Instructions for using the Dean’s List

Tips

View All Records

To perform any sort or filter on the Dean’s List you must first view all of the records.

1. Click on the drop-down arrow in the Name column.
2. Select Show Records.
3. Select Show All from the list.

Restore the Original Dean’s List View

If you are using this list to conduct more than one search/filter reset the list for each new search/filter by using the following steps:

1. Click the drop-down arrow on any column.
2. Select the Restore Original option.
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Filtering the Dean’s List

To Filter the Name Field

Use this set of instructions to locate a single name in the Dean’s List.

1. Click on the drop-down arrow in the Name column.

2. Select Filter → Contains.

The Filter Selection window will appear at the top of the Dean’s List report.

3. Enter the name to filter on.

4. Click the Filter button.

5. Your results will appear below the Filter Selection window.

To Filter Dean’s List results by State

Use this set of instructions to filter the Dean’s List by state.

1. Click on the drop-down arrow in the State column.

2. Select Filter → Contains.

The Filter Selection window will appear at the top of the Dean's List report.
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3. Enter the State to filter on.

4. Click the Filter button.

5. Your results will appear below the Filter Selection window.

To Filter the Dean’s List results by City

Use this set of instructions to filter the Dean’s List by City.

1. Click on the drop-down arrow in the City column.

2. Select Filter → Contains.
   The Filter Selection window will appear at the top of the Dean’s List report.

3. Enter the City to filter on.

4. Click the Filter button.

5. Your results will appear below the Filter Selection window.
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To sort the Dean’s List results by NC County

Use this set of instructions to sort the Dean’s List by NC County.

1. Click on the drop-down arrow in the NC County column.

2. Select Filter → Contains.
   The Filter Selection window will appear at the top of the Dean’s List report.

3. Enter the NC County to filter on.

4. Click the Filter button.

5. Your results will appear below the Filter Selection window.