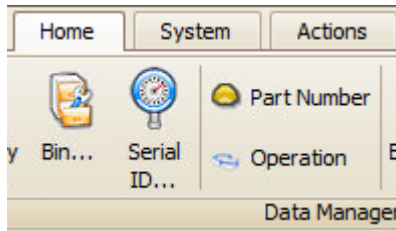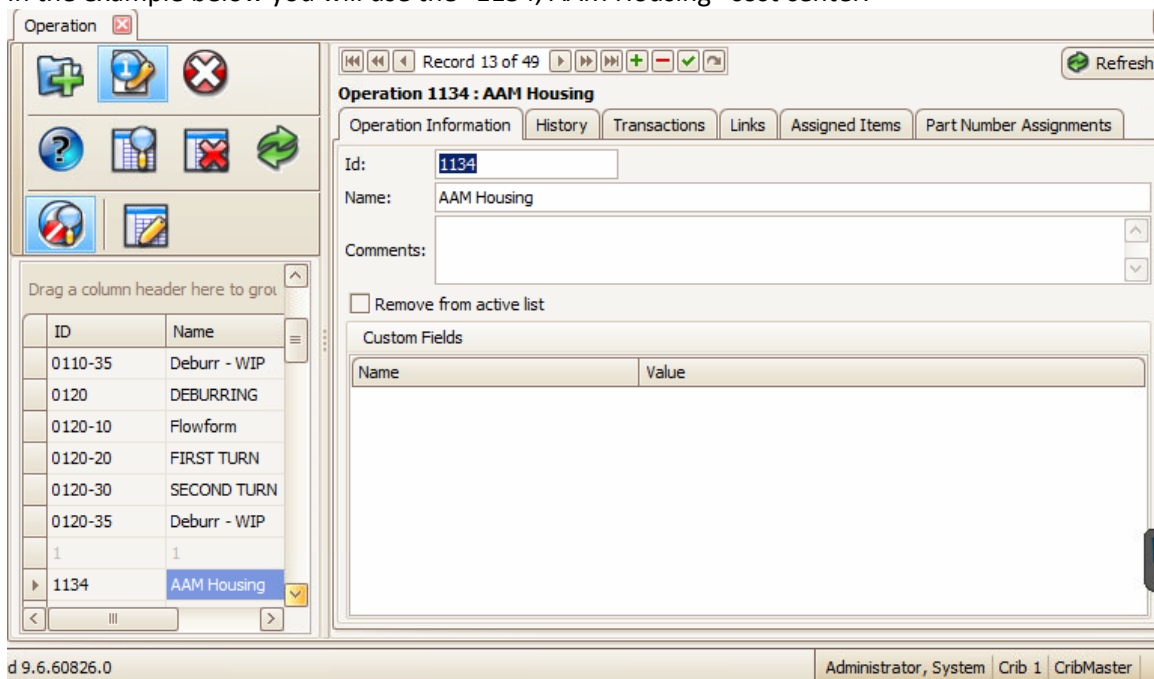# How To Setup Dynamic Filtering

1. Log into CribMaster client using an account that has administrator access
2. Go to the "Home" tab and click on the "Operation" button

3. Scroll through the list of operations and double click the one you would like to setup filtering for. In the example below you will use the "1134, AAM Housing" cost center.

4. Now click on the "Part Number Assignments" tab. This tab will list all of the items in the "Part Number" cost center. In the screenshot below I have the "1134, AAM" part number cost center selected. By checking that box I'm telling the ATR to display the "1134, AAM Housing" operations cost center when a user selects the "1134, AAM" part number cost center. This is the most confusing part of the process. Make sure to click the green checkmark to save your progress.

5. Once the cost center structure is set you can now assign items to the "Operations" cost center. Click on the "Assigned Items" tab to start that process.

6. Now you can scroll through the list of items and check the ones you'd like to display when a user selects the "1134, AAM Housing" operations cost center. In the screenshot below, I selected three items so the end user would only see those three items when he selects the cost centers you just setup. Make sure to save your changes and then refresh the database connection at the ATR.

NOTES

- Here's an overview of how things would work from an end users perspective:
  - User logs into the ATR and is asked which Part Number they would like to select. He or she would select "1134, AAM"
  - Since filtering is now enabled for that cost center, the end user would only see the "1134, AAM Housing" operations cost center.
  - Once the user taps on the cost center mentioned above, they would then see the three items we assigned to it.
- The process is somewhat confusing at first but it will make sense when you have some practice with it.
- I went back into the database and wiped out the changes I made for this how-to.