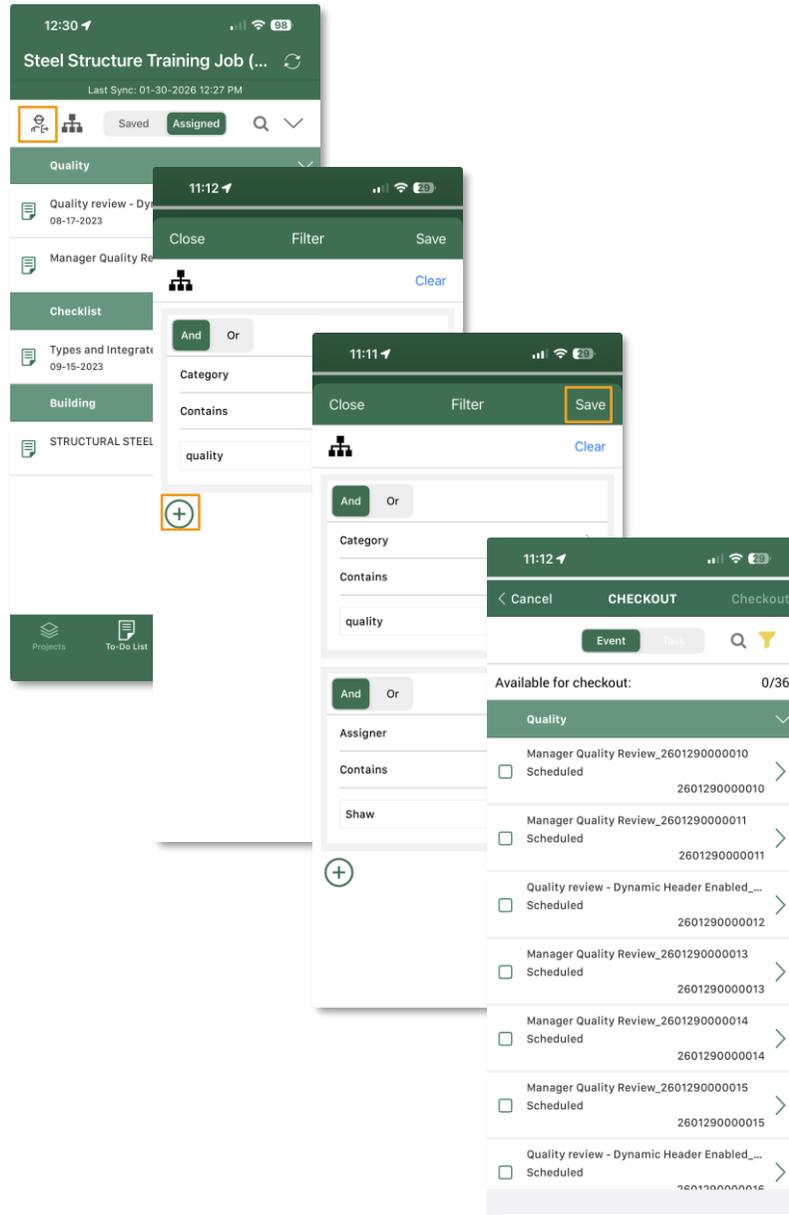# SQC APP – FILTERING TOOLS

⬡ ENABLE THE FILTER ICON

Start on the To-Do List page.

1. Tap the **Checkout icon**.
2. On the resulting page, tap the **Filter icon**.
   - The Query Builder panel appears.
3. From the "Select one" field, tap the **drill-down arrow**.
4. Select the desired field.
5. Tap **Save**.
6. From the "Contains" field, tap the **drill-down arrow**.
7. Select an option.
8. Tap **Save**.
9. On the "Filter criteria" field, type in the desired term.
10. Tap **Save**.
    - Available results will appear.
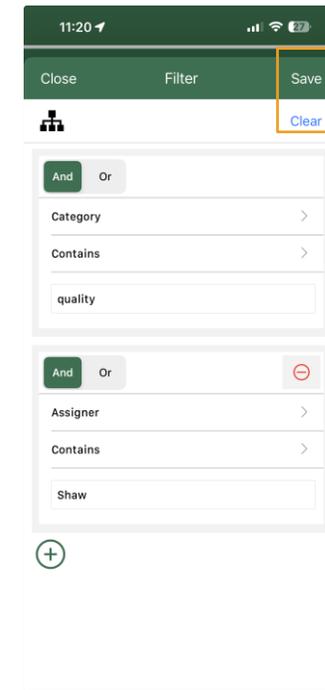   - Notice the Filter icon is now yellow colored.

NOTE: up to 10 conditions can be applied.

⬡ CANCEL FILTERING

Start on the Checkout screen with the Filter icon colored yellow.

1. Tap the **Filter icon**.
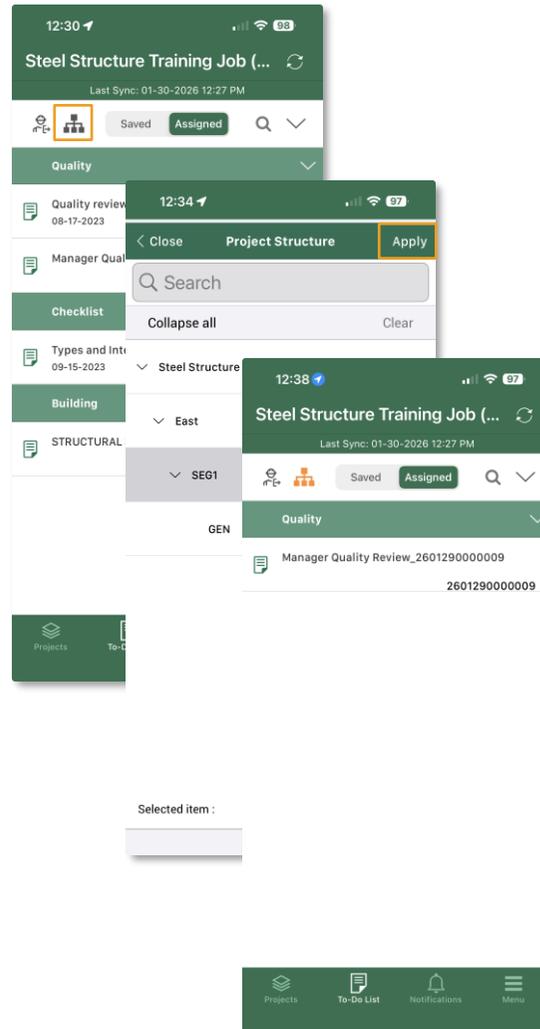2. Tap **Clear**.
3. Tap **Save**.

- Notice the Filter icon will no longer be colored. It reverts back to an outlined shape.

⬢ ENABLE THE PROJECT STRUCTURE ICON

Start on the To-Do List page.

1. Tap the **Project Structure icon**.

2. On the resulting Project Structure page, drill down to the desired level of the hierarchy.

3. Tap on the desired node of the Project Structure.

4. Tap **Apply**.

   - Available results will appear.

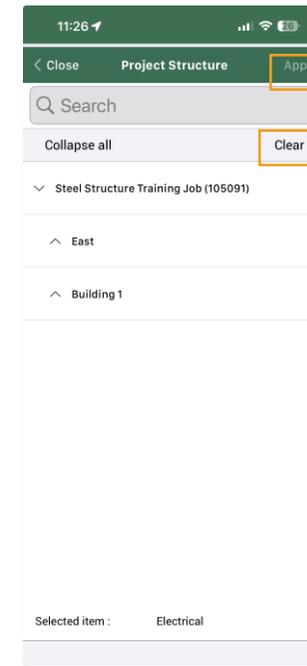   - Notice the Project Structure icon is now yellow colored.

> **NOTE:**
> - Project Structure filtering on the To-Do List applies only to events and tasks already saved or assigned on your device.
> - When used during Checkout, Project Structure helps narrow down available items **before** downloading them.

NEED SOME MORE HELP?

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🖱 Take a course at InEight U
university.ineight.com

⬢ CANCEL PROJECT STRUCTURE FILTERING

Start on the Assigned tab of the To-Do List, with the Project Structure icon colored yellow**.**

1. Tap the **Project Structure icon**.

2. Tap **Clear**.

3. Tap **Apply**.

- Notice the Project Structure icon will no longer be colored.

- Project Structure filtering can also be utilized on the To-Do List > Saved tab.

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SQC Quick Guide Last Updated: 16FEB26