

How to filter RMR by a Specific Description

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In this example the customer has an RMR item code of MON, but the description is 'Fire Monitoring Monthly' so we will filter for everything that contains 'Fire' in the description of the RMRs.

Step-by-step instructions on how to filter and obtain a list with everything that contains the word 'Fire' in the active RMRs description:

To obtain the list of every RMR using a description that contains 'Fire' do the following:

1. Click on the RMR tab at the top
2. Click on the Available Columns button, hover over Columns and checkmark the option for Description:

3. Click on the three vertical dots at the end of the Column called Description that you just added
4. Click Filter and under Contains type 'Fire'
5. Click the Filter button:

This will display every RMR that has the word 'Fire' in the description.

List can be exportable to Excel by clicking the button underneath Available Columns

Once the filter has been applied, click on the Export to Excel button underneath the Available Columns button: