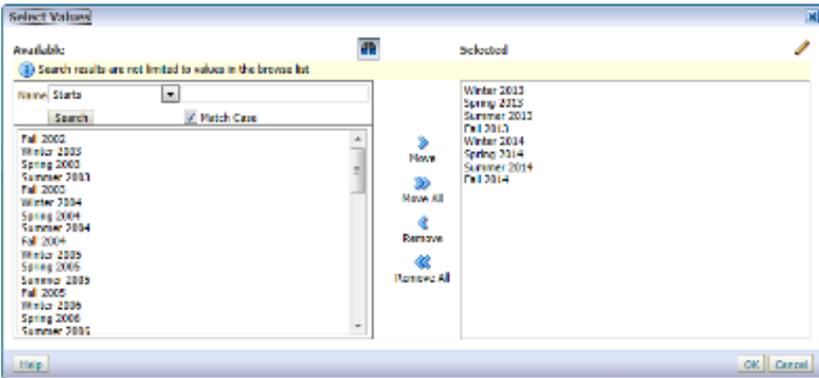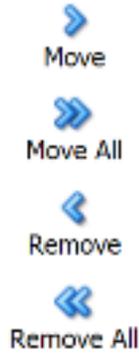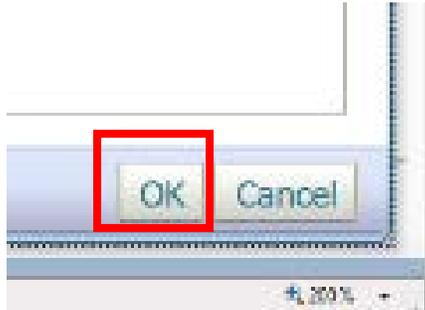| Processing Steps	Screen Shots
Drop-Down Menu Filter The drop-down menu filter allows you to select a single value from a list of available choices. **Step 1:** Click on the drop-down menu.	Sprng 2013;Fall 2 ▼ Apply Reset ∨
Step 2: Select the value that you wish to use or select **Search** at the bottom for a more detailed filter.	Sprng 2013;Fall 2 ▼ Apply Reset ∨ ☐ Fall 2002 ☐ Fall 2003 ☐ Fall 2004 ☐ Fall 2005 ☐ Fall 2006 ☐ Fall 2007 ☐ Fall 2008 ☐ Fall 2009 Search...
Step 3: When you select search a more detailed filtering box appears, allowing you to select the values you want displayed.	Select Values Available: / Selected: Search results are not limited to values in the browse list Name Starts Search ☑ Match Case Fall 2002 Winter 2003 Spring 2003 Summer 2003 Fall 2003 Winter 2004 Spring 2004 Summer 2004 Fall 2004 Winter 2005 Spring 2005 Summer 2005 Fall 2005 Winter 2006 Spring 2006 Summer 2006 Move / Move All / Remove / Remove All Winter 2013 Spring 2013 Summer 2013 Fall 2013 Winter 2014 Spring 2014 Summer 2014 Fall 2014 Help OK Cancel
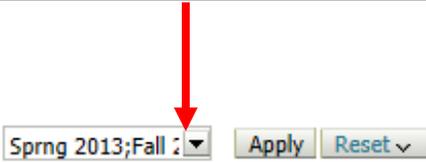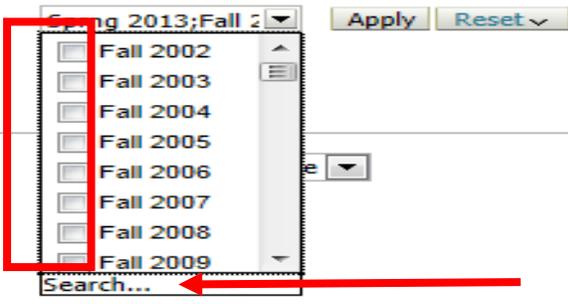
Step 4: In the middle you will see a set of arrows. These help you add and remove filtering values from one side to the other	 Move Move All Remove Remove All
Step 4: Once you have selected and moved the values you want to filter click **"OK"**.	
Step 3: Click **Apply** to apply your filter or add additional criteria.	