Starfish Milestone Status Filtering

1. Log into Starfish and navigate to the Students page

2. Click on Add Filters button.

3. When on the Additional Filters page click on Attributes.
4. Now click on **Add Attribute**.

5. Here you will have a drop-down list of all filterable attributes in Starfish. You will see that all Graduate School Milestones available will begin with **GRAD Mlstn**. Choose the milestone you wish to filter from the list.
6. The statuses of these milestone have been changed to either “Complete” or “Not Satisfied.”
   a. Now when searching on the word “Complete” by typing in %complete% in the Specific Value field and clicking Submit you will only get students who completed the milestone in your list. By clicking on that student you see that the milestone you chose is in a Complete status as in Example 1 below.

Example 1:
b. To search for those who didn’t complete a milestone you can type either type %Not Satisfied% or %Satisfied% in the Specific Value field and clicking Submit. Both will return only those students who have that Milestone as “Not satisfied” as you see in Example 2 below.

Example 2:
7. You will now notice when on your list that a red checkmark appears when next to **Additional Filters** when your list is being filtered. To clear your filter and get back to all students click the x and those filters are cleared.