

# How To Use Search Filters In CrownSIS For Efficient Student And Staff Data Retrievals

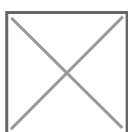
Managing large lists of students in a school setting can be challenging, especially when trying to locate specific records quickly. CrownSIS offers a powerful "Search Filters" feature that allows users to filter any list of students based on customized parameters. This feature not only helps in generating specific lists but also enables users to save these filters for future use. Here's a comprehensive guide on how to use, save, edit, and delete search filters in CrownSIS.

## Using Advanced Search Filters

### Step 1: Access the Advanced Search Option

To start using search filters in CrownSIS:

1. Navigate to any list you wish to filter—this could be a list of students, staff, or any other category available in the system.
2. On the top panel of the list page, you'll find an option labeled "Advanced Search." Click on it to open the advanced search settings.



### Step 2: Set Your Search Parameters

Once in the advanced search section:

1. You'll be presented with various fields where you can enter specific parameters to filter the list. These parameters might include attributes like grade level, access information, enrollment status, staff role, or any other relevant data points.
2. Enter the desired criteria for your search. For example, you could filter students by a specific grade or staff by their role within the school.



## Step 3: Execute the Search

After setting your search parameters:

1. Click on the "Search" button. The system will filter the list based on the criteria you've set and display the results accordingly.
2. Review the filtered list to ensure it meets your requirements.



## Saving a Search Filter

### Step 4: Save the Filter for Future Use

Once you have a filtered list that you may need to reference in the future:

1. Look at the top panel of the filtered list page. You'll see an option labeled "Save Filter".



2. Click on "Save Filter". A prompt will appear asking you to enter a title for the filter. Choose a descriptive name that reflects the parameters you've set, so it's easy to identify later.



3. After naming the filter, click "Save". Your filter will now be saved in the system for future use.

## Loading a Saved Filter

### Step 5: Apply a Previously Saved Filter

When you need to retrieve a filtered list using a saved filter:

1. Go to any relevant list, such as a student or staff list.
2. On the top panel, look for the "Load Filter" option. Click on it.
3. A list of all your saved filters will appear. Select the filter name you want to apply.
4. The list will automatically update based on the parameters saved in the filter, displaying the specific records you need.



# Editing or Deleting a Saved Filter

## Step 6: Manage Your Saved Filters

To modify or remove a saved filter:

1. Click on the filter name you wish to edit or delete.
2. You'll be given two options: "Edit Filter" and "Delete Filter".



### Editing a Filter

- If you select "Edit Filter," the saved parameters will be displayed. You can then adjust these parameters—add new criteria, remove existing ones, or make any other changes.
- After making your adjustments, click "Update" to save the changes to the filter.

### Deleting a Filter

- If you no longer need a particular filter, you can simply click "Delete Filter." This action will permanently remove the filter from the system.

---

Revision #8

Created 2026-01-26 21:01:19 UTC by Administrator

Updated 2026-01-26 22:06:17 UTC by Administrator