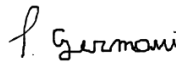
 <b>IMS</b> INFORMATICA	One Point Lesson IMSISO Assistance Tool Filter the scorecard	Ver 1.0.0 04/11/2020 Author Federico Germani
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One Point Lesson				
<b>IMSISO – FILTER THE SCORECARD</b>				
Version	Date	Description	Author	Sign
1.0.0	04/11/2020	Initial version	Federico Germani	
<b>Scope of the Document</b>				
This OPL shows you the exact path to filter the tickets				
The OPL is composed of 3 steps				


## SUMMARY

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## STEP 1.1 – LOCATE THE FILTER

1.1 Into the home page of the tool, you can filter the list of the tickets. Just compile the fields.

**SCORECARD**

Projects	Companies	From date - To date	
All	All	23-10-2020 - 21-01-2021	 <b>Filter</b>

Time consuming tickets with issues

Search:

Date	Resolution date	Resolution time	Extra resolution time	Short description	Company	Project
No data available in table						

Showing 0 to 0 of 0 entries

**Result** You've located the filter.

**Warning**

**Exception**

## STEP 1.2 – COMPILE THE FILTER

1.2	The filter provides the possibility of browsing the data that you need to inspect. You can filter for:													
	<table><tr><th>Field</th><th>Description</th><th>Mandatory</th></tr><tr><td>Projects</td><td>This is the project picker. By clicking on it, you can choose one out of all your projects. When you send the filter, the tool will show you only the tickets related to the project selected.</td><td>No</td></tr><tr><td>Companies</td><td>This is the company picker. By clicking on it, you can choose one out of all your companies. When you send the filter, the tool will show you only the tickets related to the company selected</td><td>No</td></tr><tr><td>From date-To date</td><td>It's a date picker. You can choose a start one and an end one. The tool will show you only the tickets created between these two dates.</td><td>No</td></tr></table>		Field	Description	Mandatory	Projects	This is the project picker. By clicking on it, you can choose one out of all your projects. When you send the filter, the tool will show you only the tickets related to the project selected.	No	Companies	This is the company picker. By clicking on it, you can choose one out of all your companies. When you send the filter, the tool will show you only the tickets related to the company selected	No	From date-To date	It's a date picker. You can choose a start one and an end one. The tool will show you only the tickets created between these two dates.	No
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From date-To date	It's a date picker. You can choose a start one and an end one. The tool will show you only the tickets created between these two dates.	No												
Result	Now you can compile the filter													
Warning														
Exception														

### STEP 1.3 – SEND THE FILTER

1.3 Once you've set the parameters you can send the filter by clicking on 'Find'.

**SCORECARD**

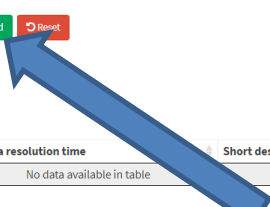
Projects: All Companies: All From date - To date: 23-10-2020 - 21-01-2021

Time consuming tickets with issues

Date Resolution date Resolution time Extra resolution time Short description Company Project

No data available in table

Showing 0 to 0 of 0 entries



If you want to reset the filter, just press the red 'Reset' button.

**SCORECARD**

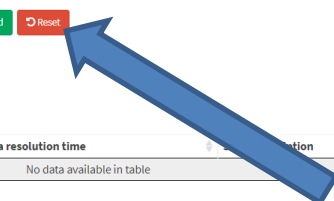
Projects: All Companies: All From date - To date: 23-10-2020 - 21-01-2021

Time consuming tickets with issues

Date Resolution date Resolution time Extra resolution time Short description Company Project

No data available in table

Showing 0 to 0 of 0 entries



**Result** Now you're seeing the scorecard filtered.

**Warning**

**Exception**