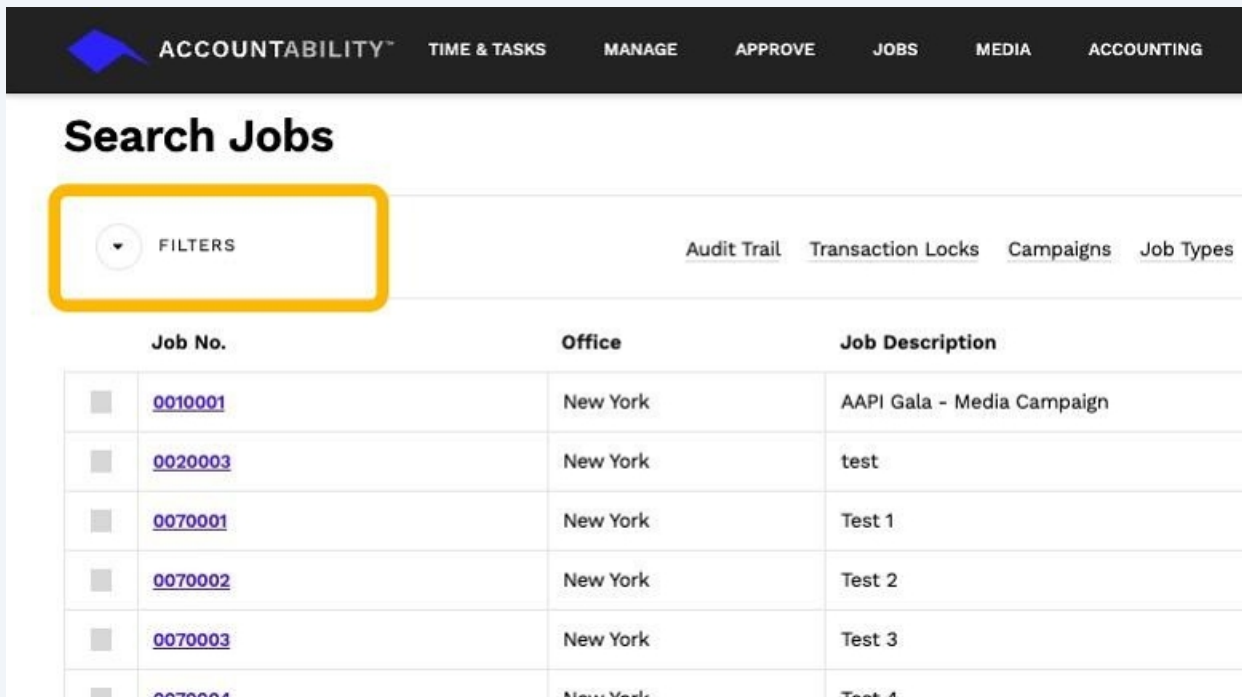


# Using Filters in Accountability

The Filters feature in Accountability is a powerful tool designed to streamline data searches and enhance usability. By enabling users to narrow down information effectively, filters improve workflow efficiency and save time. Additionally, filters are sticky, meaning your applied settings will persist, providing seamless access and consistency across sessions.

## 1 Locate the Filter Drop-Down:

- On the **top-left corner** of the screen, find the **Filter** drop-down menu.



Job No.	Office	Job Description
<input type="checkbox"/> <a href="#">0010001</a>	New York	AAPI Gala - Media Campaign
<input type="checkbox"/> <a href="#">0020003</a>	New York	test
<input type="checkbox"/> <a href="#">0070001</a>	New York	Test 1
<input type="checkbox"/> <a href="#">0070002</a>	New York	Test 2
<input type="checkbox"/> <a href="#">0070003</a>	New York	Test 3
<input type="checkbox"/> <a href="#">0070004</a>	New York	Test 4

## 2 Access Filtering Options:

- Click on the filter drop-down to open a menu of **key components** specific to the page.
- Use the available options to refine your search.

• **Example:** On the **Search Jobs** page, you can filter by fields such as:

- Job No
- Client
- Description

- These filter options are **dynamic**, changing depending on the page you are currently on.

**ACCOUNTABILITY™** TIME & TASKS MANAGE APPROVE JOBS MEDIA ACCOUNTING MASTER FILES SET UP FILES QUICK ADD

**Search Jobs** [New Job](#)

**FILTERS** Audit Trail Transaction Locks Campaigns Job Types WIP Report Custom Report Talent Client Sponsorships Excel Preview Print Layout

Job No. Client Job Description Product Entity

Office Job Type Campaign Job Manager Only jobs opened since Billable Status

Exclude Completed Jobs? Job Active Status Just Show My Jobs? Location Producer Finance Lead

Scope Status

Job No.	Office	Job Description	Job Manager	Client	Job Type
9010001	New York	AAPJ Gala - Media Campaign	MMIG   Michael Miguel	Mac Smith inc.	Creative
9020003	New York	test	CJBM   Cecilia Jimenez	FILAm Inc	Print
9070001	New York	Test 1	RDL   Rafael De Leon	Boost Media Group	Media
9070002	New York	Test 2	RDL   Rafael De Leon	Boost Media Group	Media
9070003	New York	Test 3	RDL   Rafael De Leon	Boost Media Group	Media
9070004	New York	Test 4	RDL   Rafael De Leon	Boost Media Group	Media
9070005	New York	National Parks Summer Campaign	Jules   Jules Christie	Boost Media Group	Creative
9070005/01	New York	Social media assets	RDL   Rafael De Leon	Boost Media Group	Creative
9070006	Chicago	Digital Advertising	RDL   Rafael De Leon	Boost Media Group	Digital Marketing
9070007	London	Development for London office	MMIG   Michael Miguel	Boost Media Group	Digital Marketing
10X0001	London	Website re-launch copy and audit	BRGO   Bryan Gomulya	10x Psychology Limited	Creative
10X0004	London	2022 TV	BRGO   Bryan Gomulya	10x Psychology Limited	Creative
10X0005	London	Christmas Brochure	BRGO   Bryan Gomulya	10x Psychology Limited	Creative

1 2 3 4 5 6 7 8 9 10 ..

### 3 Apply and Retain Filters:

- Select your desired filtering criteria and apply the filter.
- Your selection will remain active (sticky), ensuring consistency the next time you return to the page or system.

The screenshot shows the 'Search Jobs' interface in the Accountability system. The top navigation bar includes 'ACCOUNTABILITY™', 'TIME & TASKS', 'MANAGE', 'APPROVE', 'JOBS', 'MEDIA', 'ACCOUNTING', 'MASTER FILES', 'SET UP FILES', and 'QUICK ADD'. The user 'MICHAEL MIGUEL' is logged in. The 'Search Jobs' page features a 'New Job' button and a 'FILTERS' section with 'X Clear filters'. The 'Client' filter is set to 'AME | American Explorers' and is highlighted with a yellow box. Other filters include 'Job No.', 'Office', 'Job Type', 'Campaign', 'Job Manager', 'Product', 'Entity', 'Billable Status', 'Only jobs opened since', 'Exclude Completed Jobs?', 'Job Active Status', 'Just Show My Jobs?', 'Location', 'Producer', and 'Finance Lead'. Below the filters is a table of search results, also highlighted with a yellow box.

Job No.	Office	Job Description	Job Manager	Client	Job Type
AME0001	New York	Event Mobile App American Explorer	MMIG   Michael Miguel	American Explorers	Digital Marketing
AME0002	New York	On Site Training and Support	MMIG   Michael Miguel	American Explorers	Travel
AME0003	New York	American Explorer QBR Meeting	MMIG   Michael Miguel	American Explorers	Travel
AME0004	New York	Century Lounge Activation	MMIG   Michael Miguel	American Explorers	Event
AME0005	New York	Q4 Blue Everyday Card Activation	MMIG   Michael Miguel	American Explorers	Event
AME0006	New York	Platinum Card Holiday Activations NYC	MMIG   Michael Miguel	American Explorers	Event
AME0007	New York	Macy's Thanksgiving Day Parade	MMIG   Michael Miguel	American Explorers	Event
AME0008	New York	Diamond Card Launch Strategy	MMIG   Michael Miguel	American Explorers	Fee

### Key Benefits of Filters

- **Efficiency:** Quickly find the data you need without scrolling through large datasets.
- **Dynamic Options:** Filter criteria are tailored to the specific page, ensuring relevance.
- **Ease of Use:** Sticky filters eliminate the need to reapply your preferences, saving time.

With the **Filters** feature, you can navigate Accountability's system with precision and ease. For further questions or assistance, refer to the in-product help or contact your support team.