

**Step 1:** Go to **Interviews** module

**Step 2:** Click **Filter**

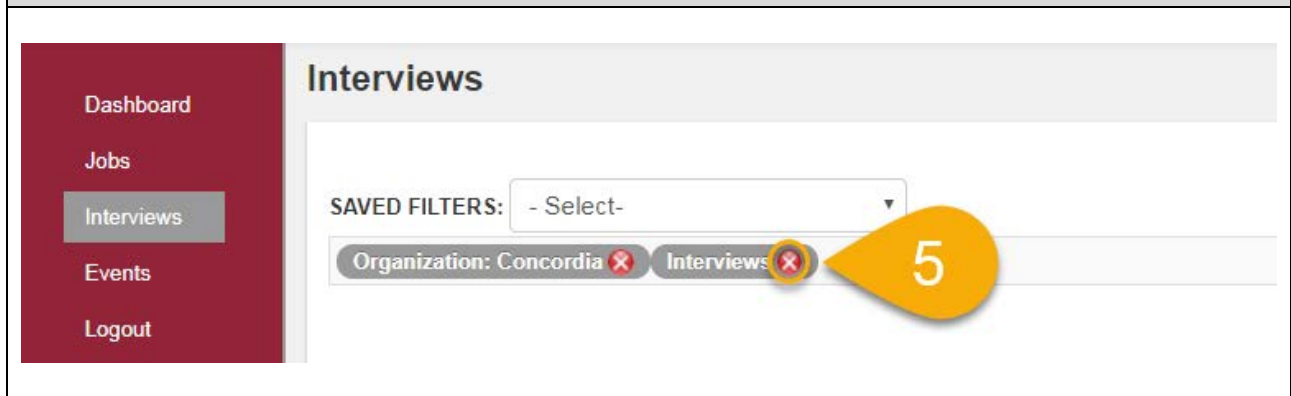
The screenshot shows the 'Interviews' module interface. On the left is a dark red sidebar with navigation links: Dashboard, Jobs, Interviews, Events, and Logout. The 'Interviews' link is highlighted with a yellow callout bubble containing the number '1'. The main content area has a header 'Interviews' and a search bar with a dropdown menu set to '- Select-'. Below the search bar, it shows 'TOTAL RESULTS: 4' and 'DISPLAYING: 1 - 4'. To the right of this information are two buttons: 'Filter' and 'Clear Sort'. The 'Filter' button is highlighted with a yellow callout bubble containing the number '2'. Below the buttons is a table with columns: Organization, Division, (Job ID) Job Title, and Interview Date. The first row of data shows 'Concordia University', 'Concordia University', '(4465) Web Marketing Intern', and 'Nov 14, 20'.

**Step 3:** Enter search options

**Step 4:** Click **Apply Filter**

The screenshot shows the 'Filters' dialog box overlaid on the 'Interviews' module. The dialog has a dark grey background on the left and a white background on the right. The left side shows 'SAVED FILTERS: - Select-' and 'TOTAL RESULTS: 4' and 'DISPLAYING: 1 - 4'. A yellow callout bubble with the number '3' points to the 'TOTAL RESULTS' area. The right side of the dialog is titled 'Filters' and has a close button 'X'. It contains three input fields: 'Organization', 'Division', and '(Job ID) Job Title'. A blue 'Apply Filter' button is located at the top of the input fields, highlighted with a yellow callout bubble containing the number '4'.

**Step 5:** Click on  to remove the filter



Dashboard

Jobs


Interviews

Events

Logout

## Interviews

SAVED FILTERS: - Select-

Organization: Concordia 

Interviews 

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