# Quick Guide to Adding Filters to a Search

Introduction

This document provides a quick guide explaining how to add filters to a search using the One Network system. This functionality will allow you to add a variety of different filter criteria when performing a search.

Adding Filters to a Search

1. Login to the One Network system.

2. Open a search-type screen such as the **Awaiting** screen by navigating to Transportation -> Awaiting.
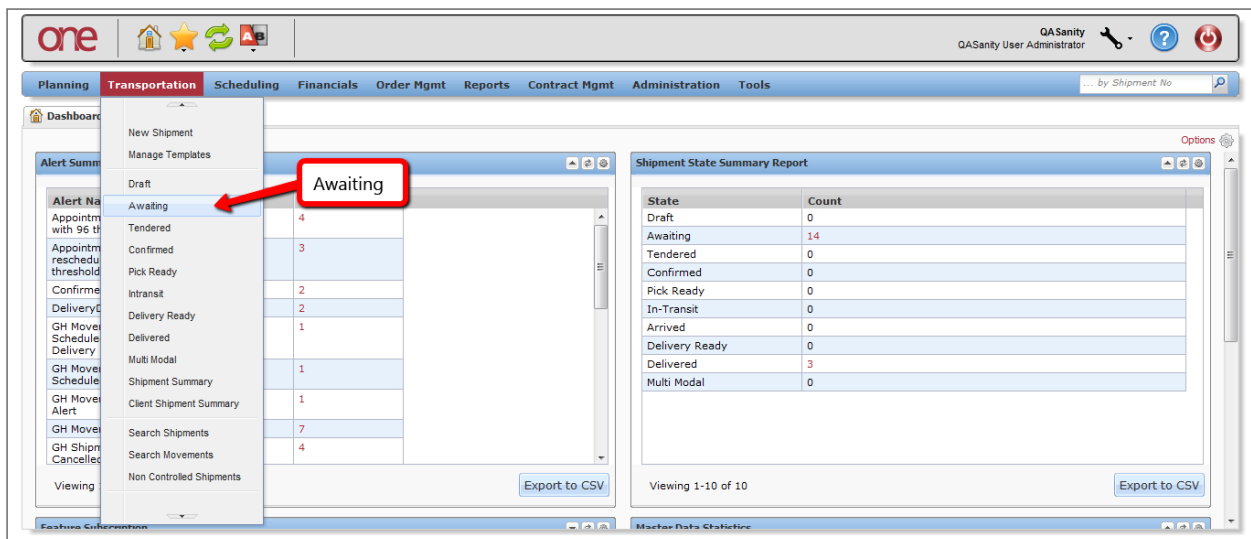
3. The **Awaiting** screen will be displayed.

4. To see the current filters that were used to return the data on the screen, select the "Filters (edit)" link.
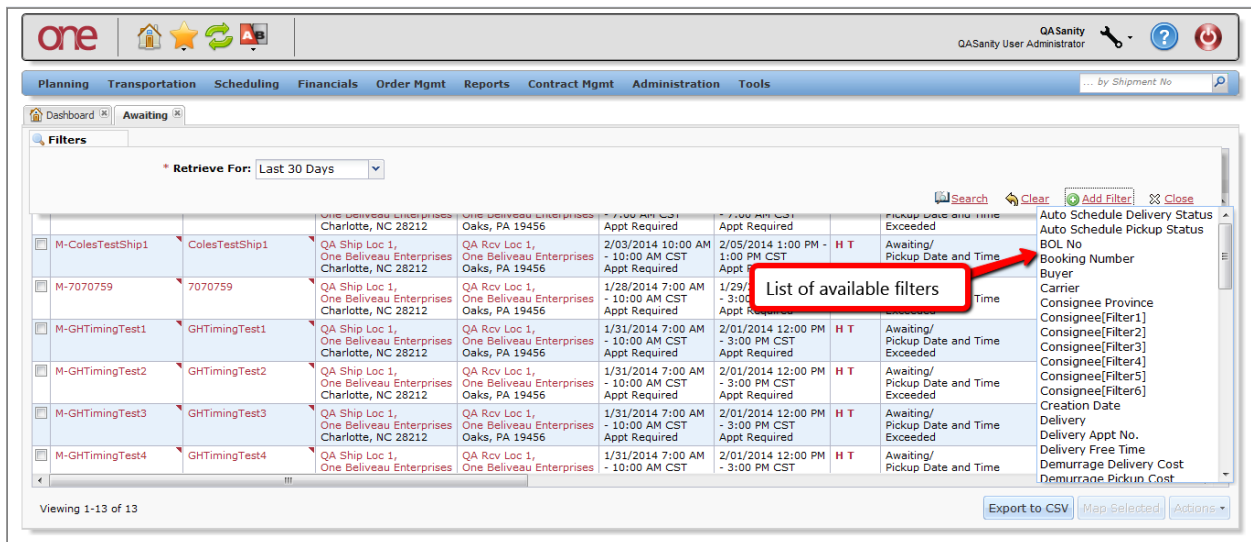
5. The current filters and their associated filter values will be displayed.

   You can add different filters and perform a new search in order to find Shipments or Movements that would then match the new filter criteria.
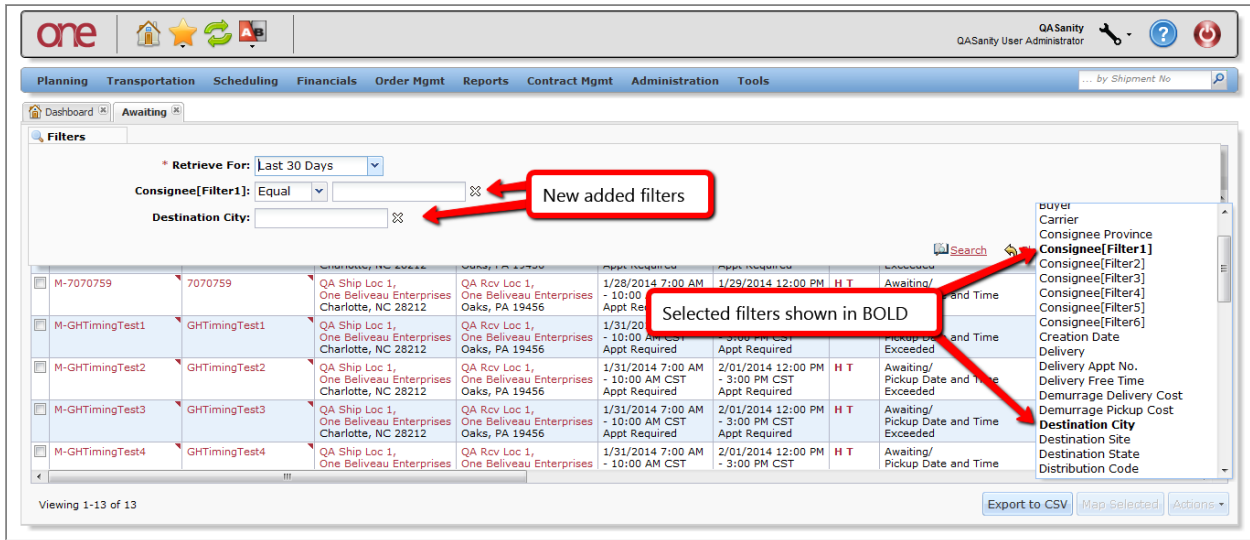
   To add filters, select the **Add Filter** link.
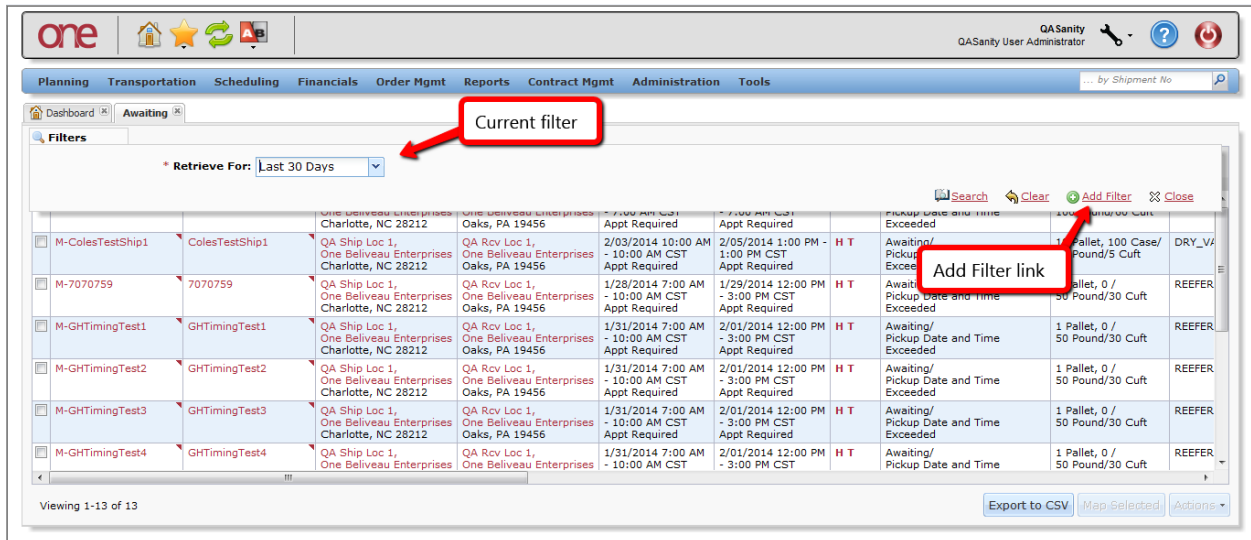
6. A list of available filters will be displayed. Select one or multiple filters from the list.

7. As you select a filter from the list, it will then be displayed in bold in the list and that filter will be added as a new filter. To remove one of these added filters, select the X symbol next to that filter.

8. Enter information in the filters that you added, and then press the **Search** link to perform a search and see the data that matches the search criteria. Only data that matches all of the filter information will be returned.