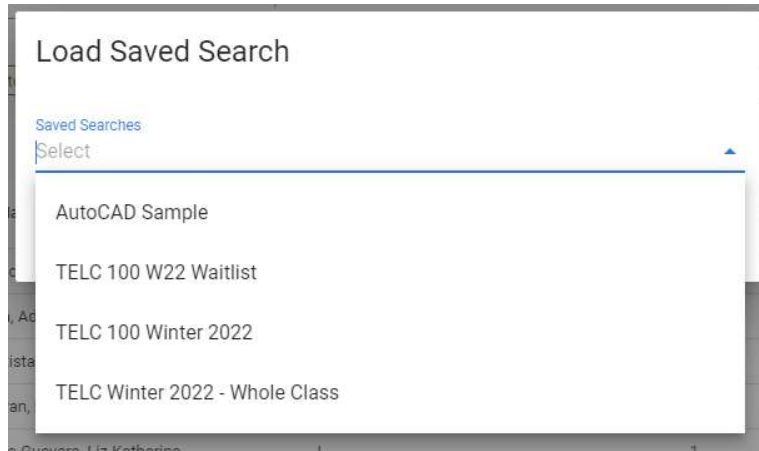
12. If you would like load a filter you access it by selecting the **three dots** next to the advanced search filter option.



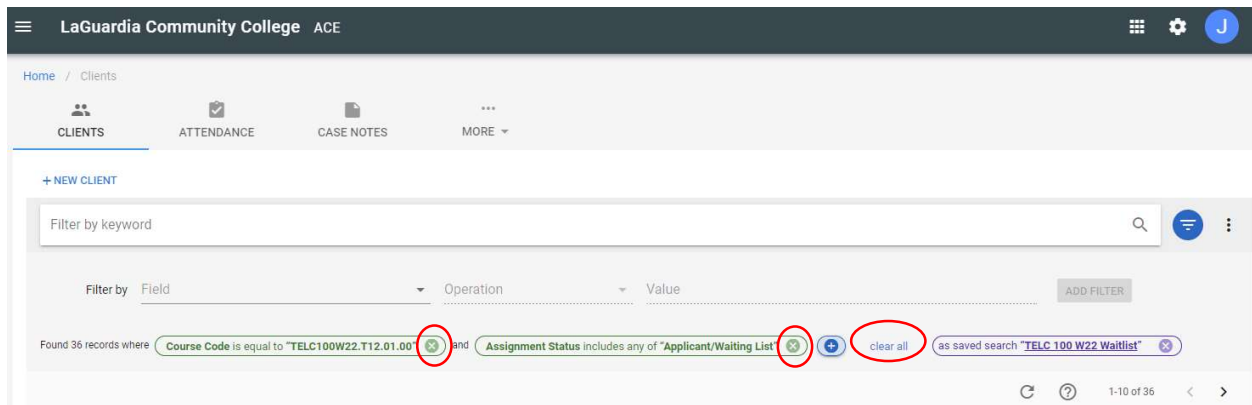
13. When the menu displays select **Load...**



14. Once the window for Load Saved Search displays you can select the saved search from the drop down menu and the result will load on the main window.



15. If you would like to reset the search you can press the 'x' next to each search or press the clear all option.



For further info, please visit the Xendirect Knowledge Base page:

<https://xenegrade.kayako.com/article/53-searching-records>