University Council SharePoint Site
Using Filters

1. From the Home Page, click **Committee Documents** in the Quick Launch pane.

![University Council Home Page]

2. The Key Filters dialog will appear in the left navigation pane.
   a. To filter by a **UC Document Type** (i.e. Agenda, Minutes, Report to UC, Supporting Document), click the down arrow for **UC Document Type** and select the appropriate document type.
   b. To filter by **Committee**, click in the **Committee** box and select the desired Committee.

![Key Filters Dialog]

Note: If desired, only one filter may be selected. For example, to see the minutes for all committees, select “Minutes” for **UC Document** and leave **Committee** blank.

3. Click the **Apply** button. Only those documents and/or committees which match the criteria specified will display.

4. To remove a filter and view all documents and committees, click the **Clear** button.