Facet Picker

If a <u>Facet</u> category has more than five values, the **View All** link will display below the fifth option in that category. Selecting **View All** will either display the rest of the values, or, if there are too many values to be displayed, the **Select Values** window will appear.

The Select Values window allows the user to scroll through a list of all available values in that Facet category and select the appropriate value(s) to be applied to the Items List. If the user knows exactly what Facet they are looking for, the name of that facet can be entered into the **Search for values containing field.** The numbers next to each value signify the number of items associated with that value.

Once the desired value(s) have been selected, click **Apply** to filter the list by the selected values.

Removing a Value

Value(s) can be removed from an existing filter by selecting the X next to a value in the filter summary bar above the list or by deselecting the check box next to the value(s) within the Narrow Choices panel. Once a value is removed from a filter, the list will automatically update. You can remove all filter values at once by selecting the trash can icon in the filter summary bar.

