Resource List Filtering

eReserve Plus offers an easy way to filter your list. You can use the filtering function to sort through a large number of resources so that you can find exactly what it is you're looking for.

You can begin filtering your list by clicking on the filter icon, located on the top right corner of your list.
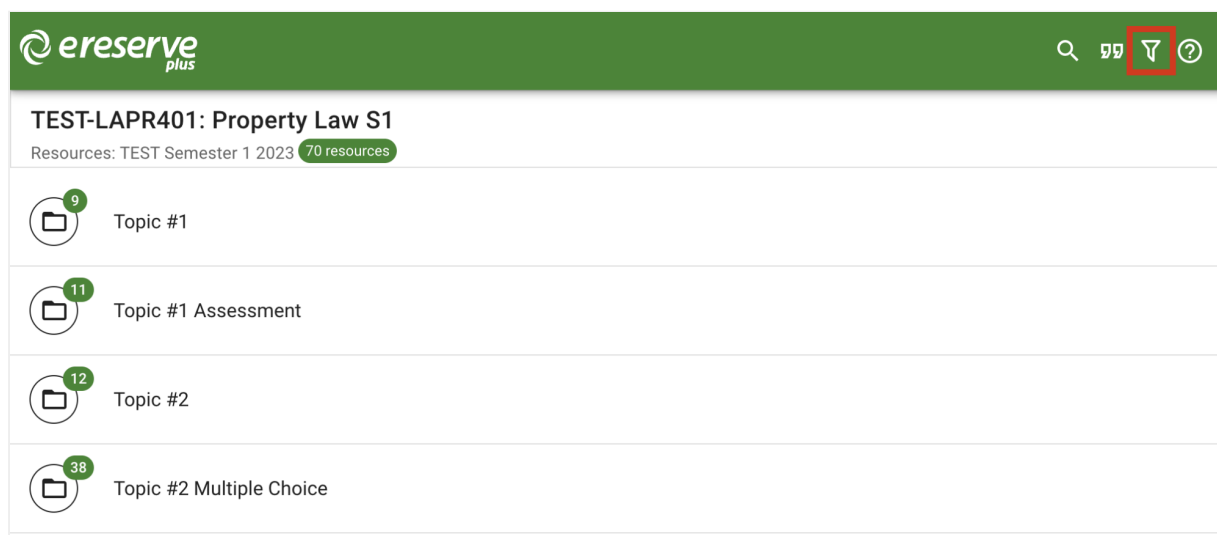

Figure 1: Student Interface - Filters Button

A side bar will appear on the left side of the screen, presenting three ways to filter your list. You can use one or all 3 of these options to filter through the list.
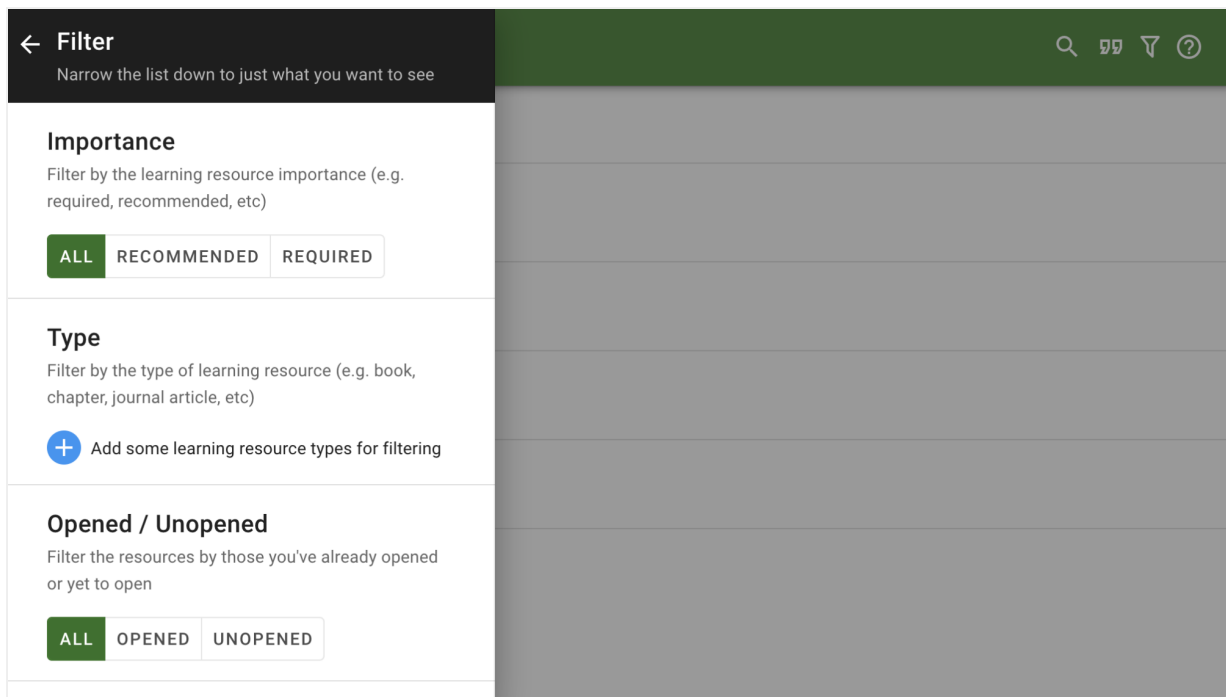
Figure 2: Student Interface - Filters sidebar

Resource Importance

You can filter by the resource importance. All resources will have either a 'Recommended' or 'Required' label.

By default, 'ALL' will be selected.

Clicking on 'Recommended' will automatically filter the list to display only the resources that have the 'Recommended' label.

Clicking on 'Required' will automatically filter the list to display only the resources that have the 'Required' label.
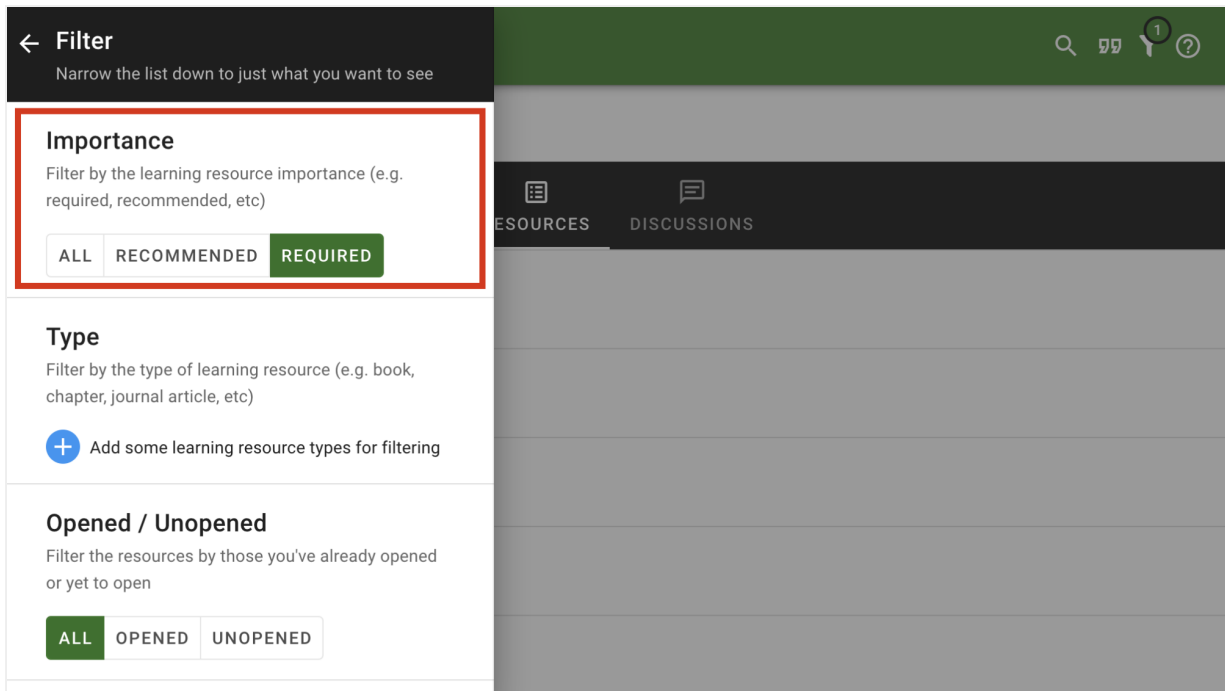
Figure 3: Student Interface - Filter by importance

Type

You can filter by resource type. You can either select one specific resource type or select multiple types to filter at a time.
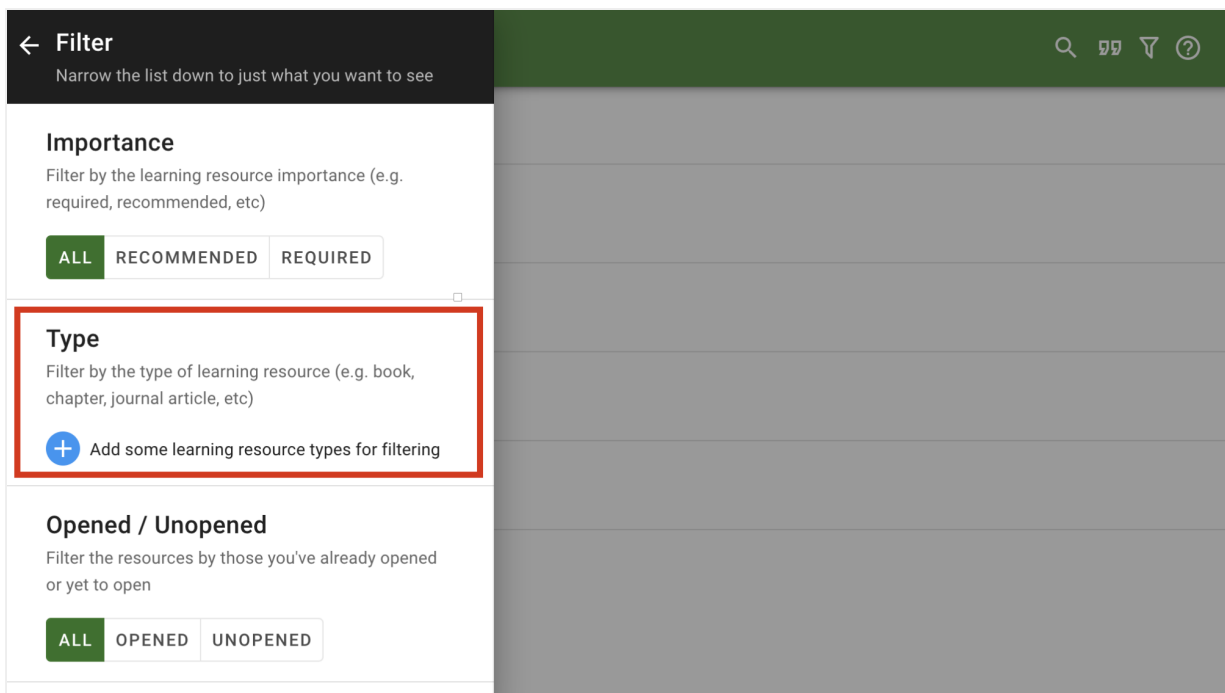

Figure 4: Student Interface - Filter by type

The Resource types displayed will vary depending on the resources on your list, but some examples of resource types are as follows:

- Book Chapter
- Journal Article
- Magazine Article
- Motion Picture Excerpt
- Website page
- Whole Book

You can filter multiple resource types at a time (e.g. 'Book' and 'Book Chapters'). Select a type by clicking on the row or check box, then click APPLY to apply the filters to your list.
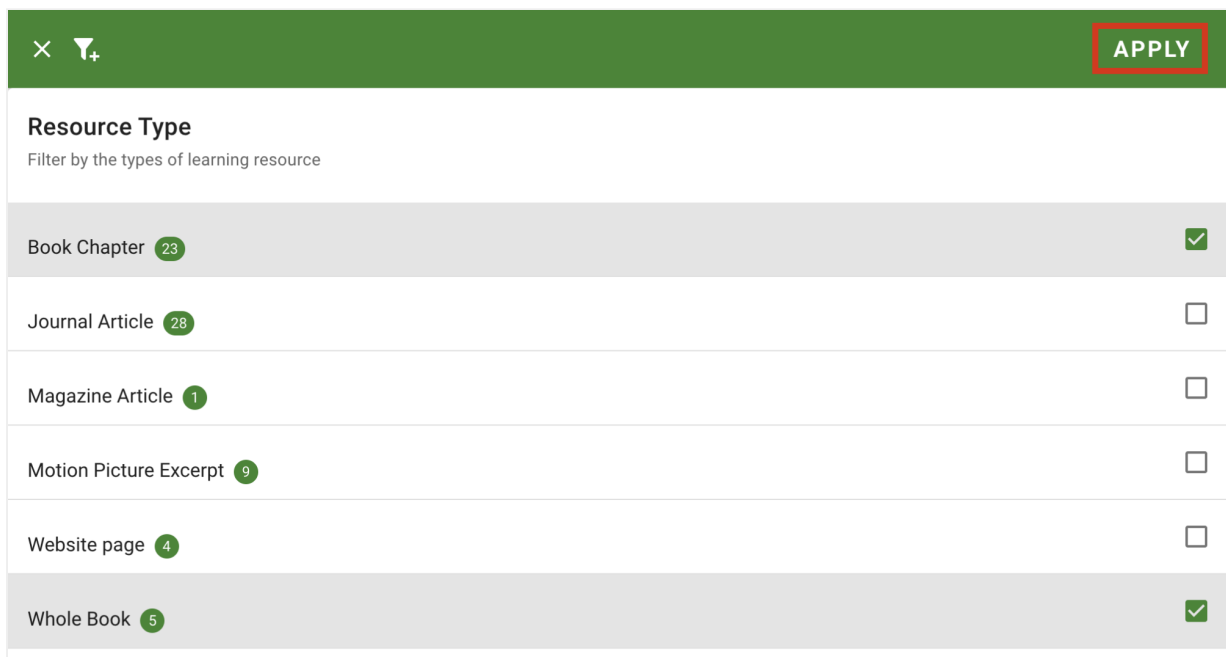

Figure 5: Student Interface - Apply filters

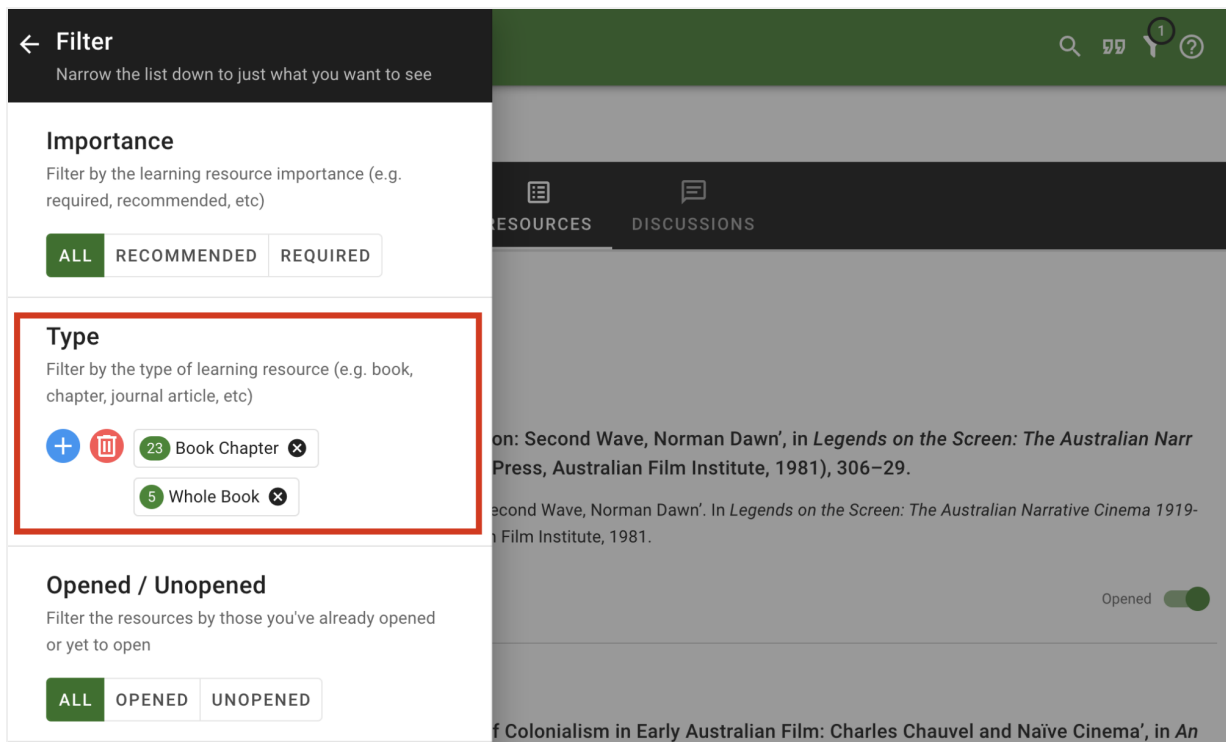Your selection will now appear in the Filter menu as labels in the 'Type' section.

Figure 6: Student Interface - Applied filters

If you want to filter more types, click on the blue plus button within the 'Type' section to return to the type selection window.

If you need to remove a type from your filters, click the 'x' beside the type label.

To remove all of the type filters, click the red trash can button within the Type section. This will clear all Type selections made so you can view all types of resources.

Opened / Unopened

You can filter your list to show only resources you've either already opened or yet to open. This is handy if you want to review materials you've already read or if you need to find what you may have missed.

By default, 'ALL' will be selected.

Clicking on 'Opened' will automatically filter the list to display resources that have been opened.

Clicking 'Unopened' will automatically filter the list to display all resources that have not been opened and resources that have been marked as 'Unopened'.
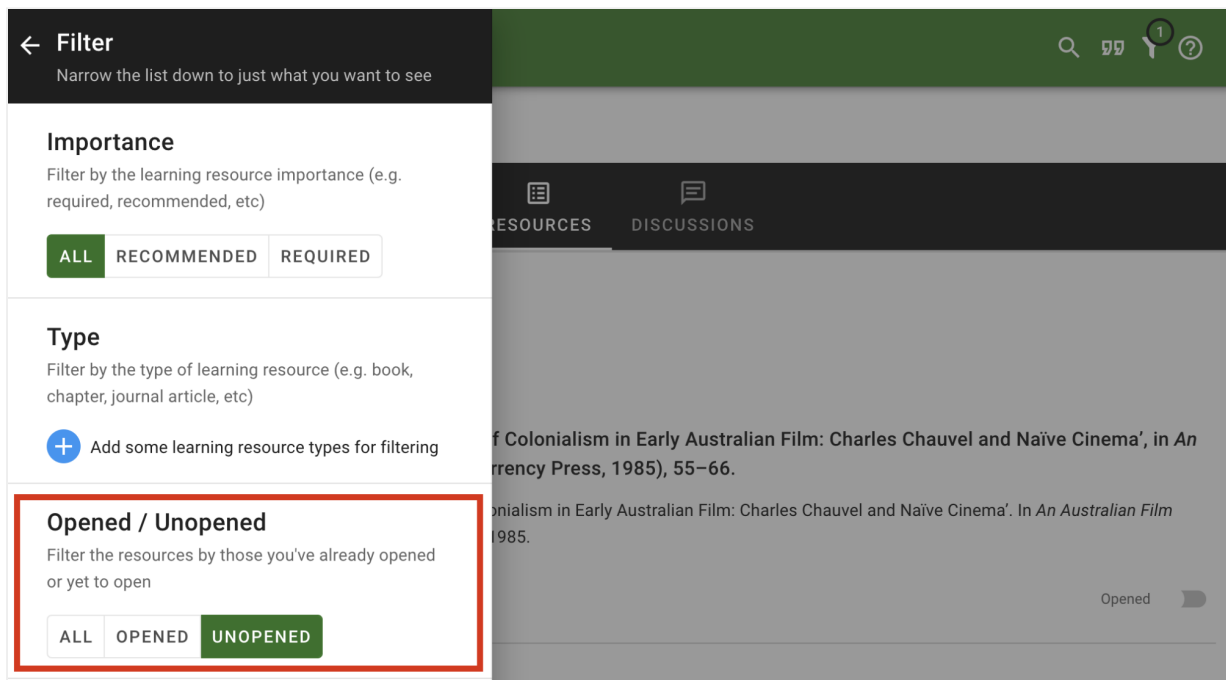

Figure 7: Student Interface - Filter by opened/unopened

Once one or more filters have been selected, the filter(s) will automatically apply to your list.

Return to your list by either clicking the arrow in the Filter header or by clicking off the sidebar, on any part of the gray area.
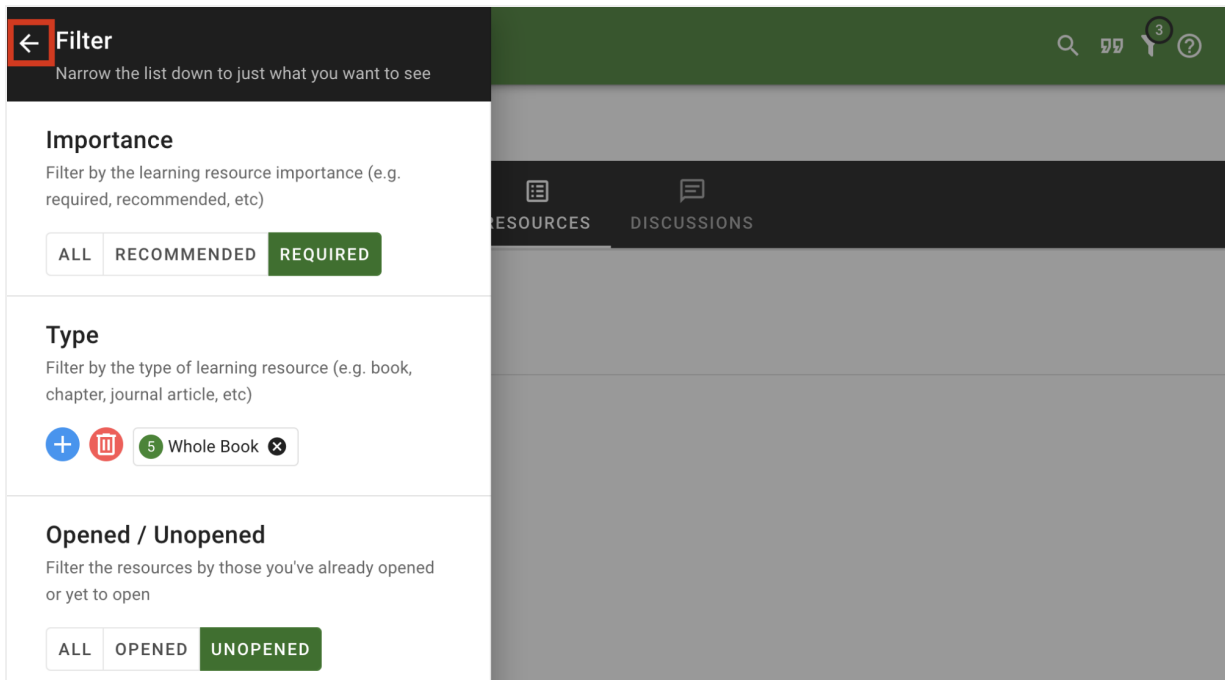
Figure 8: Student Interface - Return to list

The filter icon will display how many filters are active so it's easy to tell if your list is currently filtered. The list's number of resources will also automatically update the count to show how many resources match the filters selected.
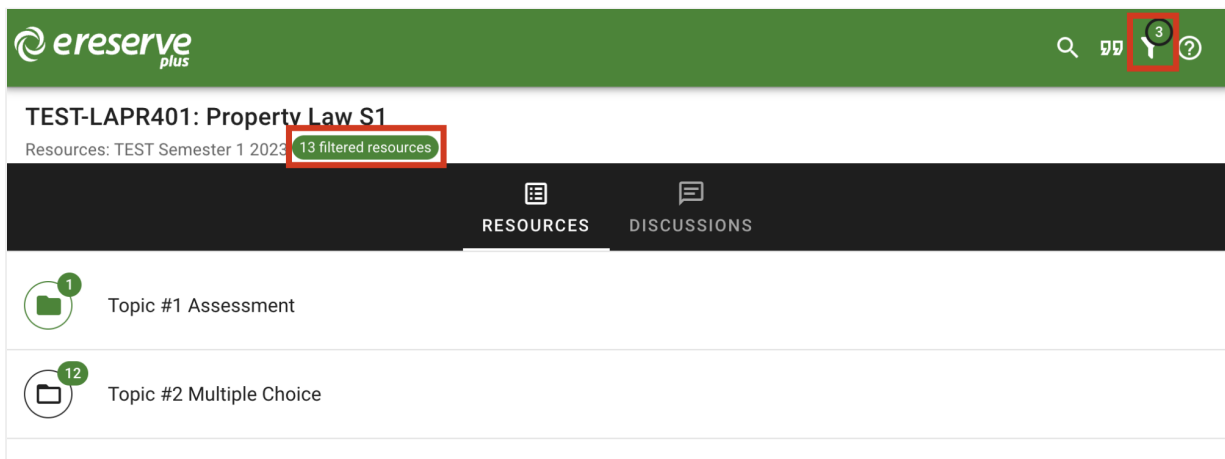

Figure 9: Student Interface - Filter results

In the event no resources match the filters selected, you'll receive the following message:

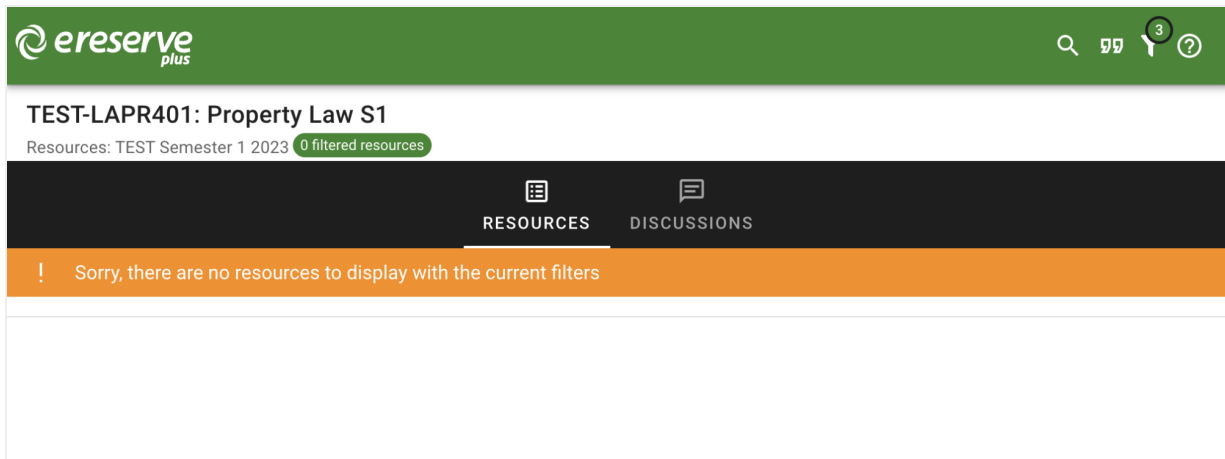"Sorry, there are no resources to display with the current filters."

Figure 10: Student Interface - No match to filter

Return to the filter menu and change your filter settings in order to view a different set of results.

It's important to remember that you can combine the search, filters and export function together to find exactly the resources you're looking for.

For example, you can search for resources that contain '1989'. You can see that out of 70 resources, 9 match the search.
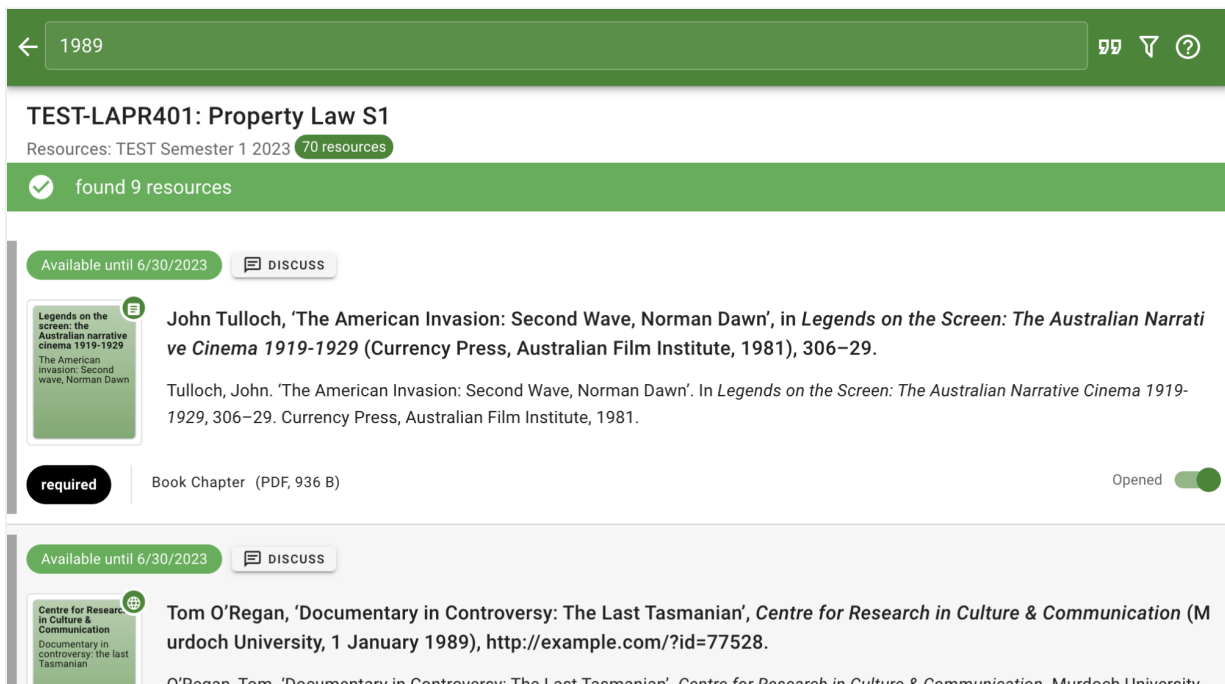

Figure 11: Student Interface - Filtering with search

You can then filter to only display resources that are required journal articles that are unopened.
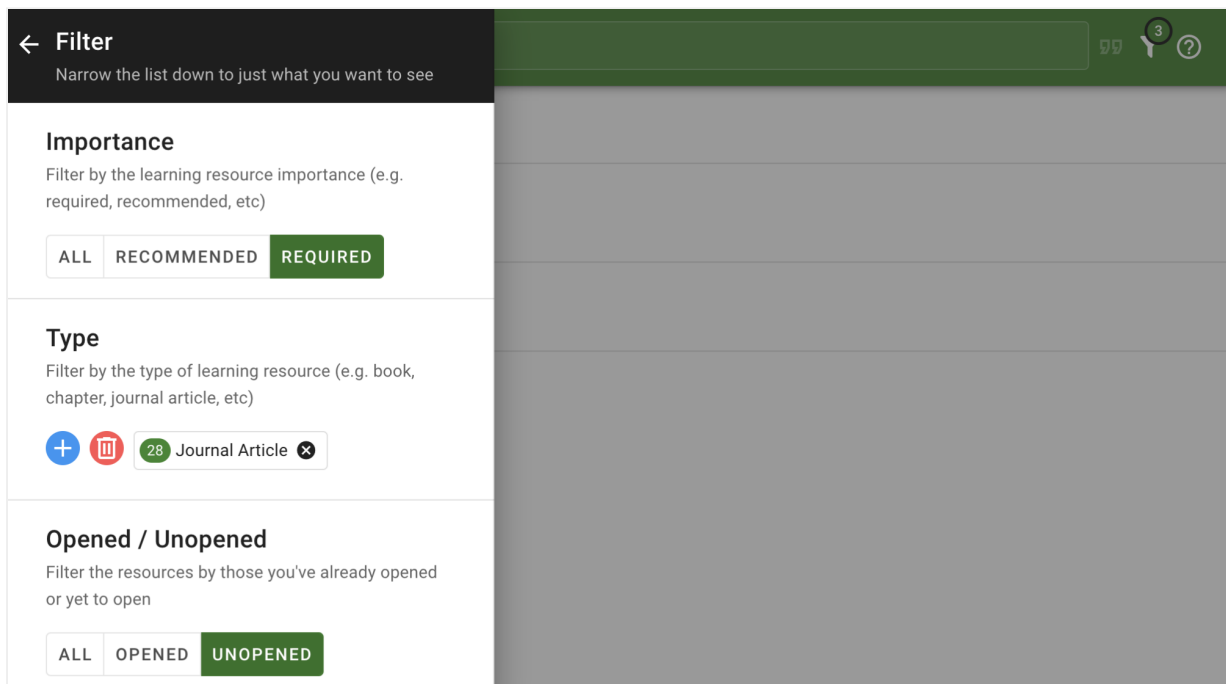

Figure 12: Student Interface - Example filter

You can see below that only 1 resource is matched out of 13 filtered resources.
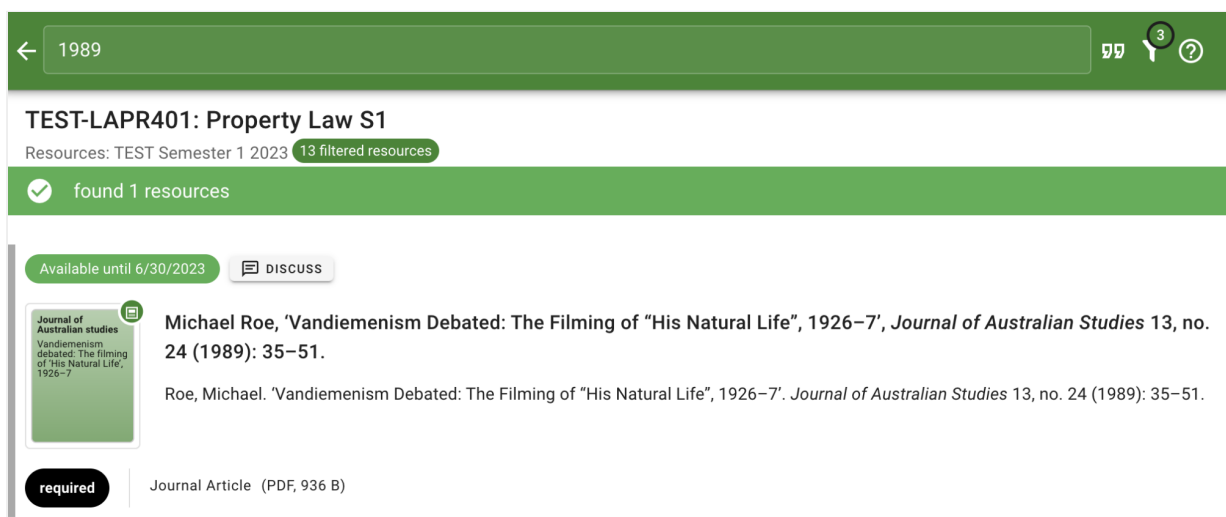

Figure 13: Student Interface - Filter and search results

Finally, you can export the 1 resource found into an RIS file to import into your preferred citation application.
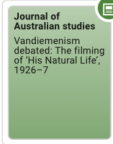
Figure 14: Student Interface - Export filter results