

# Advance Search

**Advance Search** allows you to search applications that satisfy one or multiple conditions. **For example:** Applications coming from Delhi or Applications coming from Uttar Pradesh who have successfully made payment.

**Note:** For form specific filters, make sure you select the respective application form.

Search by Application Application Import

Testing Institute **Select Form Name**

Filter applications that match ☒ All Criteria ☐ Any Criteria

Select Field

Add More

## Frequently used filters:

Parameter Name	Purpose	Form Selection
Application Mode	Filter application basis mode: Online and/or Offline	Non Mandatory
Form status	Filter application basis form status: Complete and/or incomplete	Non Mandatory
Form Completion Percentage	Filter application basis form completion percentage	Non Mandatory
Form Stage	Filter application basis form stage	Mandatory
Payment Status	Filter application basis payment status: Payment Pending and/or Payment Approved	Non Mandatory

## How to use an Advanced Search?


Navigate to **Application Manager > Manage Applications > Filter**

The *Advanced Search* pop-up box appears.

The screenshot shows the 'Advanced Search' pop-up box. At the top, there is a search bar with the text 'Search by Application' and a magnifying glass icon. A red arrow points to a green 'Filter' button with a downward arrow icon, which is highlighted by a red circle. To the right of the search bar is a dropdown menu labeled '+ Application Import'. Below the search bar, the pop-up box has a header with two dropdown menus: 'Testing Institute' and 'Select Form Name', followed by a help icon (?) and a close icon (X). The main section is titled 'Filter applications that match' and includes two radio buttons: 'All Criteria' (selected) and 'Any Criteria'. Below this is a 'Select Field' dropdown menu with a blue plus icon to its right. A green '+ Add More' button is located to the right of the 'Select Field' dropdown. At the bottom of the pop-up box, there is a bar with four buttons: 'Reset to Default', 'Cancel', 'Apply', and 'Save Filters'.

**Steps to follow:**

1. Select the respective **"Form Name"**, if its form specific filter you wish to apply.
2. Select the field.
  - a. Make sure you select field from Leads if it's Lead specific filter that you wish to apply.
  - b. Select the field from Application if it's Application specific filter that you wish to apply.

Search by Application  Filter + Application Import

Testing Institute ▼ Select Form Name ▼ ? ✕

**Filter applications that match** ☒ All Criteria ☐ Any Criteria

Select Field ^ +

state Q + Add More

→ **Lead Details**

→ **Application Details**


State

Permanent State

Correspondence State

Reset to Default Cancel Apply Save Filters

3. Select the necessary operator

Search by Application  Filter + Application Import

Testing Institute ▼ Select Form Name ▼ ? ✕

**Filter applications that match** ☒ All Criteria ☐ Any Criteria

State ▼ Select Condition ^ +

| Q + Add More

→ **Select Condition**

**Equals**

Does Not Equals


Contains

Does Not Contains

Is not empty

Is empty

4. Select value

Search by Application  Filter Application Import


Testing Institute ▼ Select Form Name ▼ ? ✕

State ▼ Equals ▼ Select an Option +

- ☐ State Not Available
- ☐ Andaman and Nicobar
- ☒ Andhra Pradesh
- ☒ Arunachal Pradesh
- ☐ Assam
- ☐ Bihar
- ☐ Chandigarh

##### 5. Hit Apply

Use “All Criteria” to filter applications meeting all the criteria of filter and use “Any Criteria” to filter applications meeting any criteria of filter.

Search by Application  Filter Application Import

Testing Institute ▼ Select Form Name ▼ ? ✕

**Filter applications that match** ☒ All Criteria ☐ Any Criteria

Select Field ▼ +

➕ Add More

Search by Application

Filter

+ Application Import

Testing Institute

Select Form Name

Filter applications that match

☒ All Criteria ☐ Any Criteria

Registration Date

Before

04/12/2018

+

→

OR

AND

Filter applications that match

☒ All Criteria ☐ Any Criteria

Country

Equals

India

+

State\*

Equals

Andaman and Nico...

-

+

This field is dependent on Country

*All criteria is "AND" condition and Any criteria is "OR" condition.*