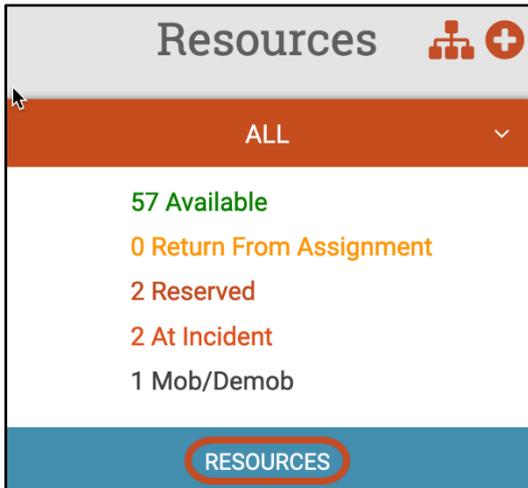


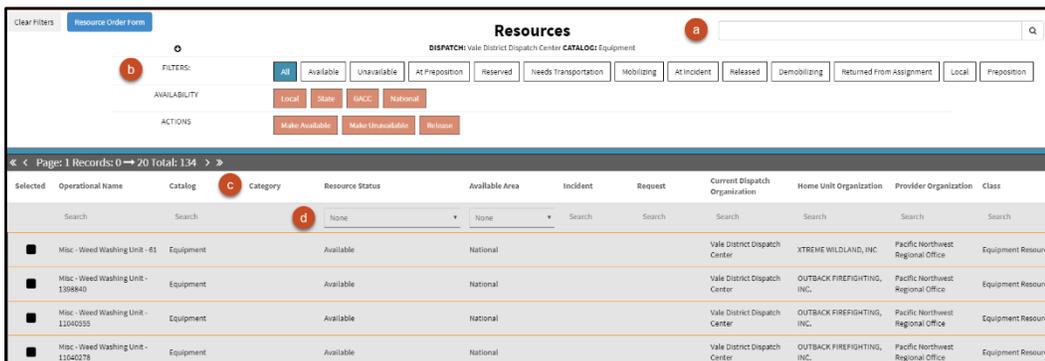
Filtering Resources in IROC Portal

In IROC Portal, you can filter the list of resources to see specific records. You can then choose to download this list for reporting purposes.

- 1 In IROC Portal, click the **Resources** list selector to open the Resources list view in the work area.



- 2 There are several options for filtering or searching for items in the work area.



- a Type a term in the **Search** field and press **Enter**.
- b Click on one or more quick filters. Selected filters are blue; unselected filters are white. To remove a quick filter, click it again.
- c Click on any of the column headers to sort the items in the field in ascending or descending alphabetical order.
- d Use the column header search fields:
 - Type a search term in one or more column header fields and press **Enter**.
 - Choose an item from one of the column header search drop-downs and press **Enter**.
 - To remove an item, delete it and press Enter or choose None from the drop-down and press **Enter**.

Note: Keep in mind that if you chose a catalog from the **Resources** content selector, the work area will show only resources related to that catalog. If you selected **All** in the **Resources** content selector, you will see all resources. To remove any filters applied via the **Resources** content selector, click **Clear Filters** in the upper-left corner of the work area.

- 3 After filtering a list, you may choose to **Download** (📄) the information to Microsoft Excel, CSV, or PDF.