

MMS ~ User Filters

How do I create a user filter?

- ☐ Start by going to the section of MMS that contains the information you wish to search.
- ☐ Click on the search icon (magnifying glass)
- ☐ Enter search criteria
 - (Remember if you are looking in work orders not to use the shop and shop person in the work order section of the search, use them at the shop and shop person levels)
- ☐ Check your search by clicking execute search
- ☐ If the search brought back what you want, click on the search icon once again.
- ☐ Click the add query icon
- ☐ Give the query a meaningful name
- ☐ Choose yes on Work desk or work desk count
- ☐ Click on the green done flag
- ☐ Click on the save disk icon
- ☐ Click the home page icon to make sure the filter shows up.

Filter tips: NEW SHOP TICKETS

- ❖ Category (at top of page) Categories are B-SR, B-WO, B-PRV
- ❖ Shop (**UNDER PHASE SECTION**) put in YOUR SHOP
- ❖ Status (**UNDER PHASE SECTION**) put the status you are looking for. NEW shop tickets would be the status you get them in... 10-ENTERED for B-SR or 15-RELEASED for B-WO category

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Work Order Filter Criteria tips

What criteria do I need to search on?

- ❖ Category (at top of page)
 - Categories are B-SR, B-WO, B-PRV...
- ❖ Shop (**UNDER PHASE SECTION**) put in YOUR SHOP
 - B-Electric Shop, B-EMS, B-Night Ops....
- ❖ Status (**UNDER PHASE SECTION**) put the status you are looking for.
 - NEW shop tickets would be the status you get them in...
 - 10-ENTERED for B-SR
 - 15-RELEASED for B-WO category
 - WIP Shop tickets would be the status you put them in
 - 40-W.I.P. for B-SR
 - 50-W.I.P. for B-WO
 - Comp Shop Tickets would be the status you choose when your phase has been completed.
 - 50-COMP for B-SR
 - 60-COMP for B-WO