

| Advance Filters and Sort

Advance Filters and Sort

AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide

Additional Quick Reference Guides and Computer Based Training files are available from the [ODOT AASHTOWare webpage](#).

Roles:

All agency roles will have access to their corresponding reports.

Background:

- Advanced filters allow you to create and save custom sorts and filters that search multiple criteria.
- The advanced filter on worksheets also allows you to change the order in which columns are listed.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

Rev 06-04-2025

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Advanced Filter Option

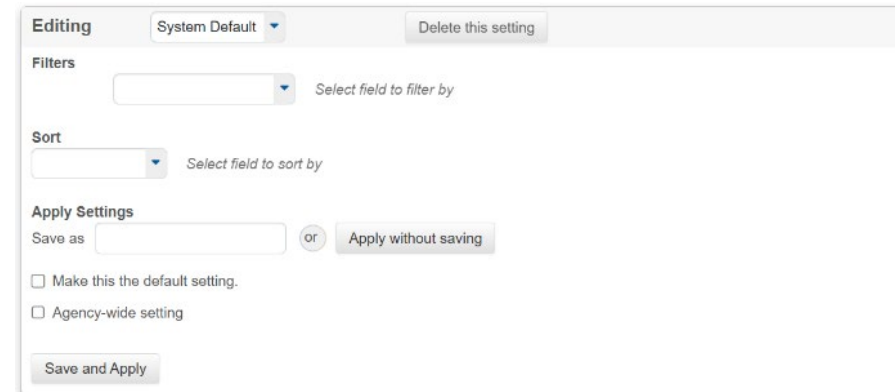
When you select the **Advanced Filter** option on most components, the system displays the Advanced Filter overlay with three sections titled: Filters, Sort, and Apply Settings.

Follow these steps to create an advanced filter.

1. Click the down arrow in the field below the Filters header and select the field you want to use for the filter.
2. Click the down arrow and select data you want to use to narrow your filter.

Depending on the field selected, operators can include:

- Contains
- Does Not Contain
- Begins with
- Is Equal To (=)
- Is Not Equal To
- Greater Than (>)
- Less Than (<)
- Greater Than or Equal To (>=)
- Less Than or Equal To (<=)
- Is Blank
- Is Not Blank
- Is On
- Is Not On
- Is Earlier Than
- Is Earlier Than or On
- Is Later Than



The screenshot shows the 'Editing' overlay for the 'System Default' setting. It includes a 'Delete this setting' button. The 'Filters' section has a dropdown menu with the placeholder 'Select field to filter by'. The 'Sort' section has a dropdown menu with the placeholder 'Select field to sort by'. The 'Apply Settings' section includes a 'Save as' text input, an 'or' button, and an 'Apply without saving' button. Below these are two checkboxes: 'Make this the default setting.' and 'Agency-wide setting'. At the bottom is a 'Save and Apply' button.

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- Is Later Than or On
- Within Past ___ Days

3. Enter the value you are trying to match or want to use as a filter.

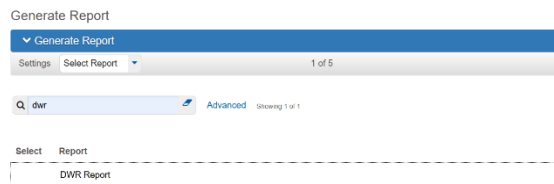
You can create multiple clauses in your filter. To add a second clause, select **And** or **Or** to join the first clause with the second. Then enter column, operator, and value as in steps 1-3. When multiple filter clauses are joined using the **And** or **Or** operators, the system follows the standard order of operations where **And** has precedence over **Or**.

4. To remove a clause from the filter, click **Delete** to the right of the clause.

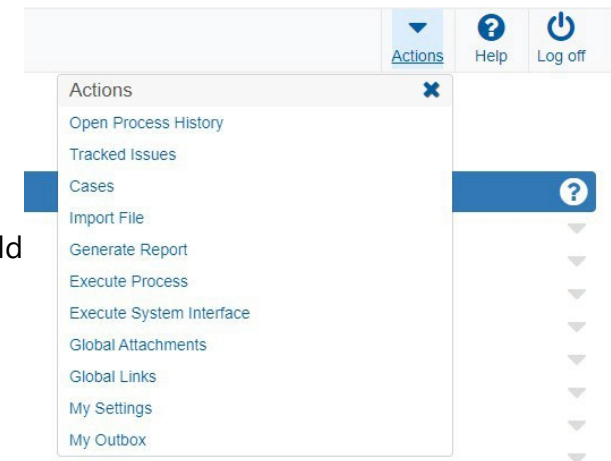
Frequently Used Filters:

Advanced Filter to View DWR Status

1. Click the **Global Actions Menu** in the upper right corner of the screen and select **Generate Report**.
2. Using the search field, enter the report you want to run or simply press enter in the search field to see all the available reports.
3. Select the DWR report.



4. In the search field, enter the contract number you want to look at. Press Enter to display available information.



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Q 15568 Showing 50 of 99

System Default

Select: All None

Select	Contract	Description	DWR Date	Inspector	Sequence	Status
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	04/17/2025	Erick.VICARME@ODOT.Oregon.gov	1	Draft
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/24/2025	Cody.G.BOYD@odot.oregon.gov	2	Approved
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/25/2025	Mike.CHOWDHURY@odot.oregon.gov	1	Approved
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/25/2025	Savannah.L.WHITT@odot.oregon.gov	1	Approved
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/25/2025	Andrew.AGUON@odot.oregon.gov	1	Approved
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/26/2025	Savannah.L.WHITT@odot.oregon.gov	1	Approved
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/27/2025	Savannah.L.WHITT@odot.oregon.gov	1	Approved
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	03/27/2025	Andrew.AGUON@odot.oregon.gov	1	Approved

- If you are reviewing DWRs but want to only look at a certain status (e.g., Draft, Pending Approval, Approved), you can set up an Advanced filter to assist you.
- Select the data you want to run the report on. Under the contract name, use the drop-down menu to select Advanced.
- Now select DWR Status, Contains, Pending Approval or other statuses you want to search. To keep the filter for future use, add a name under Apply Settings. (This example used Pending Approval.) Then select Save and Apply. To apply without saving, select Apply without saving.

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Advanced

Temporary

Pending approval

System Default

Advanced

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Editing System Default Delete this setting

Filters

DWR Status Contains Pending Approval

Or Select field to filter by

Sort Select field to sort by

Apply Settings

Save as Pending Approval or Apply without saving

☐ Make this the default setting.

☐ Agency-wide setting

Save and Apply

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8. Here is an example of what the filter will look like once applied.

Showing 2 of 2

Pending Approval

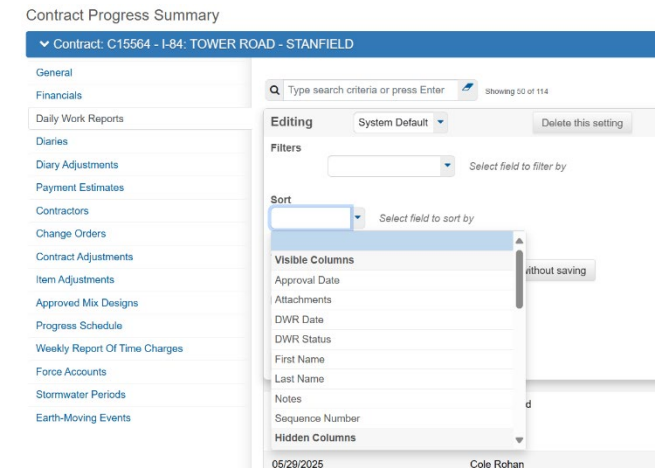
Select: [All](#) [None](#)

Select	Contract	Description	DWR Date	Inspector	Sequence	Status
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	05/01/2025	Fitsum.ZERIHUN@odot.oregon.gov		2 Pending Approval
	C15568	US26 (POWELL BLVD): SE 99TH AVE - EAS	05/01/2025	Michael.E.POWELL@odot.oregon.gov		1 Pending Approval

9. Now select the DWRs you want to have on your report for review and press **Execute**.

Create an Advanced Sort:

- Navigate to a screen with a Quick Search field.
- Click the Arrow in the field next to the search box and select Advanced.
- Under Sort, select the parameters by which you want the information to filter. (There is the option to sort by Visible Columns that you will see displayed on the screen. You are sorting as well as Hidden Columns, which are not displayed, but are still possible to use for sorting.)
- Click the Sort Descending box to sort Z-A or greatest-least.
- Continue to add as many additional ways of sorting the displayed information as you want.



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- If you want to use this Sort once, click the Apply Without Saving button to the right of the Save As row. If you want to use this Sort in the future, enter a name for your sort in the field after **Save As** and click the **Save and Apply** button at the bottom of the filter window.

Contract Progress Summary

Contract: C15564 - I-84: TOWER ROAD - STANFIELD

General
Financials
Daily Work Reports
Diaries
Diary Adjustments
Payment Estimates
Contractors
Change Orders
Contract Adjustments
Item Adjustments
Approved Mix Designs
Progress Schedule
Weekly Report Of Time Charges
Force Accounts
Stormwater Periods
Earth-Moving Events

Type search criteria or press Enter
Showing 60 of 114

Editing
System Default
Delete this setting

Filters
Select field to filter by

Sort
Approval Date
Sort descending
Select field to sort by

Apply Settings
Save as
Approval Date
or
Apply without saving
Make this the default setting.
Agency-wide setting
Save and Apply

Delete an Advanced Filter and Sort:

- Select **Advanced** in the dropdown.
- Ensure the filter or sort you want to delete is populated after Editing.
- Click the **Delete This Setting** button.