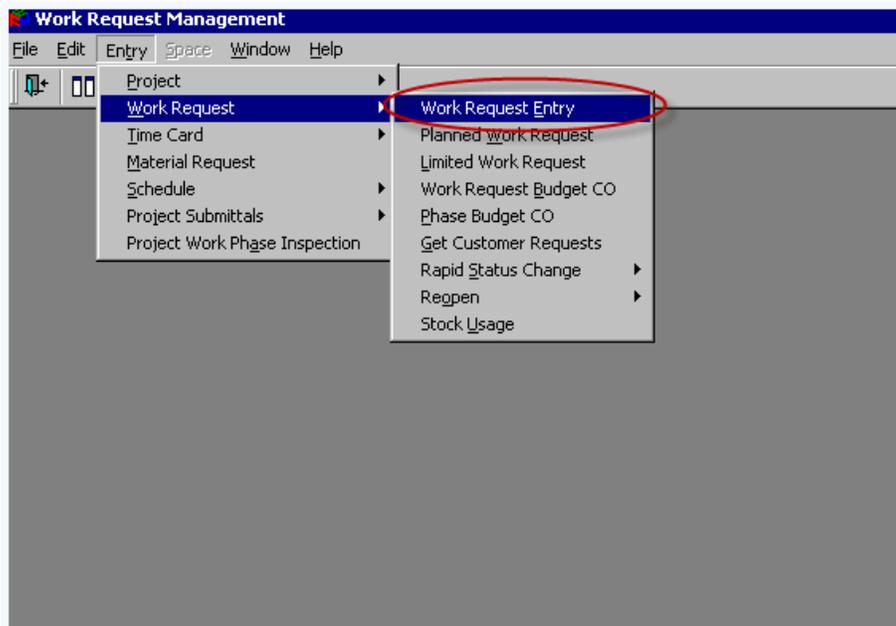
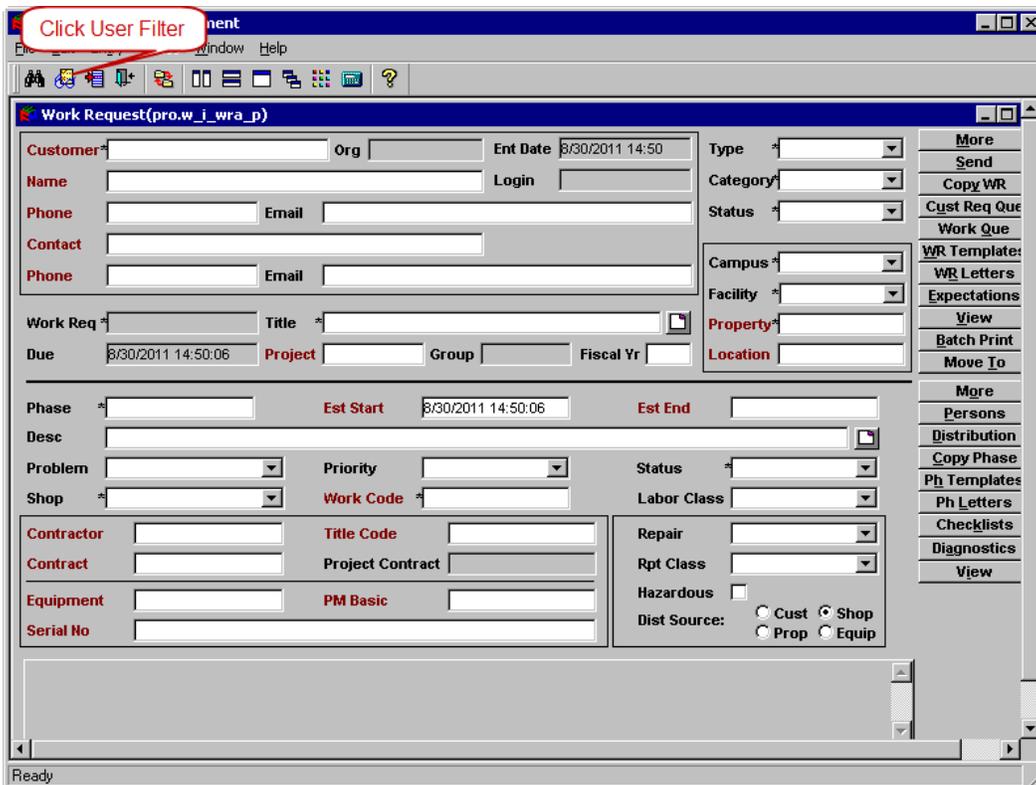


# How to Create FME Filter

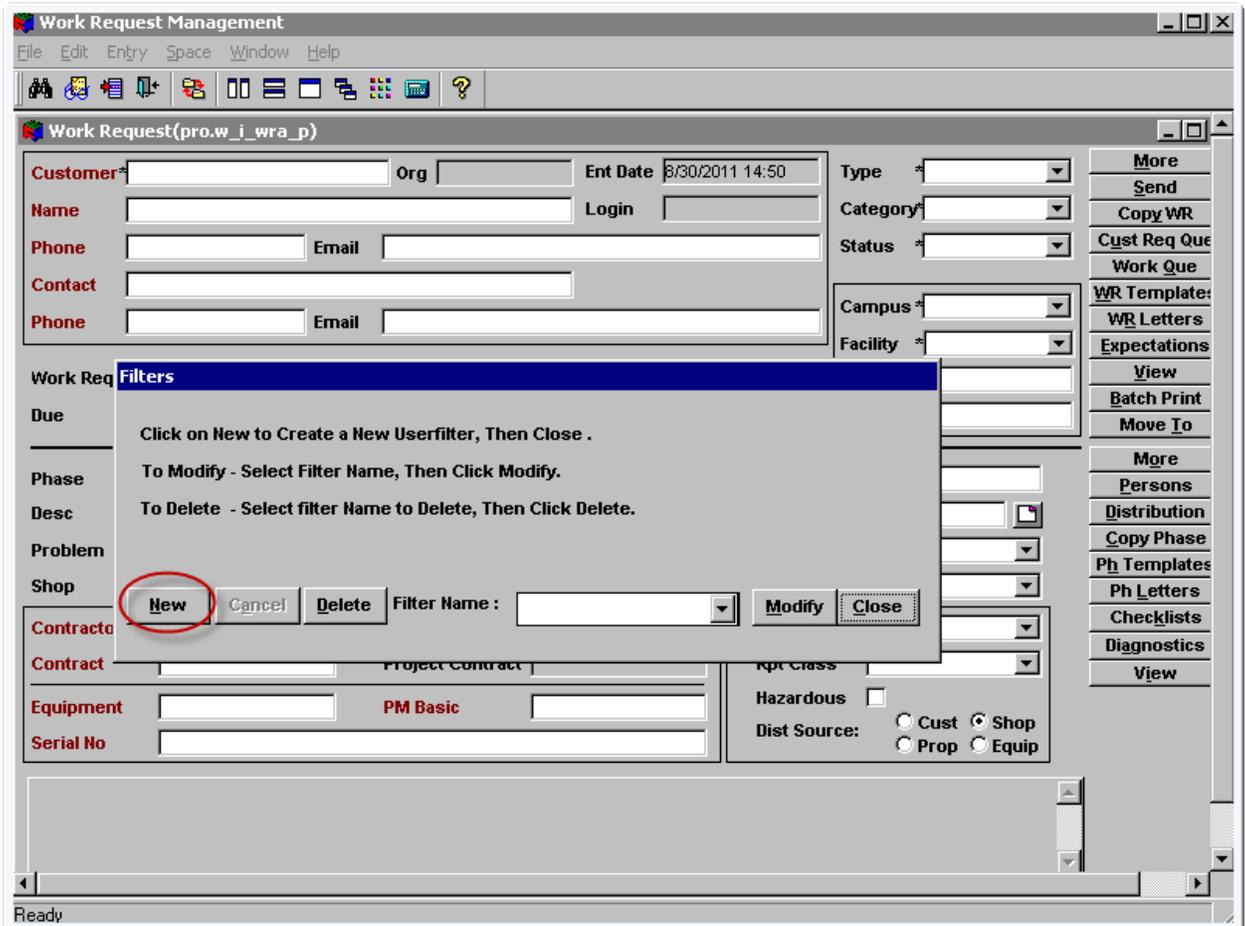
1. Open FME to Work Request Entry as shown below:



2. Click User Filter



3. Click **New** when Filter window opens



4. Click **OK** to assign a name for your new filter



5. Enter a new Filter Name then click **Close**

**Filters**

Click on New to Create a New Userfilter, Then Close .

To Modify - Select Filter Name, Then Click Modify.

To Delete - Select filter Name to Delete, Then Click Delete.

Filter Name :

6. Define Filter criteria
  - a. Select Shop name

Work Request Management

File Edit Entry Space Window Help

Work Request(pro.w\_i\_wra\_p) - New Filter - NORTH CUSTODIAL

Customer\*  Org  Ent Date  Type

Name  Login  Category

Phone  Email  Status

Contact

Phone  Email

Work Req\*  Title\*  Campus\*

Due  Project  Group  Fiscal Yr  Facility\*

Property\*

Location

Phase\*  Est Start  Est End

Desc

Problem  Priority  Status

Shop\*  Work Code\*  Labor Class

Contractor

LABOR	LABOR SHOP
LOCK	LOCK SHOP
MECH	MECH/PUMPS SYSTEMS
MINOR	MINOR & IN HOUSE

Equipment

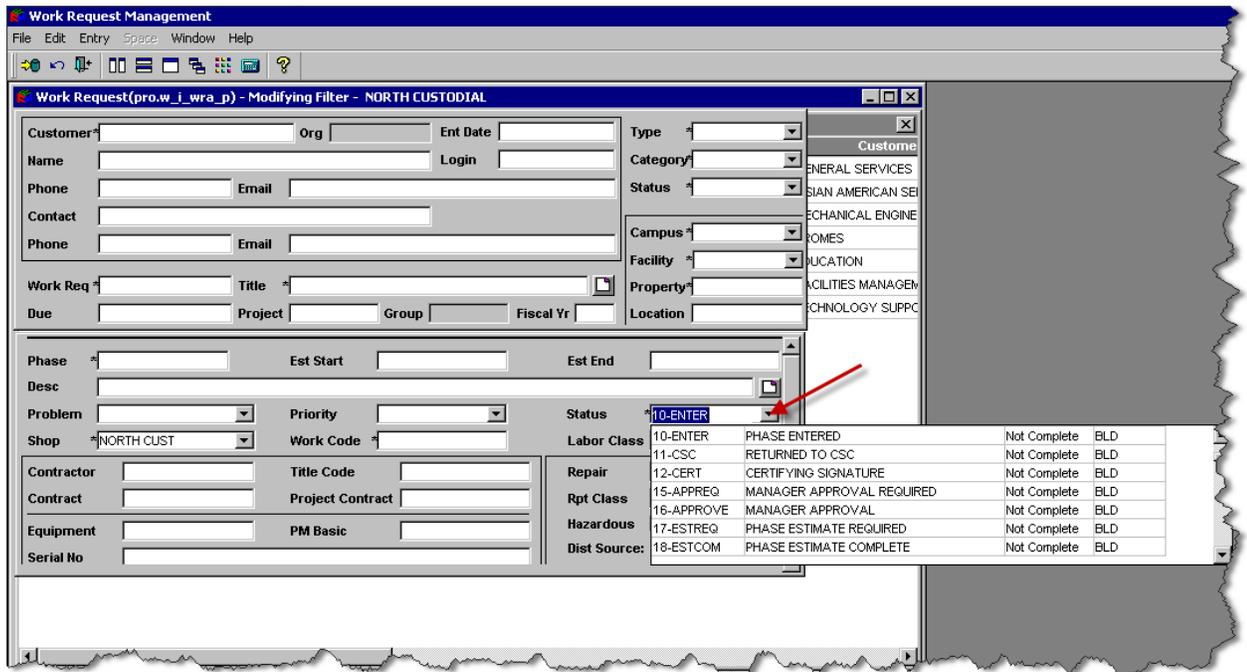
NIGHT CUSTODIAL	CUSTODIAL NIGHT SHIFT
NORTH CUST	NORTH ZONE CUSTODIAL
NORTH MAINT	NORTH ZONE MAINTENANCE

Serial No

Cust  Shop  
 Prod  Equip

More  
Send  
Copy WR  
Cust Req Que  
Work Que  
WR Templates  
WR Letters  
Expectations  
View  
Batch Print  
Move To  
More  
Persons  
Distribution  
Copy Phase  
Ph Templates  
Ph Letters  
Checklists  
Diagnostics  
View

b. Select a Status to refine your filter



7. Click **Save** to finish creating your filter

