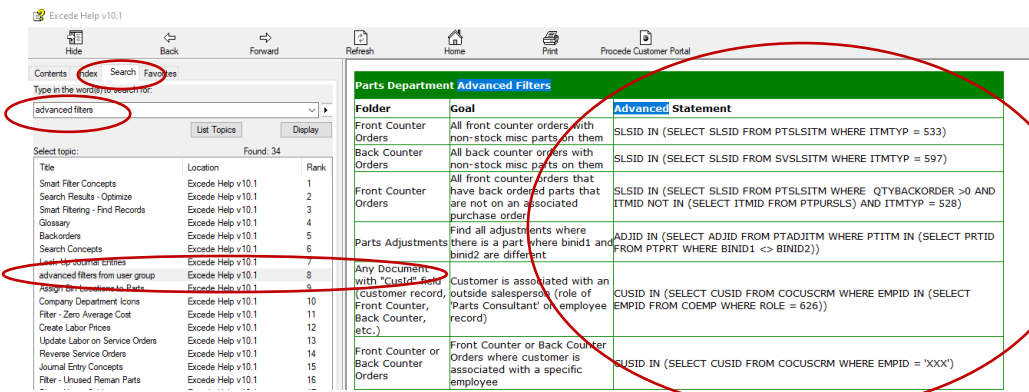


# PROCEDE TESTING FAQ

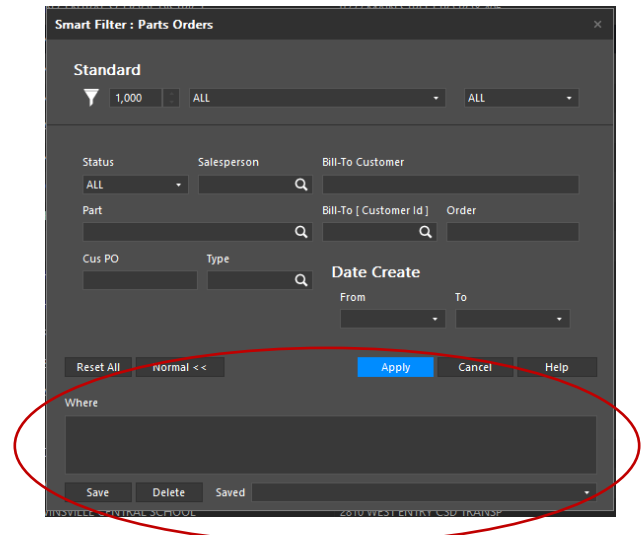
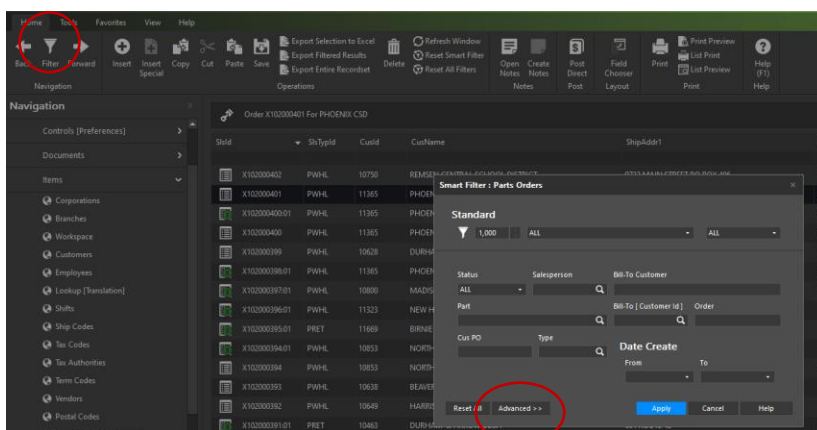
February 16

## ADVANCED FILTERS / SMART FILTERS

- Filtering options within Excede are vast. Through Advanced Smart Filters we are able to input SQL queries that go far beyond the fields currently present.
- By using the Help (F1) feature in Excede you can access a number of prewritten SQL queries that you can copy and paste and save into your Smart Filters. Simple search “Advanced Filters” within the Help menu in Excede and then double click on “advanced filters from user group”.



- If there is an Advanced Filter that you are interested in, simply copy the “Advanced Statement” from the help document by highlighting the text, right-clicking, and selecting Copy.
- Then, go into the Smart Filter in the corresponding area in Excede, open Smart Filters, and click on the Advanced>> button:



- Then, paste the copied text into the “Where” box and hit Save. You will then be asked to name the search so that you can find it in the Saved drop-down box for future searches.

*\*\* It is also possible for you to write your own smart filters, through this can be very tricky if you don't know SQL. Through the same Help search I mention above you can find more information on this if you are interested. [Or you can reach out Stacey Bruce if there is a filter you would like created.](#)*