

**Accessing Search Filters in Desktop Mode – Use the Search Filters Menu**

To access a search filter in Desktop Mode, use the Search Filters Menu. (Standard and C-TSA Modes permit some other means, including clicking on the underlined name of the search filter.)

**How to Perform Some “Two-Filter” Searches in Desktop Mode**

The searches in Desktop Mode are restricted to using one option from the Search Filter Menu at a time, but it is possible to combine one of these search filters with a Skill Type or Skill Level (which is essentially another type of filter), and this can further restrict the search.

As one example, suppose you want to do a search on Aptitudes and you also want to impose a Skill Type or a Skill Level -- it's important to note that you should do it in this sequence:

- (a) Use Search Filters Menu to access the Aptitudes dialogue -- put in the levels you want.
- (b) Use the Display Groups menu to specify the Skill Type or Skill Level you require.
- (c) Click on Search --- you will be asked for confirmation to impose the Skill Type/Level.

If you reverse steps (a) and (b) then the search will always be on the full NOC. Substitute any other single filter in step (a) when necessary: the other filters will also work in combination with a Skill Type or Level if you wish.

**There is No Search Filter Summary for Desktop Mode**

Desktop Mode does not offer a Search Filter Summary (which is available only when you are working in Standard Mode or C-TSA Mode).

In Desktop Mode the searches are (by definition) quite simple, with only one search filter plus an optional Skill Type/Level, and they probably do not require formal documentation needed by other more-complex searches.