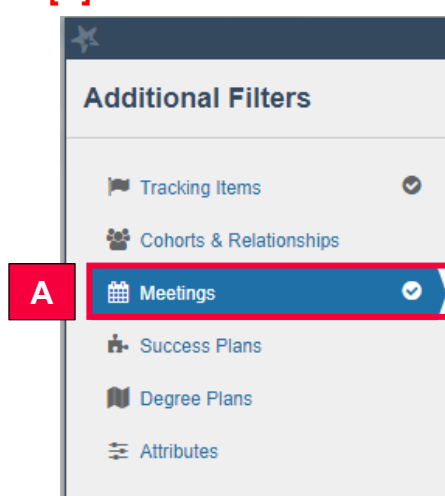


Using Advanced Filters: Meetings

When using Starfish, it's often useful to look at specific subgroups of the students you work with. Currently, the filtering feature in Starfish allows you to sort students' records based on combinations of all of the following: tracking items, organizations and relationships, meetings, and attributes.

This document covers sorting by meetings. See Using Advanced Filters: Basics to begin. To sort by whether a student has met with you or scheduled an appointment with you:

1. Select the "Meetings" tab **[A]**.



You can then do any of the following:

2. Specify whether you're looking for students who have made appointments with you, or students who haven't done so **[B]**.
3. Select students who met with you for a specific reason or reasons **[C]**.
4. Select students you met with within a certain date range **[D]**.

