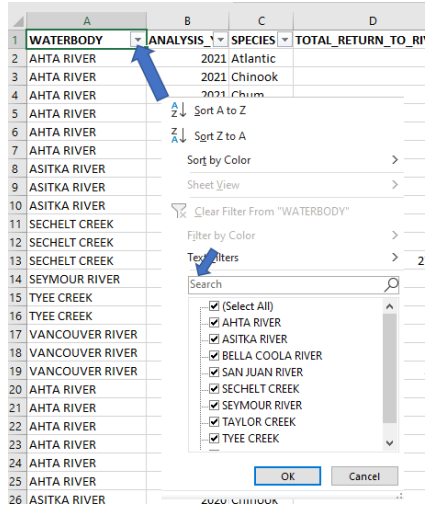# Directions on how to filter the data

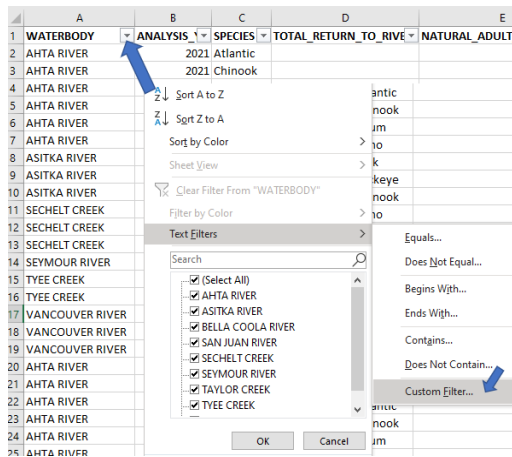## *How to search for a specific waterbody, species or year?*



Click the down arrows beside the column of interest (i.e. Waterbody) and the filter window will pop up.

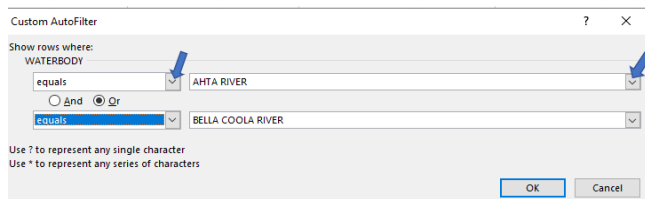In the Search box type in the waterbody of interest and click ok.

Follow the same directions to search for a specific species or year.

## *How to search for multiple waterbodies or species?*



Click on the down arrow beside the column of interest (i.e. Waterbody) and the filter window will pop up.
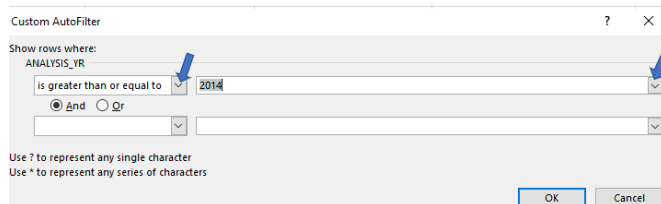
Click on Text Filters and then Custom Filter; the custom filter window will pop up.

## Custom AutoFilter (first dialog)

Custom AutoFilter

Show rows where:
WATERBODY

equals — AHTA RIVER

○ And  ● Or

equals — BELLA COOLA RIVER

Use ? to represent any single character
Use * to represent any series of characters

OK   Cancel

**Callout boxes (right side):**

Click the down arrows on the left side to select how you like to filter and ensure "OR" is selected.

Then click the down arrows to the far right to select the waterbodies of choice.

This would be the same if your selecting multiple species. See below for searching years.

## Custom AutoFilter (second dialog)

Custom AutoFilter

Show rows where:
ANALYSIS_YR

is greater than or equal to — 2014

● And  ○ Or

Use ? to represent any single character
Use * to represent any series of characters
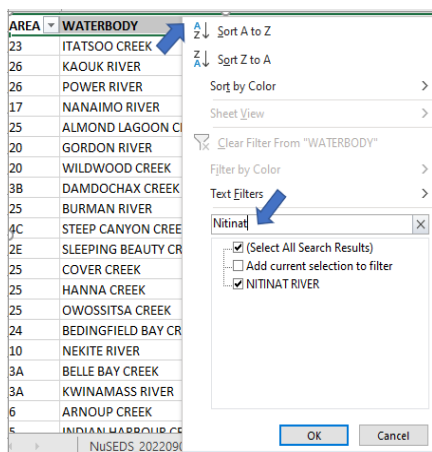
OK   Cancel

**Callout boxes (right side):**

Open the Custom Filter window by selecting Number Filters, then Custom Filter. Click the down arrow to select how you like to filter.

Then click the down arrow to the far right to select the year of choice or type in the year.

This example will give you years from 2014 to present. If you type in a year(s) and no data comes up, it likely means that there is no data for that year or one of the years in your filter.

## Example #1: Chinook data from 2016 to 2018 in the Nitinat River

**Step 1:**

| AREA | WATERBODY |
|------|-----------|
| 23 | ITATSOO CREEK |
| 26 | KAOUK RIVER |
| 26 | POWER RIVER |
| 17 | NANAIMO RIVER |
| 25 | ALMOND LAGOON C |
| 20 | GORDON RIVER |
| 20 | WILDWOOD CREEK |
| 3B | DAMDOCHAX CREEK |
| 25 | BURMAN RIVER |
| 4C | STEEP CANYON CREE |
| 2E | SLEEPING BEAUTY CR |
| 25 | COVER CREEK |
| 25 | HANNA CREEK |
| 25 | OWOSSITSA CREEK |
| 24 | BEDINGFIELD BAY CR |
| 10 | NEKITE RIVER |
| 3A | BELLE BAY CREEK |
| 3A | KWINAMASS RIVER |
| 6 | ARNOUP CREEK |
| 5 | INDIAN HARBOUR CR |

Sort A to Z
Sort Z to A
Sort by Color
Sheet View
Clear Filter From "WATERBODY"
Filter by Color
Text Filters

Nitinat

☑ (Select All Search Results)
☐ Add current selection to filter
☑ NITINAT RIVER

OK   Cancel

NuSEDS_202209(
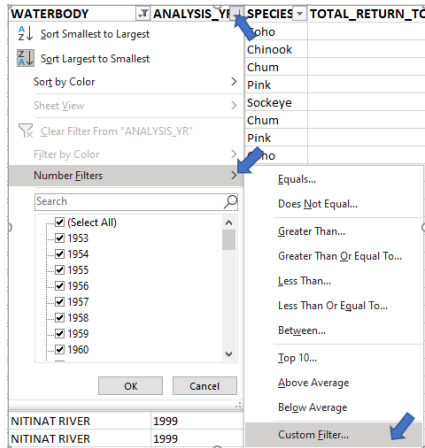
**Callout boxes (right side):**

Click the down arrow beside the Waterbody column and the filter window will pop up.

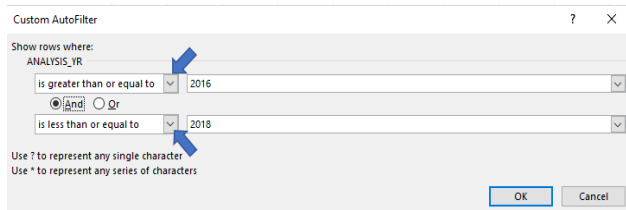Type in 'Nitinat' in the search bar and Nitinat River will appear selected. Click ok.

This will pull up all the data for the Nitinat River.

**Step 2:**



Click on the down arrow beside the Analysis_YR column and the filter window will pop up.
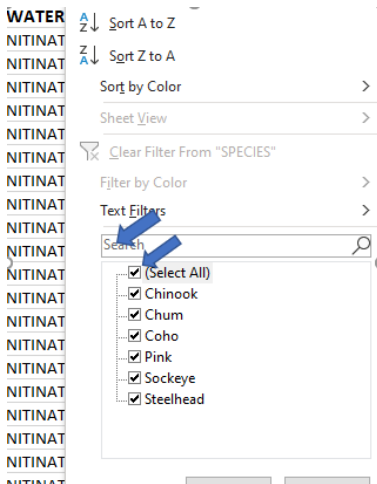
Click on Number Filters and then Custom Filter; the custom filter window will pop up.



In the custom filter window click the down arrows to the left to select the filtering option and ensure "AND" is selected.

Then type in the years of interest to the right and click ok. This will select the years 2016 to 2018.

**Step 3:**



Click the down arrow beside the Species column and the filter window will pop up.

To search for Chinook you either; type in chinook in the search bar or click the check mark beside (Select All) and then click the box beside chinook (only chinook should have a check). Click ok.

Now you have filtered the data for the chinook population in the Nitinat River from 2016 to 2018.