



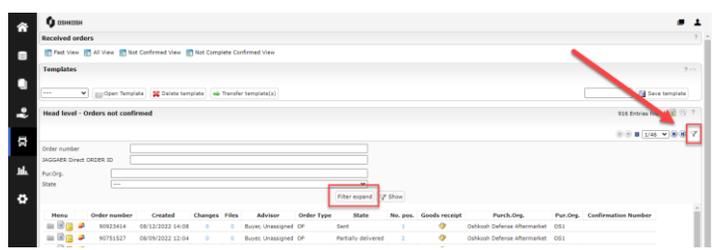
Introduction

This job aid contains instructions for utilizing different types of filters within the Jaggaer system.

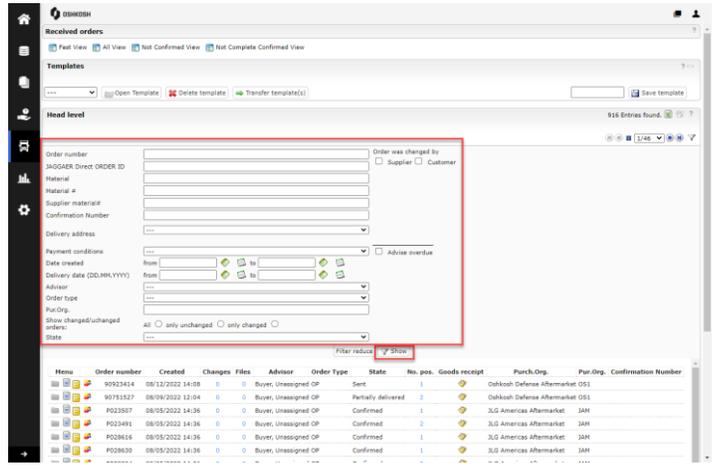
Filtering Purchase Orders

The below instructions begin on the order list screen.

1. Click the filter icon in the right corner.
2. Click on Filter expand to show more filter options.



3. Enter in desired criteria to filter the purchase orders then click **Show**.
4. If you would like to filter your purchase orders by Oshkosh segment, enter in the corresponding **purchase org ID** into the **Pur.Org.** field in the filter. You can find the purchase org ID next to the purchase org column. For example, in the screenshot to the right, JLG Aftermarket is JAM. If you want to filter by multiple purchase org ID's, use commas to separate the ID's with no spaces.



5. If you want to save the filter for future use, enter in your desired criteria in the fields. Then in the top right corner enter a name for the filter and click **Save**. Once you click Save the filter will automatically apply.
6. You can access saved filters by selecting them from the drop down under **Templates**, then clicking **Open Template**. You can also transfer templates to other users by clicking **Transfer template(s)**.

