Filtering Data

The MSOL CAMA program allows the user to set filters based on a variety of options. Setting up filters is an easy feature to use. This will allow you to run reports on parcels that have a value of 150,00 dollars and larger or choose to only print out parcels that are on a specific street. Filters can be set when you Export data, Run reports from the 'Tools' menu, 'Valuation' Menu, and 'Data' menu when you select 'Browse' – Display / Print / reset feature. When you select one of these menu options you will notice the 'Crosshatch" icon next to the printer button. Simply click on it when you want filter specific parcels out of your database. The 'Crosshatch' icon will turn red when a filter is set.
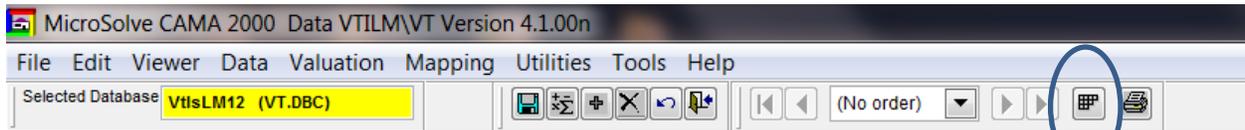
Click the 'Add' button to set up your filter.
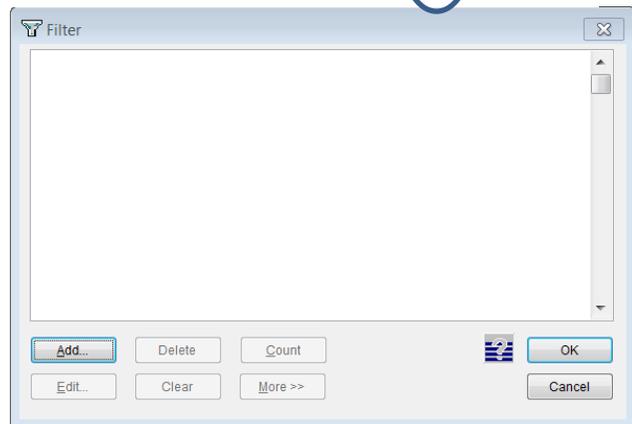
Next select the field you want to query and select it from the drop down list.

Then choose the Operator from the corresponding drop down. In this example 'Equals' operator is being used.

Now enter the value you want to see. In this example we are looking for all parcels where the Street / Road name equals 'CHURCH STREET.

Press 'Ok' to save your selections.
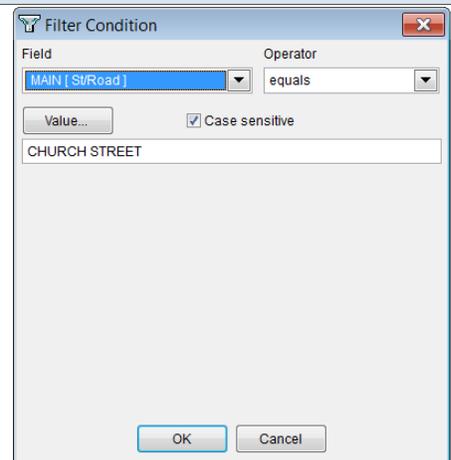
Once you return to the previous screen press the count button. This will show you the number of parcels that will be included in your filtered data. It is a good way to see if you have filtered your data correctly as well. If you expect to have 5 parcels show when your data is filtered and 20 show up in your count then you need to check your filter to see if it is correct.
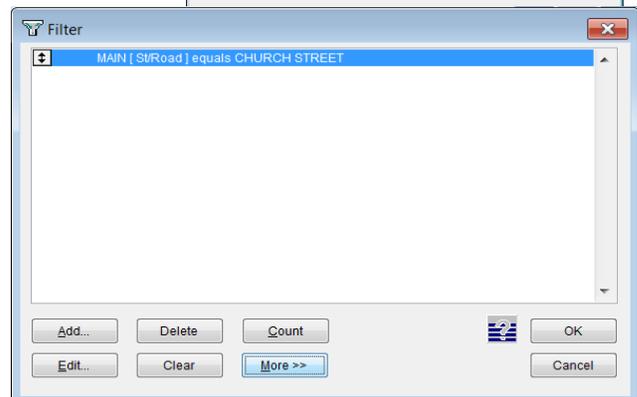
By selecting the 'More' button on the previous screen you are given the opportunity to store filters you create for future reference. Simply Click the 'Store' button seen to the right.
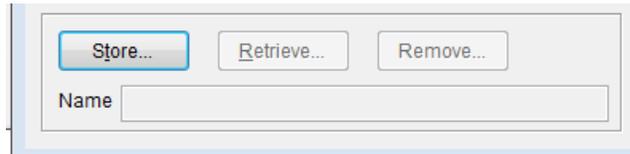
Then enter a name for your filter and a description in the space provided. Once finished press the 'Ok' button.
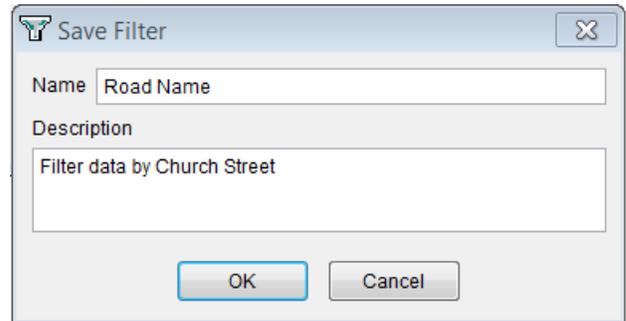
With this filter turned on you will see all where the Street/Road name field equals 'CHURCH STREET'. Remember that this filter will stay on until you remove it by clicking on the 'Crosshatch' icon when available.