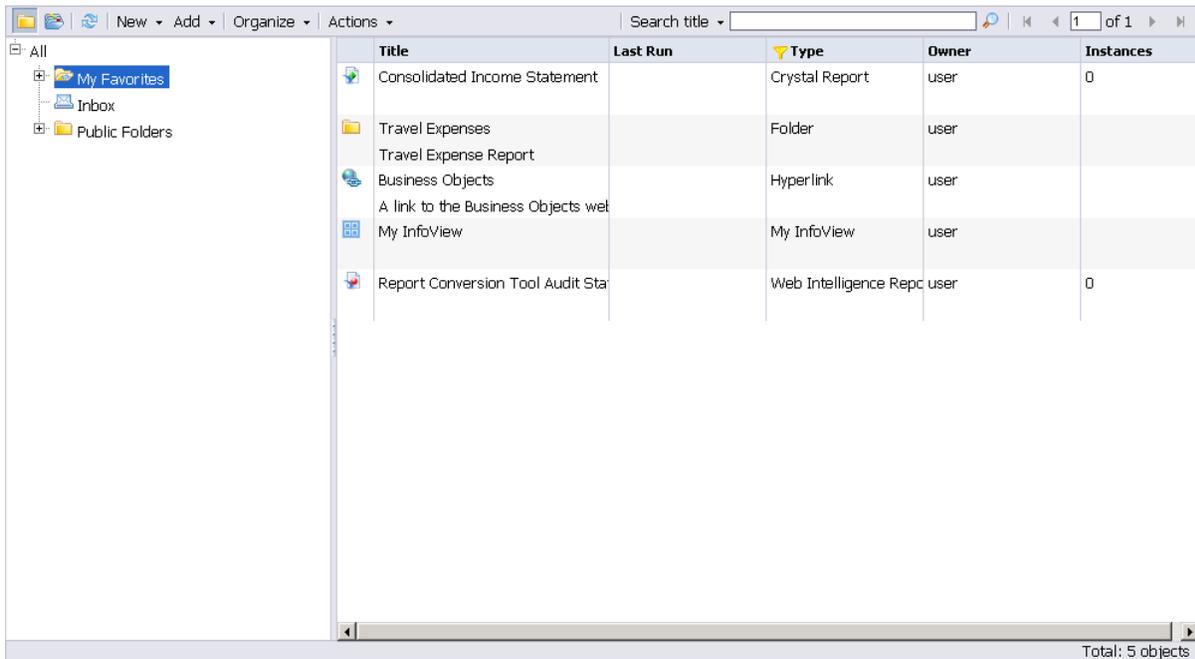


## Filtering documents in a list

### Procedure

1. Start the transaction using the menu path or transaction code.

### Listing



Title	Last Run	Type	Owner	Instances
Consolidated Income Statement		Crystal Report	user	0
Travel Expenses		Folder	user	
Travel Expense Report				
Business Objects		Hyperlink	user	
A link to the Business Objects web				
My InfoView		My InfoView	user	
Report Conversion Tool Audit Sta		Web Intelligence Repc	user	0

Total: 5 objects

2. Click **Type**.

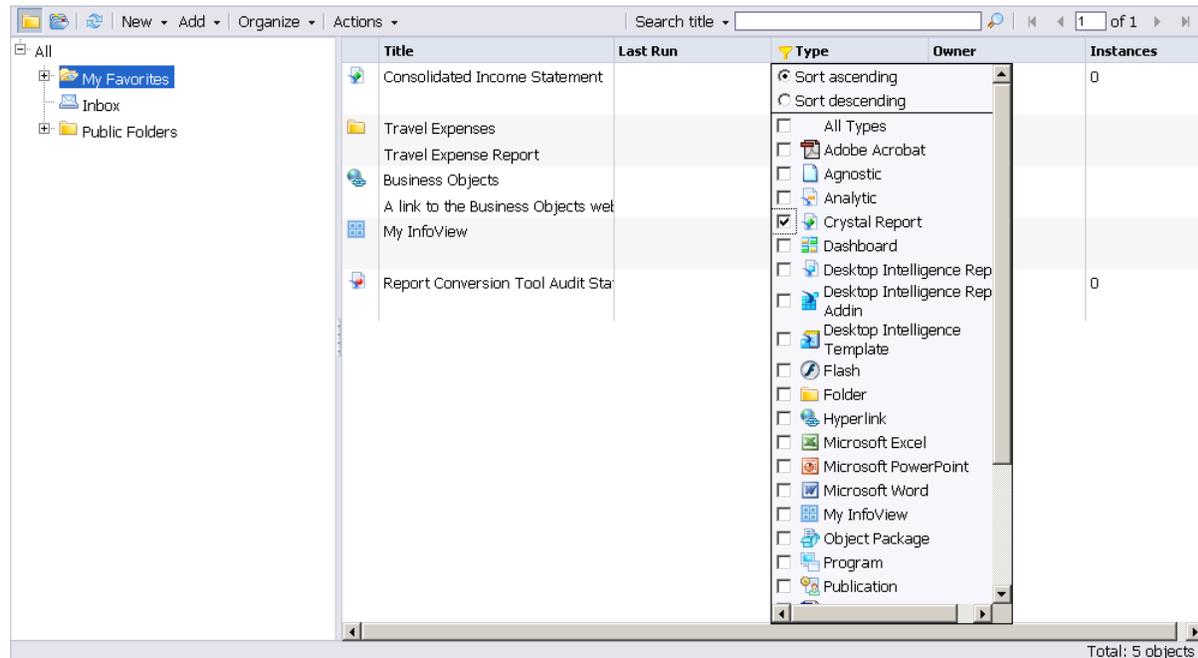
When you are viewing a long document list, it is helpful to use the Type option to find the specific document type you want to view. The filter option defaults to display all document types.

3. Click the **Crystal Report** option.

You can select from any available document type.

## Filtering documents in a list

### Listing

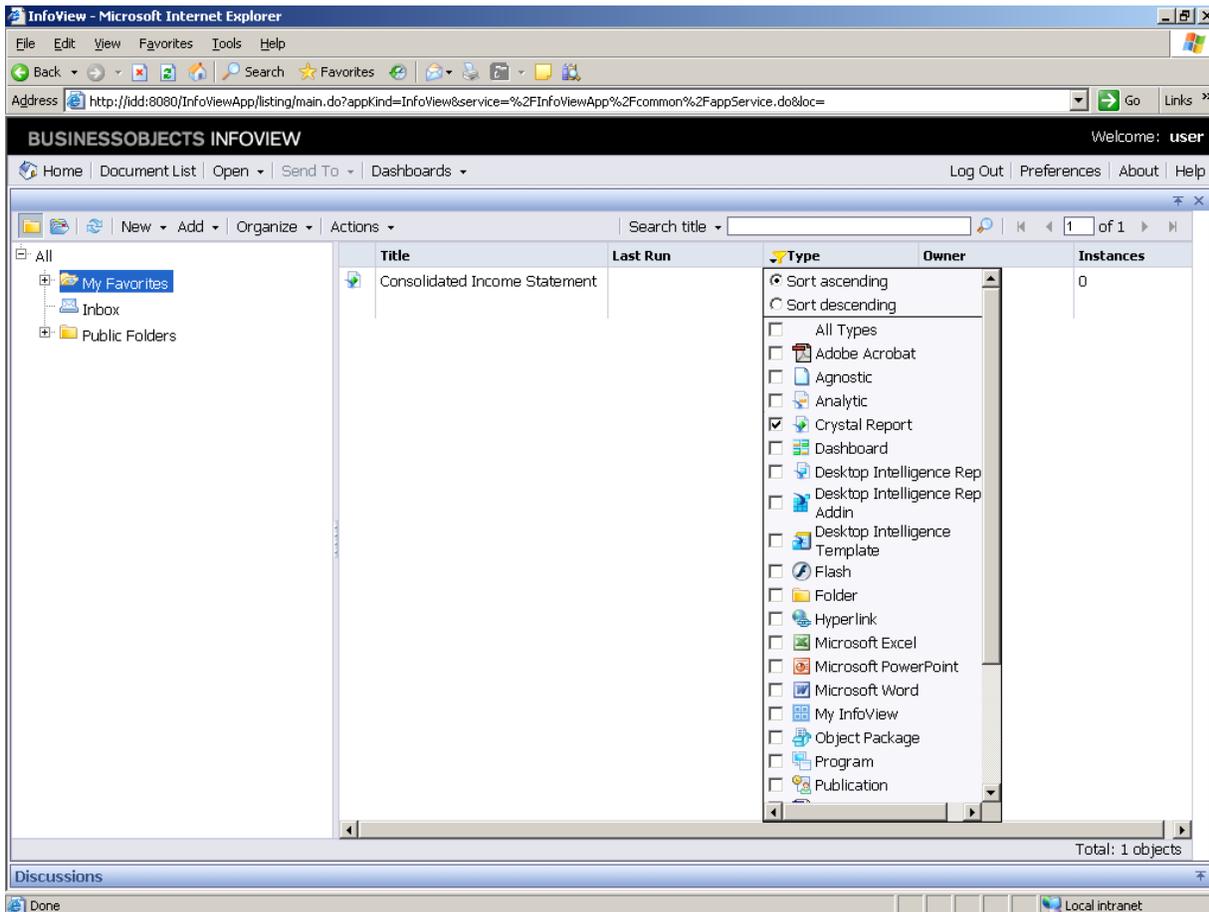


4. Click to drag **down**.
5. Click **OK**.
6. Click **Type**.

Only Crystal Report documents located in the Favorites folder will now appear because of the Type filter.

## Filtering documents in a list

### Listing



The screenshot shows the InfoView application interface. The main window displays a document list with the following columns: Title, Last Run, Type, Owner, and Instances. A dropdown menu is open over the 'Type' column, showing a list of document types with checkboxes. The 'Crystal Report' checkbox is currently checked.

Title	Last Run	Type	Owner	Instances
Consolidated Income Statement		Crystal Report		0

The dropdown menu for 'Type' includes the following options:

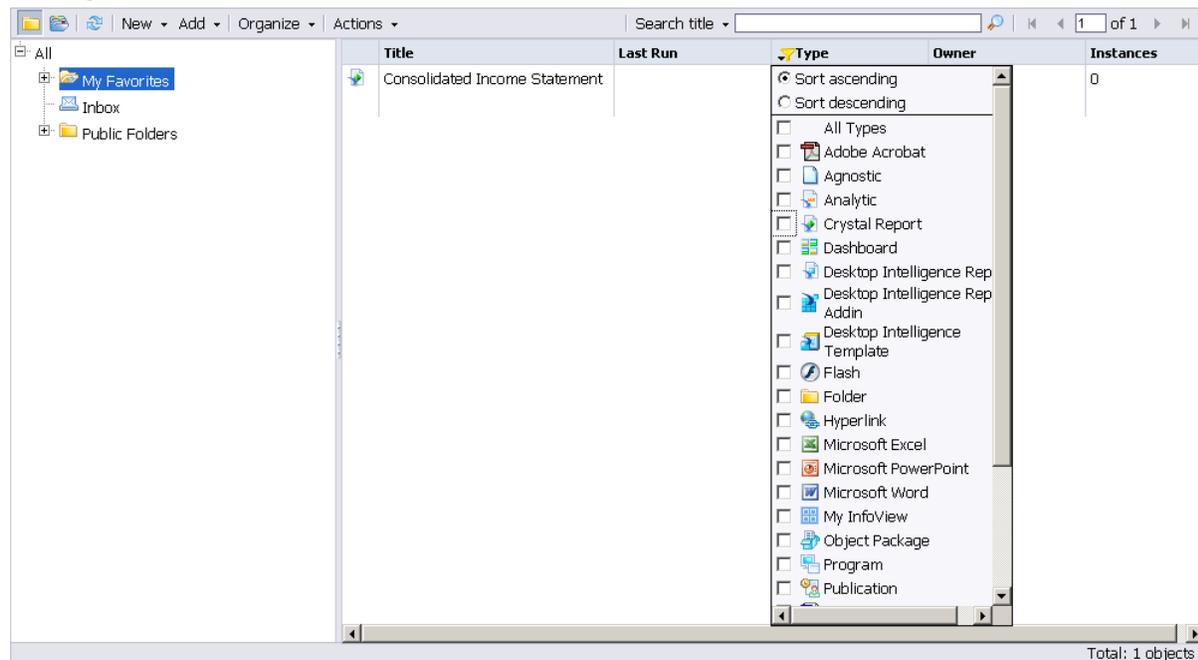
- Sort ascending
- Sort descending
- All Types
- Adobe Acrobat
- Agnostic
- Analytic
- Crystal Report
- Dashboard
- Desktop Intelligence Rep
- Desktop Intelligence Rep Addin
- Desktop Intelligence Template
- Flash
- Folder
- Hyperlink
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- My InfoView
- Object Package
- Program
- Publication

Total: 1 objects

7. Clear the **Crystal Report** checkbox.

## Filtering documents in a list

### Listing



8. Click to drag **down**.
9. Click **Web Intelligence Report** option.
10. Click **OK**.

Now only Web Intelligence Reports located in the Favorites folder will appear.

**Note:** The filter applies to all folders in InfoView. This means when you navigate to other folders, you will continue to only see the document type listed in your filter. To view all document types in other folders, simply change the filter back to All types.

Press **[Enter]** to continue.