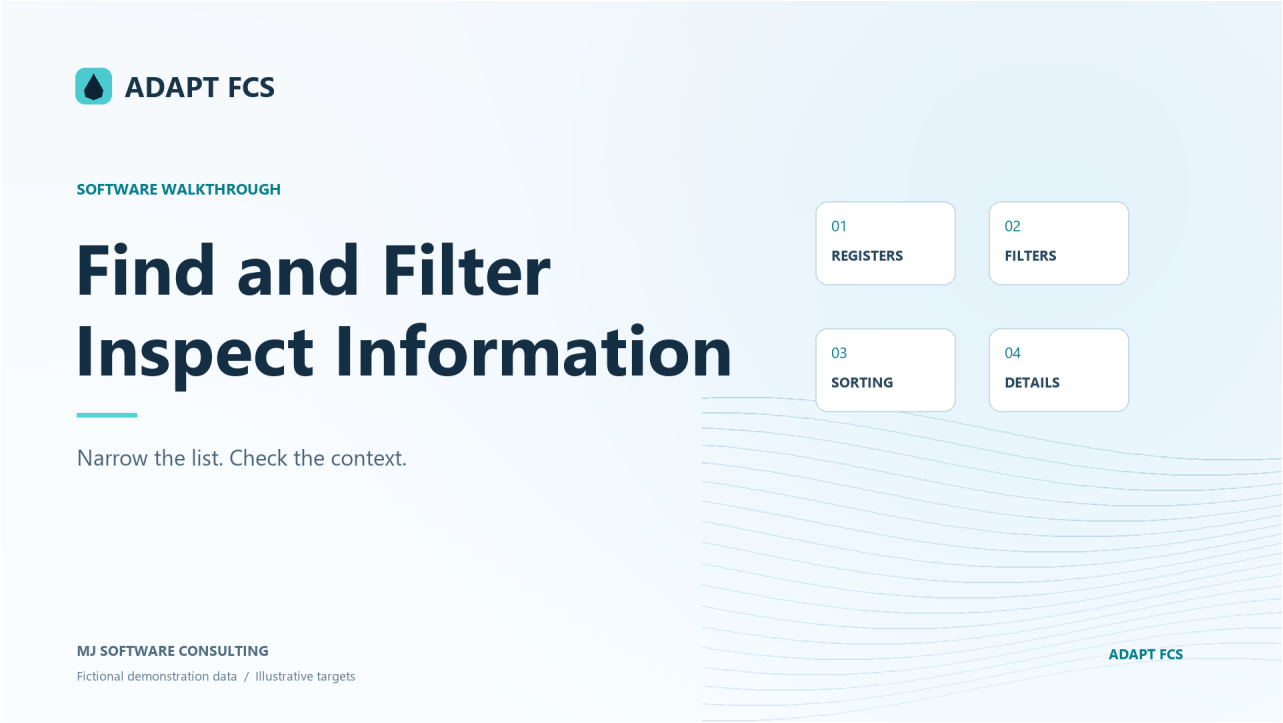
# Find Filter and Inspect Information

Use existing column filters and sorting to find matching records, inspect their full context, and understand when exports need additional configuration.

**Version 1 | Narration and screenshots | 2 minutes**

**Watch the video online**
https://app.adaptfcs.com/videos/water-quality/find-filter-and-inspect-information.html




## Introduction - 00:00

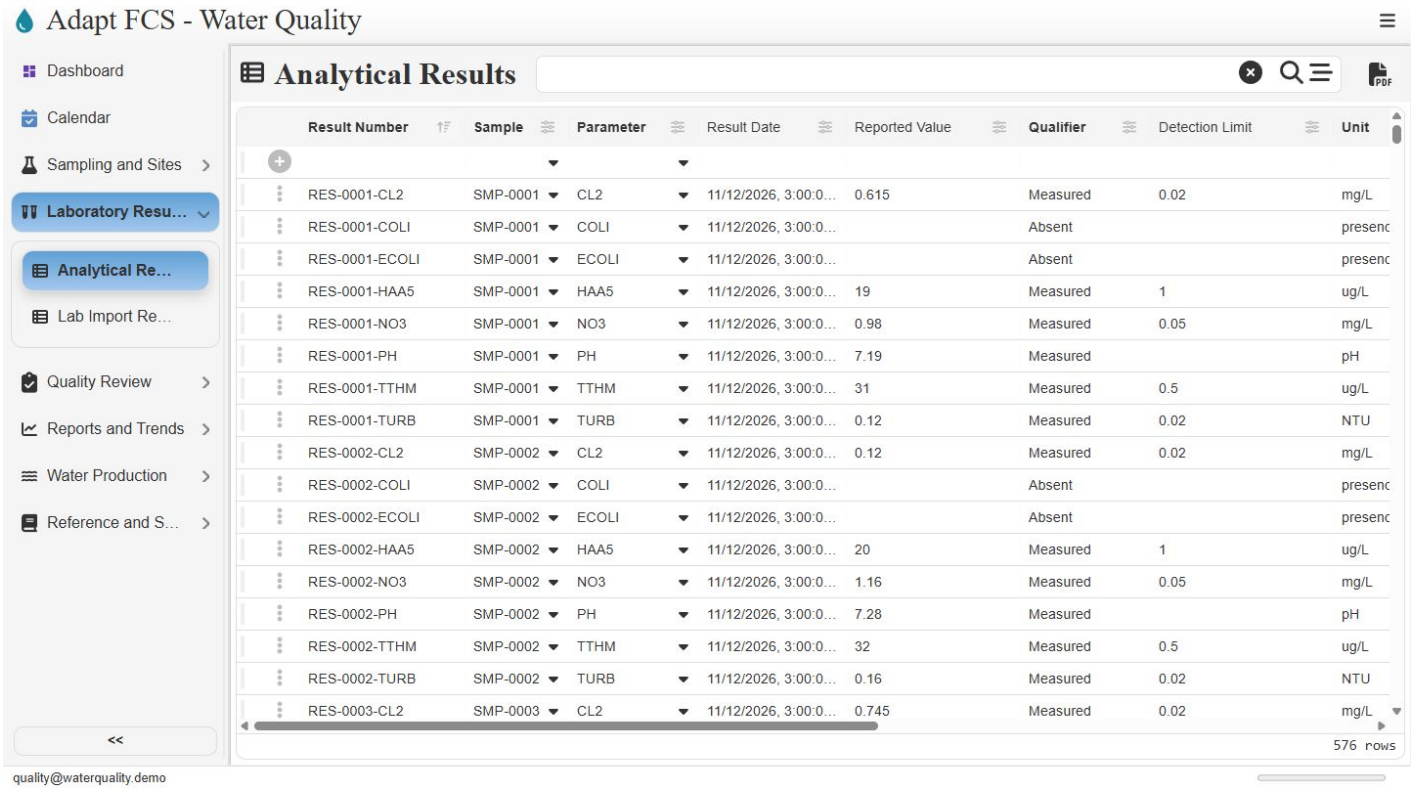
Finding an answer begins with a clear question and the right records. This walkthrough shows existing column filters, sorting, and record inspection, using the Water Quality demonstration. It also explains why a visible export button does not guarantee that a formatted export has been configured.

This PDF contains the complete narration and relevant screenshots. The linked page includes the video, chapter controls, captions and downloads.

Fictional demonstration data and illustrative targets. This walkthrough does not determine regulatory compliance.

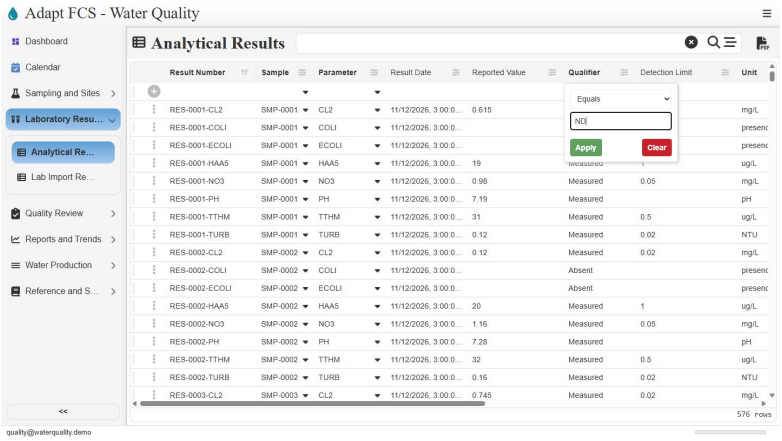
# 00:20 | Start with the relevant register

Start by opening the register that contains the information you need. This shared platform walkthrough uses Water Quality as its example. Analytical Results contains five hundred seventy-six seeded records. Rather than reading every row, we will ask a precise question: which records have the nondetect qualifier?




Laboratory Results > Analytical Results

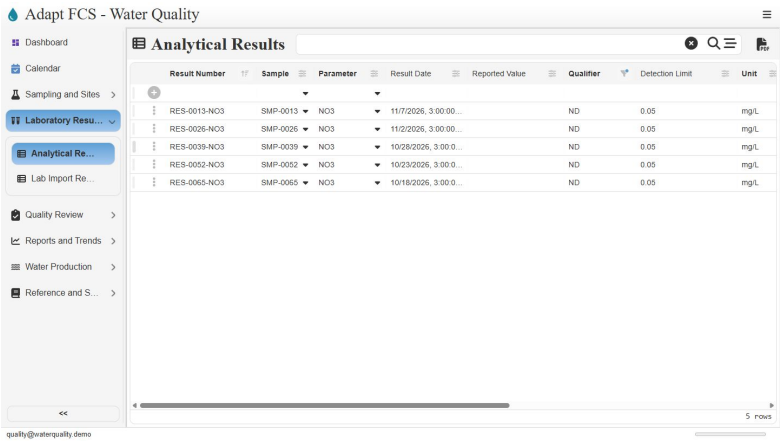
## 00:42 | Set an explicit column filter




Qualifier column options > Set filter > Equals ND

Open the options button beside Qualifier and choose Set filter. The menu supports Starts With, Equals, and Contains. Select Equals, enter N D, and apply the criterion. An exact qualifier filter makes the question explicit and avoids confusing nondetect records with ordinary measured values or unrelated text.

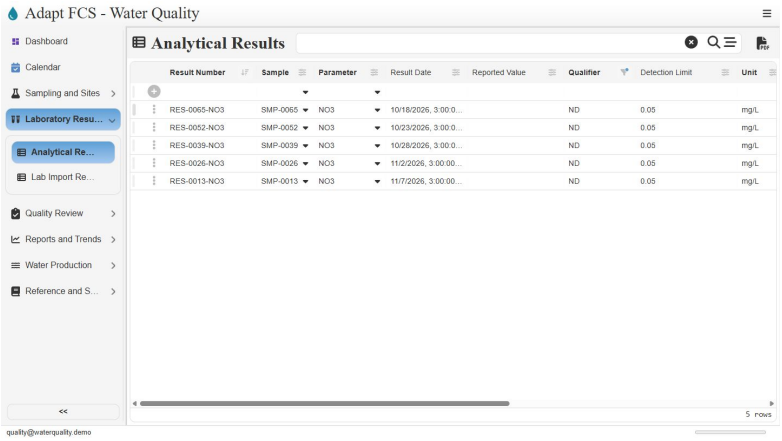
## 01:05 | Read the matching set carefully




Five matching records; active filter indicator remains visible

The result is five matching rows. Notice the filter indicator beside Qualifier and the row count at the bottom. Reported Value is blank, while the detection limit and units remain present. This distinction matters: a nondetect is not automatically a numeric zero, and filtering does not change the stored results.

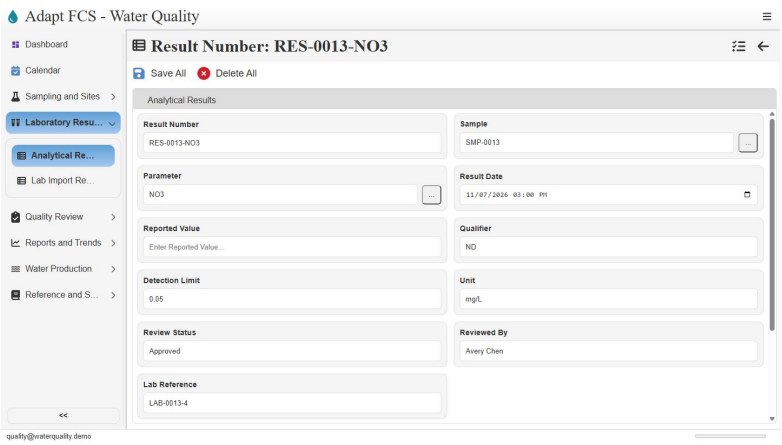
## 01:27 | Sort the current matches




Result Number options > Sort Z to A

Open Result Number options and choose Sort Z to A. The same five records now appear in descending identifier order. Sorting changes presentation, while the qualifier filter determines membership. Check the actual sort column before interpreting sequence: identifier order is not a universal substitute for collection or analysis date order.

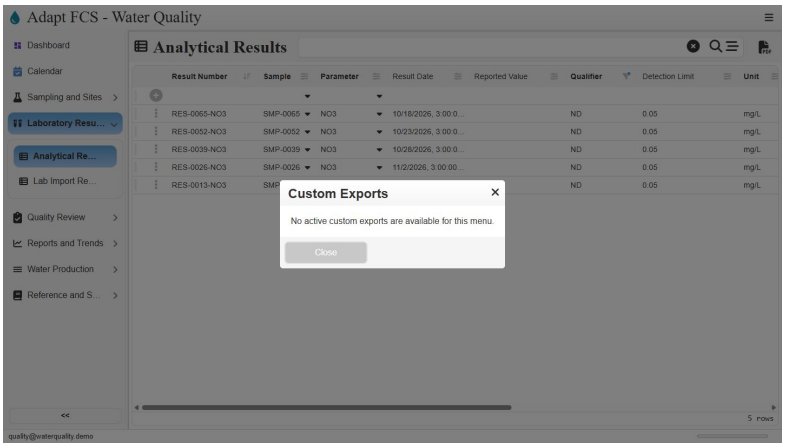
## 01:51 | Open and expand a source record




Double-click the row selector; maximize the record panel

Double-click the row selector for result zero zero one three nitrate, then expand its record panel. The full view shows sample reference, parameter, analysis date, qualifier, detection limit, units, and recorded review information. This lets you inspect the context behind a matching row. No fields are changed or saved in this demonstration.

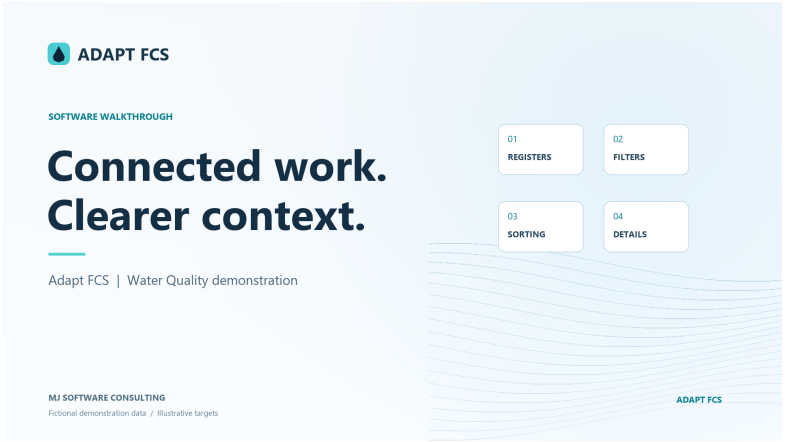
## 02:15 | Check export configuration separately




Export PDF currently has no active custom export for this menu

The Export PDF button opens Custom Exports, but this menu currently has no active custom export available. A usable formatted export needs an administrator to configure an appropriate definition and verify its output. It is not demonstrated here. Returning from record detail also reloads this register with its default sort and filter state.

## 02:40 | Closing




Closing card.

Instrumental closing; no narration.