

# Lesson 6

Objectives:

Upon completion of this lesson you will be able to:

- Organize Folders Using Filters

- Sorting Items in Folders



- Searching Folders to Find Items

- Saving Filters and Sorts



## Using Filters

You have learned that one of the ways to organize your mailbox is to use folders. However, as your folders accumulate items, you may need to filter out certain items based on a search criteria to deal with a smaller subset. Filters can be placed on your In and Out boxes to look at items from or to a specific person, unopened items, high priority items, uncompleted tasks, and so forth. Filters can also be saved in GroupWise, so if you query your boxes often, you can save the filter and activate it without having to recreate it.

Filters for the In and Out Boxes are separate. Open either box, a calendar view or the Trash to use a filter. Click on the Filter icon on the button bar.

Select the types of messages you want to filter.

Fill in any criteria for the address boxes and the subject and/or message text.

You may use the conventional wildcards, \* to represent any number of characters and a ? to represent a single character position.

The Date: drop down list will let you search for items within a certain range or on, before or after a particular date.

If you are filtering the Trash or a calendar, you can choose any of the three item sources. If your In-Box is selected, the item source will be In-Box. Likewise, if you are filtering your Out-Box, the item source will be Out-Box and cannot be changed. You may however, limit the items to Personal messages.

If you leave all of the Item Status options blank, the filter will ignore them and will search for all items, opened or unopened, for example.

Attachment Type allows you to select what types of attachment you want to filter.

Sender Priority allows you to select items based on priority.

Sender Status can be used to filter items based on send status.

Apply to All Controls on Calendar View will filter all three lists, tasks, notes and appointments in a Calendar View. All irrelevant fields will be ignored. For example, if you select high priority for just a task, it will be ignored.

Click on **OK** to apply the filter. The filter will apply to all folders.

## Saving a Filter

Frequently needed filters can be saved to a file with a .flt extension so that they can be used over and over again. To save a filter you just created, choose Save... from the Filter dialog box and supply the name and location of the filter file. Click on **OK** to exit both dialog boxes.

## Retrieving a Filter

Once you have saved a filter to a file you may retrieve it at any time by selecting Retrieve... from the Filter dialog box and indicating the location of the .flt file you want.

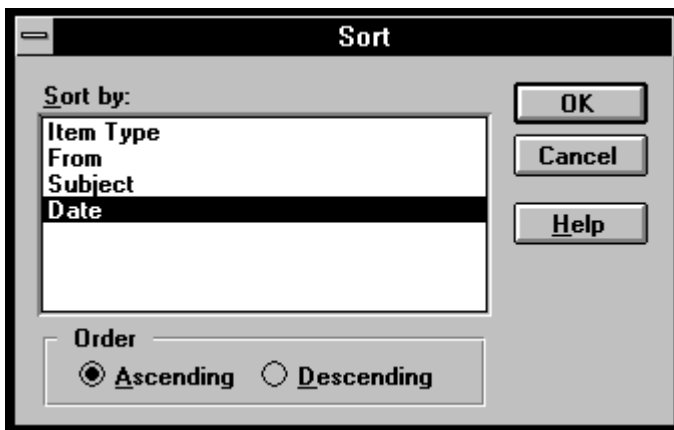
## Removing a Filter

A filter is in effect until you close the view the filter is in effect for, retrieve another filter or choose to Reset the filter from the Filter dialog box.



## Sorting Message Boxes

In addition to limiting the items in a view with a filter, you may choose to sort the items in your In-Box and Out-Box. You can sort on Item Type, the sender, the subject or the date. For example, you may want to sort through your mail with the most recent items at the top of the list. With either the In or Out box view open, choose Sort from the button bar. Select the sort order and click on **OK**. The sort is only in effect while the box is open. Sorting one box does not put the other in sort order. The sorts are independent of one another.





## Finding Message Items

In addition to sorting and filtering, occasionally you may need to locate an item. For example, you think you remember receiving a message regarding a pay raise, but you may have dreamed that the governor was issuing a 10% increase for all state employees. In order to confirm your thoughts, you need to search your In-Box for any item containing the words “governor” and “pay”. To search your In-Box or Out-Box, select Find from the button bar.

Fill out the appropriate criteria. If you fill in more than one box, GroupWise will only find the items that match all of the specified conditions. Click on Find Next to search forward from the currently selected item or Find Previous to search backwards. To conduct our specific search, we would need to put the words “pay” and “governor” in the Message Text box and separate them with a comma or the pipe character because this is an OR search condition.

## Using GroupWise Search Characters

GroupWise searches can be made specific with the use of certain characters. An explanation of these is listed below:

Asterisk	used to represent any number of characters for a wildcard search
Question Mark	Used to represent one character for a wildcard search
Comma or Pipe	Used to specify an OR condition
Ampersand or Space	Used to specify an AND condition
Exclamation Point	Excludes phrases from the search

⇒ Note: Searches in GroupWise are not case sensitive.

⇒ Remember: An OR condition specifies that only one of the two conditions need to be met, while an AND condition specifies that both conditions must be met.

## Exercises



### Filtering Your In-Box

Suppose you feel that the mail from your instructor is so important that you would like to just display the mail items from him/her in your In-Box. In other words, filter out all other items.

1. Open your In-Box and click on the Filter icon on the button bar.
2. Select mail as the item type to be filtered.
3. Fill in Instruct as the **From:** text.
4. Leave all of the other choices as the defaults.
5. Click on **OK**.

You should only see mail items from your Instructor in your In-Box.

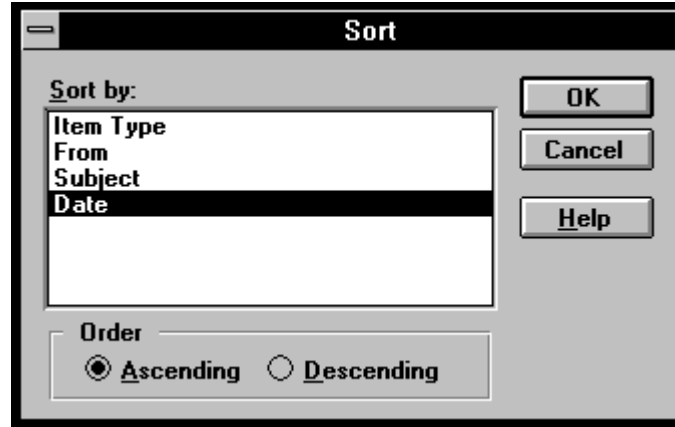
### Saving a Filter

1. Save the filter from the previous exercise.
2. Choose the Filter icon again from the button bar.
3. Choose Save....
4. Type in "Instruct" as the name of the filter and save it to your local hard drive.
5. Click on **OK** to exit all dialog boxes.
6. To test the new filter, choose the Filter icon once again and select Reset. This will remove the existing filter.
7. To apply the one that you saved, select the Filter icon and click on Retrieve....
8. Choose the Instruct.flt file by double-clicking on it.
9. Click on **OK**.

Your In-Box should be filtered again to display only mail items from your instructor.

### Sorting Your In-Box in Descending Order by Date

1. Choose the Sort icon from your In-Box button bar.



2. Click on Descending as the Date order and choose **OK**.

Your most recent items will now be listed first in your In-Box.



## Finding Items in Your In-Box

1. Create a Find that will locate all items that have the words “Welcome” and “class” in your In-Box.
2. Select the first item in the In-Box by clicking on it.
3. Click on the Find icon on the button bar.
4. Search for the words “Welcome” and “class” in the Message text. Remember, to conduct an And search, separate the two word with a space.
5. Finally, click on Find Next to locate the first occurrence of the item.
6. Keep choosing Find Next to continue the search
7. Choosing Find Previous will conduct a backward search.

Although we filtered, sorted, and searched items in the In-Box for these exercises, the same set of exercises would have worked on the Out-Box.

