

Filters

Mobile Sheets Tutorial 3

You know how to organize your songs into Albums and you can create and change Setlists.

Let's take another look at Setlists.

When you work on any Setlist the default is to offer All Songs in the "Choose From" pane and if you have hundreds of songs available, finding the right one can be tedious. However, there is an easy way to restrict the songs offered in the "Choose From" pane to those that are immediately relevant and it's FILTERING.

Creating Filters

1. Start by creating a new Setlist. Call it "Filter Practice".
2. In the top-right blue menu bar, click on/touch **SHOW FILTERS**. This opens the Filter Dialogue immediately below the top blue bar.
3. The top-left field of the dialogue is labelled "Search" and the default choice is "All Fields". Click on/touch the down arrow to the right of "All Fields" to open a drop-down list of available fields and select "Albums"
4. In the input field to the left of that enter the name of the album you want to select songs from. As you enter characters you can see the "Choose From" list responding. Once you've input enough characters, use the Back button to close the on-screen keyboard.
5. Before you start adding songs to the Setlist, you can save the filter to use again and use elsewhere. Click on/touch the floppy disk icon above-right of the "Choose From" pane.
 - a. Since this is a new filter choosing either "Save" or "Save As" opens the Filter Name Dialogue.
 - b. Give it a name that reflects what it does. E.g. if you've chosen to display on Gloucester Strings songs then call it "Gloucester Strings"
 - c. Click on/touch the **OK** button to close the dialogue and save the filter.
 - d. To open/apply a saved filter, click on/touch the folder icon next to the floppy disk icon and select the required filter from the pop-up list.
6. Click on/touch the Back button to quit the Setlist Editor.

Using Saved Filters

You can apply a saved filter anywhere that shows a list of songs:

- The Recent tab
 - The Songs tab
 - The content of any Collection or Album
 - If you have populated them, the content of any Artist or Genre listing.
1. Click on/touch the 3dot column in the blue Menu Bar. This opens a pop-up menu.

2. From the pop-up menu, select **Show Filters**.
3. To open/apply a saved filter, click on/touch the folder icon next to the floppy disk icon and select the required filter from the pop-up list.

Removing An Applied Filter

1. In the top right of the screen, below the blue Menu Bar, click on/touch the circle-cross icon.