One Point Lesson

IMSISO – FILTER THE SCORECARD

Version	Date	Description	Author	Sign
1.0.0	04/11/2020	Initial version	Federico Germani	

Scope of the Document

This OPL shows you the exact path to filter the tickets

The OPL is composed of 3 steps

SUMMARY

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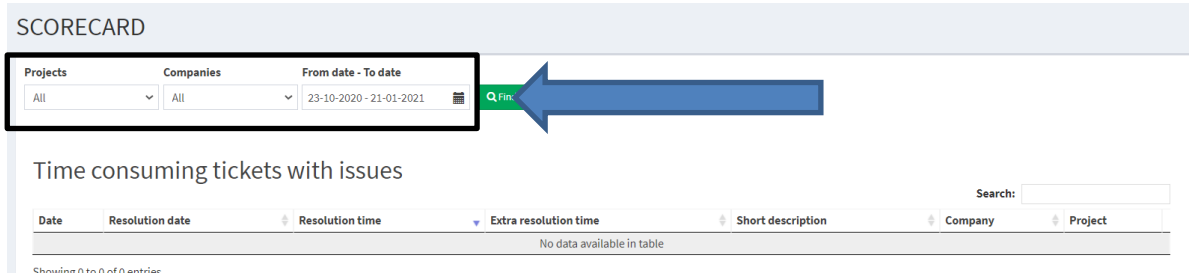
STEP 1.1 – LOCATE THE FILTER

1.1	Into the home page of the tool, you can filter the list of the tickets. Just compile the fields. 
Result	You've located the filter.
Warning	
Exception	

STEP 1.2 – COMPILE THE FILTER

1.2

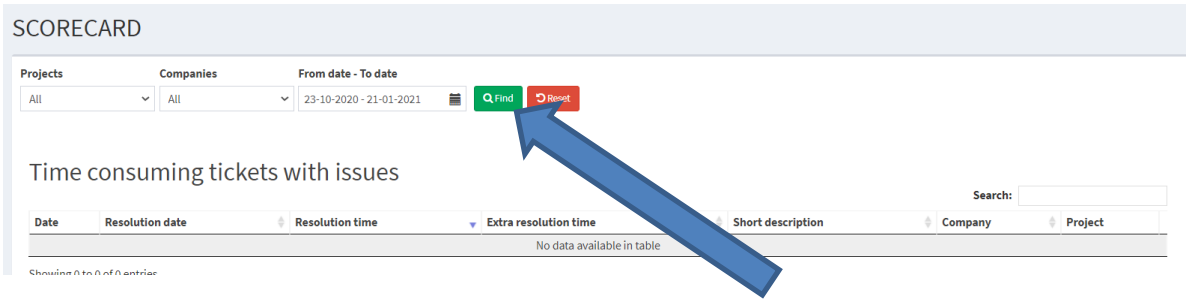
The filter provides the possibility of browsing the data that you need to inspect. You can filter for:

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

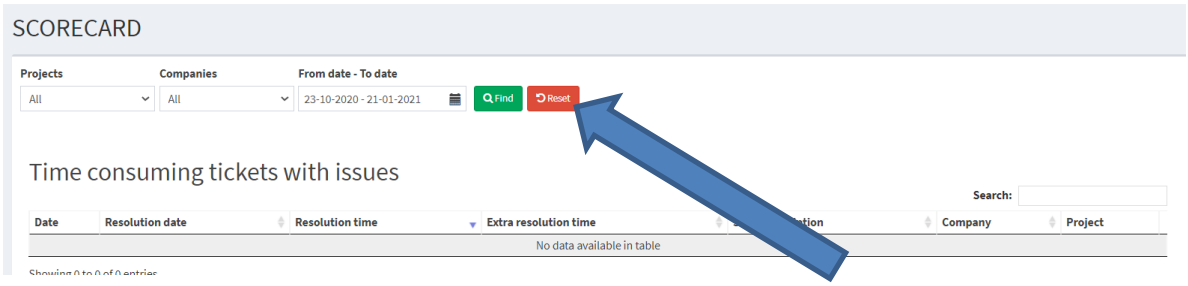
Result	Now you can compile the filter
Warning	
Exception	

STEP 1.3 – SEND THE FILTER

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



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



Result	Now you're seeing the scorecard filtered.
Warning	
Exception	