RegisterUSASoftball.com Tips
Grid Filtering

This document assumes the user has a basic working understanding of RegisterUSASoftball.com, how to create a team or league, etc. Please refer to other "How To" documents on RegisterUSASoftball.com for instructions on those processes.

Click the stop sign to the right for a list of RegisterUSASoftball.com Help Documents. Additional RegisterUSASoftball.com assistance can be requested by clicking on the Report Issue link on the bottom of every webpage on RegisterUSASoftball.com.

Throughout RegisterUSASoftball.com there are grids showing various information. Most grids have a filter feature that can help you get to the information needed. This document will provide recommendations on how to use the grid filters.

Private information (names, birth dates, etc.) have been removed on screen shots in order to protect the identity of our members.

Basic Grid Filtering

Every team and league member list is a grid and can be filtered to help you locate specific group of information. Since team grids tend to have a limited number of members, this feature may not be needed for a team, but it can help you quickly find a particular record. League Administrators will find that the filters are a great tool for locating specific information.

Below is a sample grid that has 188 people listed. It would be difficult to find a player named Ava in this grid without using a filter to limit the list. There are 2 pages of people, the first page has 100 people, but there are only 7 people visible at a time without scrolling. The empty row at the top of each grid is the filter row. The red arrow in the screen shot below is pointing at the filter row.

Enter "av" in the box where the red arrow is pointing (at the top of the name column) in order to find players with the name "av" on this league. Tab or click out of the field to activate the filter. In the screen shot below "av" was entered to demonstrate that the system will locate anyone with a name that starts with the text that was entered into the grid's filter. As you might have noticed, capitalization of the value entered doesn't affect the system's ability to find the players with a name that starts with a capital "A". Although not shown here, filters can be applied to more than one column of information. For example, you may want to search by first or last name and the date of birth. However, you should expect to wait for the grid to update after each filter criteria is applied since the filter updates the grid when you leave one column to go to the next.


Advanced Grid Filtering

The filters can be further refined in case the results give a large number of records. Below are a few things you can try.

Filtering with a Wildcard

You may have noticed at the bottom of the grid the filter is described next to a picture of a key as shown in the screen shot to the right. The red arrow is pointing to the key. The filter in this case is **[Name] Is like 'av%'**, meaning the name value starts with "av". The percent symbol at the end of the word "av" was automatically added by the system when "av" was entered into the filter at the top of the grid. The percent (%) sign is a wildcard to indicate any other character(s) can be included following the name "av". As a result, Avery and three Ava along with their last names were found.
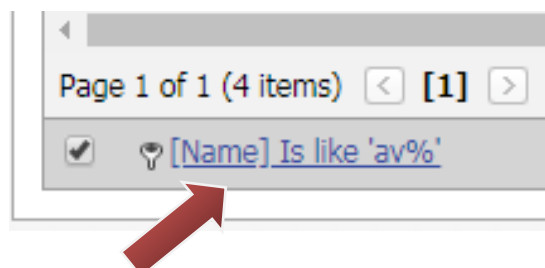
You can put the wildcard to use too by entering it in front of the text you want to locate. For example, if you don't recall the exact first name on the member's profile, but you think the last name is "Gonzalez" or "Gonzales". You could enter "%Gonz" into the Name column on the filter row, in case the name is actually "Gonzalez" or "Gonzales". The red arrow in the screen shot to the right shows how the percent symbol is used as a wildcard to find someone with a name similar to Gonz in a league member grid. Notice how the name was entered into the filter (the red arrow) and how the filter revised what was entered and added another percent sign at the end (the green arrow).

Using a wildcard particularly helps when searching for names like "O'Neill" that could be spelled a number of ways (ex: O'Neill, O Neill, ONeill, etc). It is recommended that you use this approach if you can't locate a record based on the correct spelling of a name.


Custom Filters

Open the Filter Builder – You can find more advanced ways to filter by entering the Filter Builder. As shown in the screen shot above, there is a link next to the key if a custom filter can be built (see the green arrow). The link will say "Create Filter" if you haven't already activated some type of filter in the grid.

The screen shot to the right shows how the filter builder looks if you enter it without first building a simple filter using the grid. Click the plus sign (the red arrow is pointing to the plus sign) if there are no items listed or if you want to add an additional criterion.

Select a Column Name – For example, the Filter Builder can help you locate all the people in the grid whose registration hasn't been approved. Since you may not know all the possible values in the status column it would be easier to use a "does not equal" filter rather than the default filter where the value must include what you type into the filter. The screen shot here shows what the Filter Builder might look like if you started with no filter and have clicked the plus sign to add your first criteria. In this case, we will select "Status" as the column we want to use for filtering. Click on the blue link (PersonID in this example) to change the column used to filter. Then select "Status" as the column that will be the criteria.
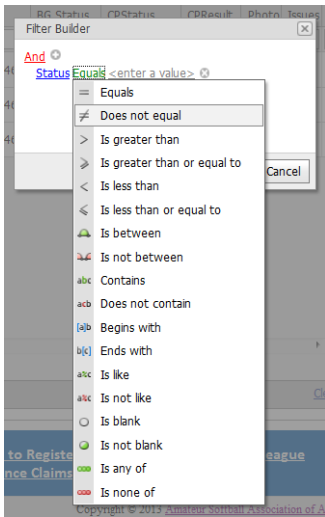
Choose How to Compare – Next, click the word "Equals" (in green letters) so you can change it to "does not equal". As shown in the screen shot to the left, there are a number of different options for how the filter will compare the data.

Enter the Criteria – After selecting "Does not equal" enter the value we don't want included in the column, in this sample we don't want to see the people that are approved, so we've entered "approved" as our criteria. To the right is what the Filter Builder now looks like.
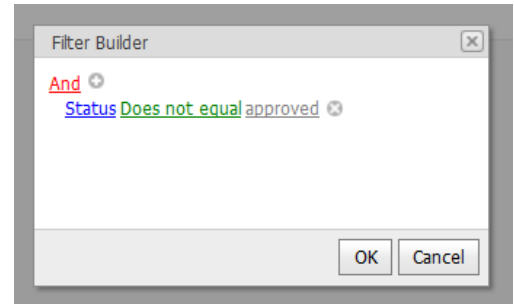
If you want to add another criteria, click the plus symbol to add that criteria to this filter. For example, you might have a filter that looks like the one shown to the right. This filter will locate someone not in approved status that has a role of player.
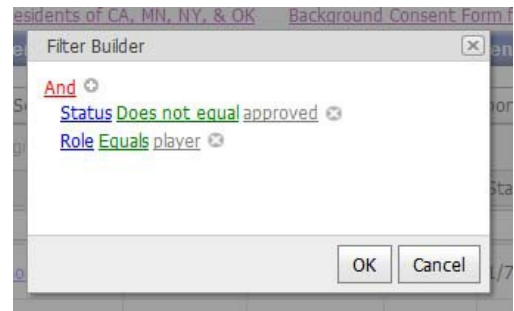
Apply the Filter – Click the "OK" button if you are ready to apply the filter.
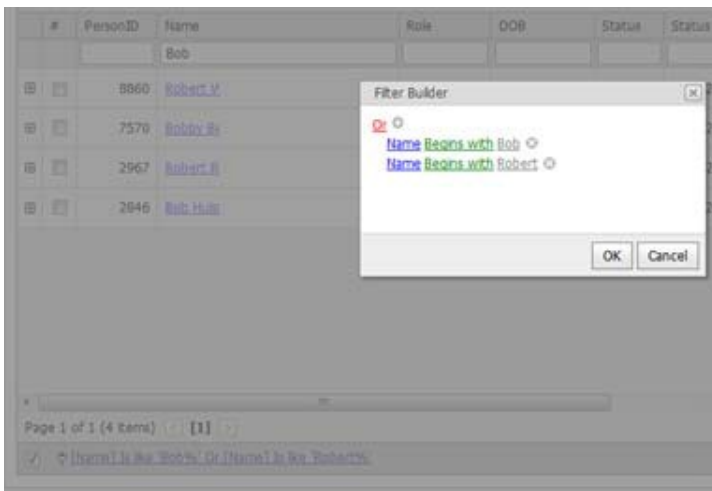
The word "And" in red at the top of the filter indicates that both criteria must apply to the records. Click the red "And" then select "Or" if you want the system to apply either criteria to locate a record. For example, you might want to search for either "Bob" or "Robert" in the Name column as shown in the sample to the left here. If you look closely in the gray area of this screen shot the results are shown. The system found two Roberts, a Bob and a Bobby in this league.

NOTE: Most likely you'll find the use of a wildcard is unnecessary when modifying the filter using the filter builder. You can instead select comparisons like "begins with" or "contains" to allow for the additional characters in the column.