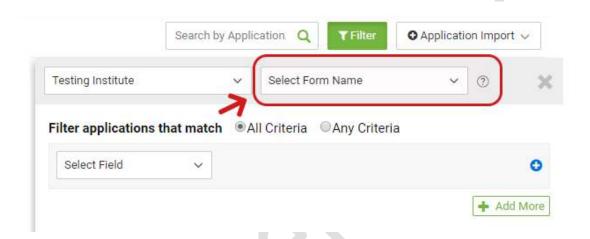
Advance Search

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.



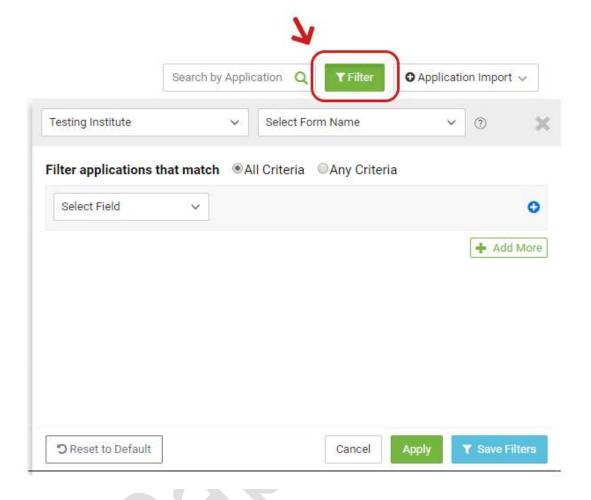
Frequently used filters:

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?

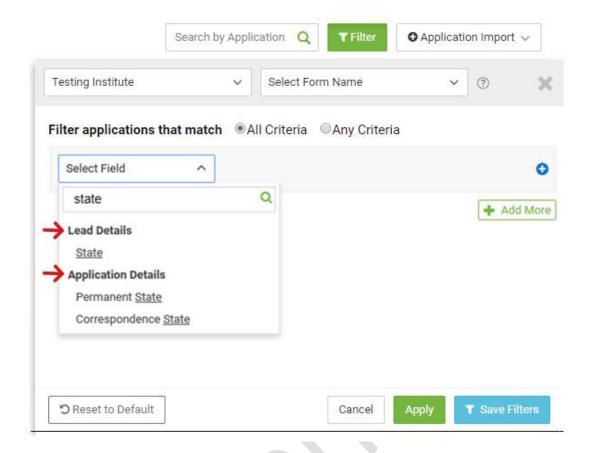
Navigate to Application Manager > Manage Applications > Filter

The Advanced Search pop-up box appears.

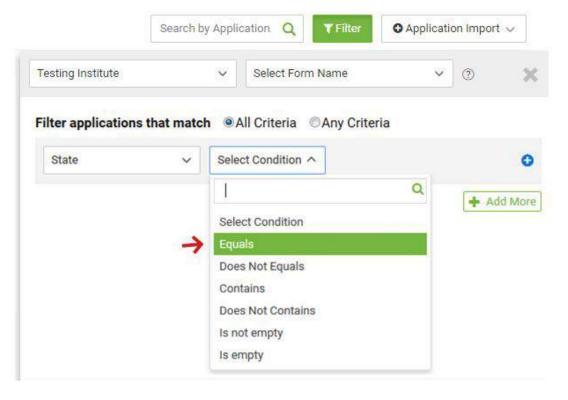


Steps to follow:

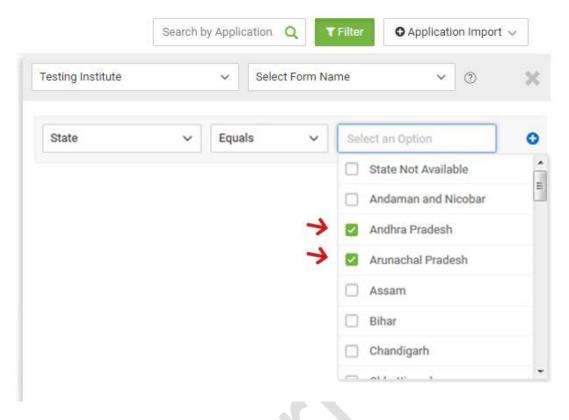
- 1. Select the respective "Form Name", if its form specific filter you wish to apply.
- 2. Select the field.
 - a. Make sure you select field from Leads if it's Lead specific filter that you wish to apply.
 - b. Select the field from Application if it's Application specific filter that you wish to apply.



3. Select the necessary operator

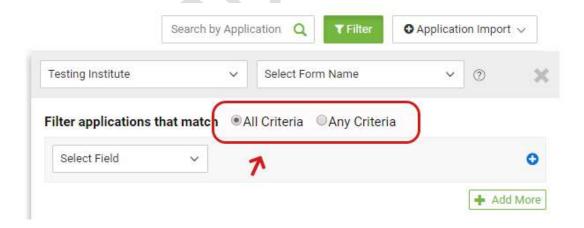


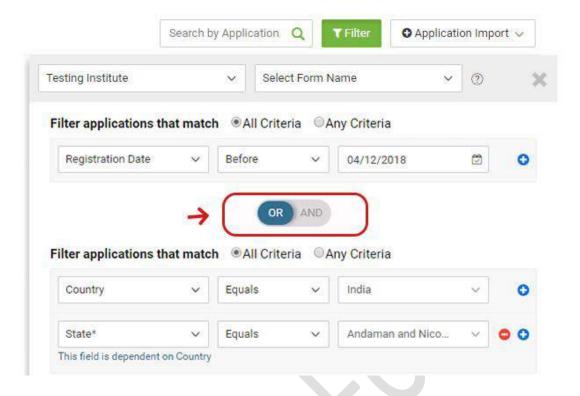
4. Select value



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.





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