**Sorting and Key filter functionality**

Click on “Committee Documents” to navigate to the Committee documents library.

In the Committee Documents page just below the left navigation quick panel, there exist Meta data filters.

Click on the arrow mark highlighted in the above image to filter data based on “Committee” Meta data.
After clicking on the arrow mark, it expands to display all the committee Meta data available in the library.

Clicking on “**Athletics and Recreation**” as highlighted in the above image filters the data in library based on that Meta data and only documents related to “**Athletics and Recreation**” committee are displayed.

If “**Budget, Finance and Benefits**” is selected then only documents belonging to that committee only are displayed.

Similar is the case with “**UC Document**” Meta data.
Select on the arrow mark highlighted beside “UC Document” to filter documents based on that Meta data. You can click on items below it like Agenda, minutes or Reports to UC etc. to filter documents.

**Key Filter**

In the left side quick launch navigation, just below the above filters, there is a section called “Key Filters” using which we can filter the documents in the library.
You will find a drop down named “**UC Document**”.

Clicking on the drop down will provide you all the available UC Document types.

Select one of the options such as “**Minutes**” and click on the “**Apply**” button highlighted in the above image.

The documents in the library are filtered to display on the documents of type “**UC Document – Minutes**”.

To clear the filter, click on the “**Clear**” button.