


# Smartsheet Filtering Reports

1 Navigate to your club profile and Select 'Smart list'



Cricket Ireland

Account

Members

Quick Search

Smart List

Add New

Member Charts

Clubs

Provincial Unio...

Programmes

Courses

Competitions

Events

Purchase History

Admin

Reports

Queued Reports

Members

Legacy View

Actions

Welcome to the new Smart List functionality, you can toggle back to the old list functionality to access previous saved reports using the 'Legacy List' toggle above. Click here for more information on the new Smart Lists functionality and transitioning your reports.

Search

Name

Filters (0)

10084 Records

First Name	Last Name	Date of Birth	Gender at Birth	Individual Membership Status	Individual Membership CI No.	Actions
				-	-	
				-	-	
				Current	3000000097	
				Lapsed	2021117810	
				Lapsed	2021116146	
				Lapsed	2021119545	
				Lapsed	2021119546	
				Lapsed	2021119544	
				Lapsed	2021121855	
				Lapsed	2021118725	
				Lapsed	2021121492	

## 2 Click "Filters" to find the details you require.

The screenshot shows the Cricket Ireland Members page. On the left is a sidebar with navigation options: Account, Members (selected), Quick Search, Smart List, Add New, Member Charts, Clubs, Provincial Unions, Programmes, Courses, Competitions, Events, Purchase History, Admin, Reports, and Queued Reports. The main content area has a header with 'Members', a 'Legacy View' toggle, and an 'Actions' button. Below the header is a welcome message about the new Smart List functionality. A search bar is present with a 'Name' dropdown. A 'Filters (0)' button is highlighted with a pink circle. Below the search bar is a table with columns: First Name, Last Name, Date of Birth, Gender at Birth, Individual Membership Status, Individual Membership CI No., and Actions. The table contains several rows, with the first row highlighted. The 'Individual Membership Status' column shows 'Current' for the first row and 'Lapsed' for the others. The 'Individual Membership CI No.' column shows values like 3000000097, 2021117810, 2021116146, 2021119545, 2021119546, 2021119544, 2021121855, 2021118725, and 2021121492. The total number of records is 10084.

First Name	Last Name	Date of Birth	Gender at Birth	Individual Membership Status	Individual Membership CI No.	Actions
				-	-	⋮
				-	-	⋮
				Current	3000000097	⋮
				Lapsed	2021117810	⋮
				Lapsed	2021116146	⋮
				Lapsed	2021119545	⋮
				Lapsed	2021119546	⋮
				Lapsed	2021119544	⋮
				Lapsed	2021121855	⋮
				Lapsed	2021118725	⋮
				Lapsed	2021121492	⋮

## 3 Click "Add New Filter"

The screenshot shows the Cricket Ireland Members page, similar to the previous one. The 'Filters (0)' button is now a blue button. Below it, a dashed box contains a '+ Add New Filter' button, which is highlighted with a pink circle, and the text 'Drag filters here'. The table below remains the same, showing the list of members with their details and status.

First Name	Last Name	Date of Birth	Gender at Birth	Individual Membership Status	Individual Membership CI No.	Actions
				-	-	⋮
				-	-	⋮
				Current	3000000097	⋮
				Lapsed	2021117810	⋮
				Lapsed	2021116146	⋮
				Lapsed	2021119545	⋮
				Lapsed	2021119546	⋮
				Lapsed	2021119544	⋮
				Lapsed	2021121855	⋮

#### 4 Select the filter type you are looking for.

**Add Filter**

Name \*  
Filter 1  
Note: This name will be used to identify the filter

Type \*  
Select type  
Dual Clubs & Transfers  
Coaching  
Officiating  
Safeguarding  
CPD  
Club Memberships

Create Cancel

#### 5 Select the Status you want.

**IRELAND**

Cricket Ireland

Account

Members

Quick Search

Smart List

Add New

Member Charts

Clubs

Provincial Unio...

Programmes

Courses

Competitions

Events

Purchase History

Admin

Reports

**Add Filter**

Name \*  
Filter 1  
Note: This name will be used to identify the filter

Type \*  
Club Memberships

Select Club Membership \*  
Multiple

**Filters**

Status  
Valid  
Invalid  
Valid & Invalid  
Not Added  
Action Required  
Manually Suspended

Type(s)  
Enter type(s)

Show Advanced Filters  
☐ Yes ☒ No

Create Cancel

## 6 Select the relevant types.

**Name \***  
Filter 1  
Note: This name will be used to identify the filter.

**Type \***  
Club Memberships

**Select Club Membership \***  
Multiple

**Filters**

**Status**  
Valid

**Type(s)**  
Dunmurry Cricket Club Membership

**Club Membership Subtype(s)**  
Enter club membership subtype(s)

**Show Advanced Filters**  
☐ Yes ☒ No

**Create** **Cancel**

## 7 Click "Create"

**Name \***  
Filter 1  
Note: This name will be used to identify the filter.

**Type \***  
Club Memberships

**Select Club Membership \***  
Multiple

**Filters**

**Status**  
Valid

**Type(s)**  
Enter type(s)

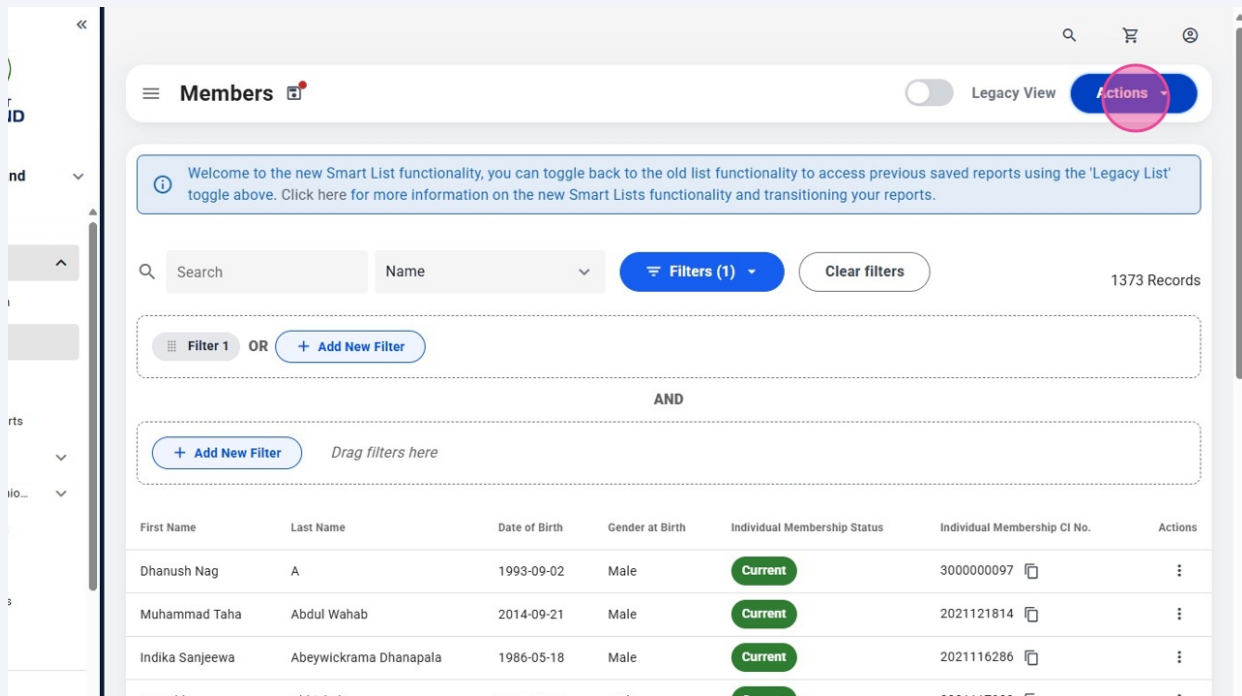
**Club Membership Subtype(s)**  
Enter club membership subtype(s)

**Show Advanced Filters**  
☐ Yes ☒ No

**Create** **Cancel**

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From here, you can add another filter (or multiple) and view the list. You can also run a report of these players by clicking Actions on the top right.

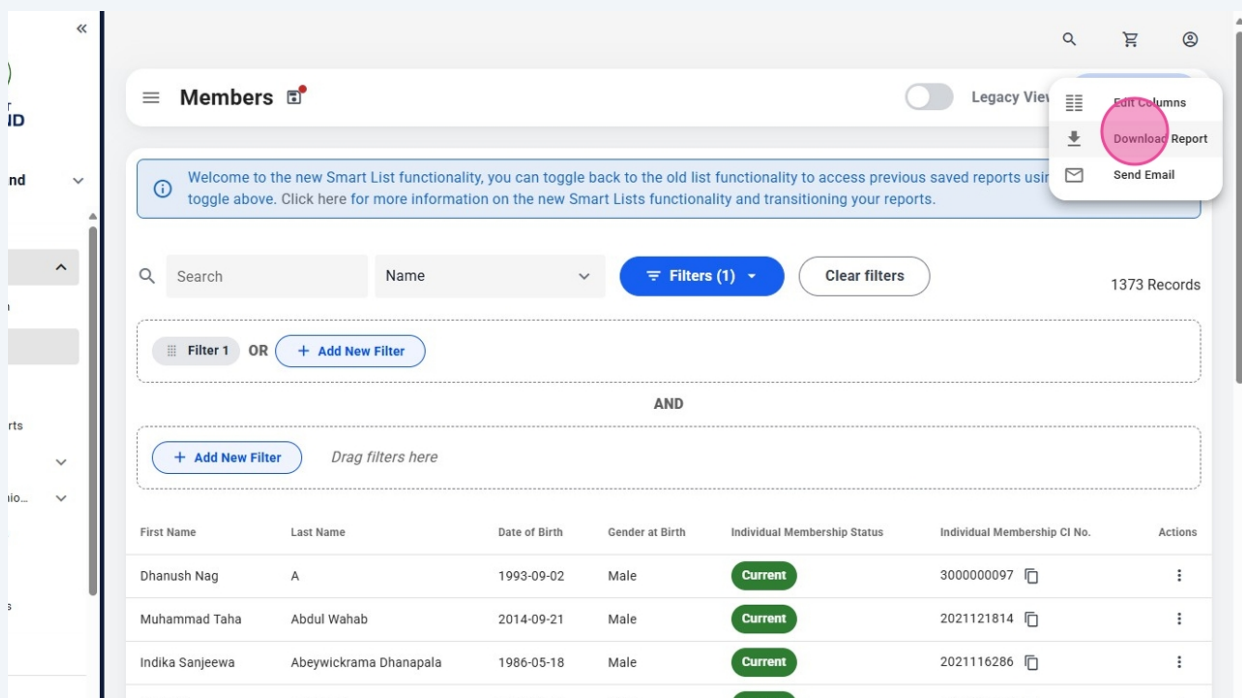


The screenshot shows the 'Members' page interface. At the top right, there is a toggle for 'Legacy View' and a blue 'Actions' button, which is circled in pink. Below this is a welcome message for the Smart List functionality. The main section contains a search bar, a dropdown for 'Name', a 'Filters (1)' button, and a 'Clear filters' button. Below these are filter sections with 'Filter 1' and an 'Add New Filter' button. The table below lists members with columns: First Name, Last Name, Date of Birth, Gender at Birth, Individual Membership Status, Individual Membership CI No., and Actions. The 'Actions' column contains a vertical ellipsis icon for each row.

First Name	Last Name	Date of Birth	Gender at Birth	Individual Membership Status	Individual Membership CI No.	Actions
Dhanush Nag	A	1993-09-02	Male	Current	3000000097	⋮
Muhammad Taha	Abdul Wahab	2014-09-21	Male	Current	2021121814	⋮
Indika Sanjeeva	Abeywickrama Dhanapala	1986-05-18	Male	Current	2021116286	⋮

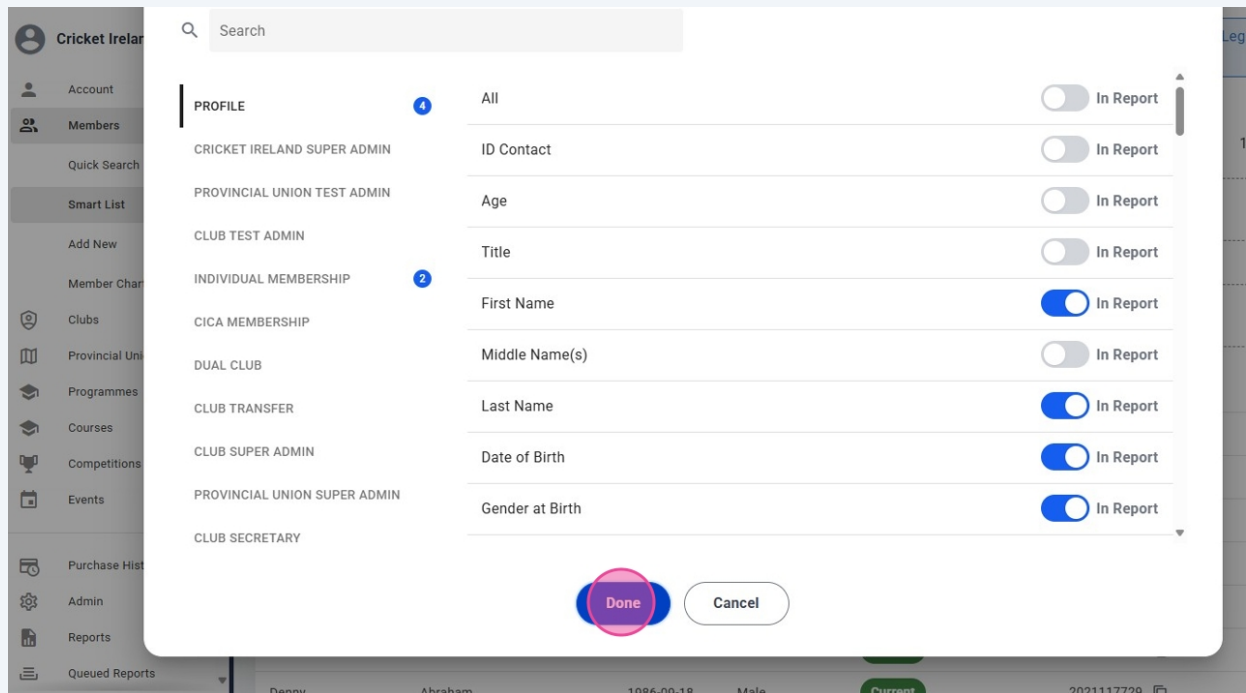
9

Click "Download Report"

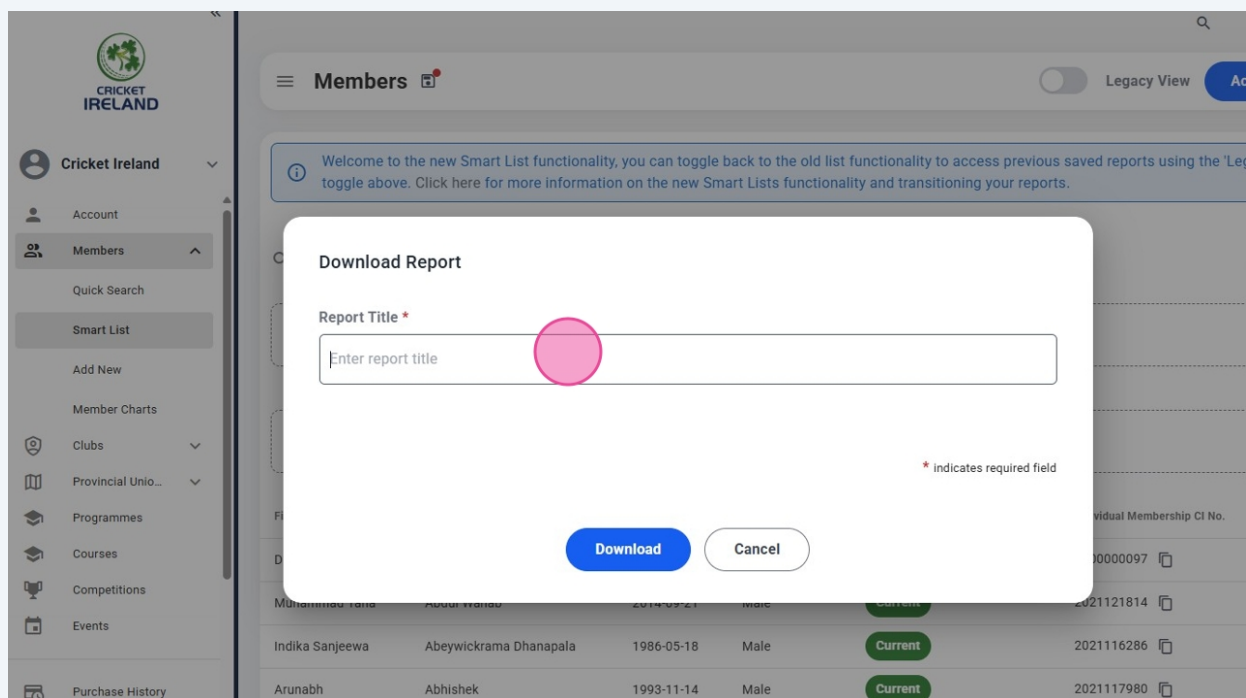


The screenshot shows the 'Members' page with the 'Actions' dropdown menu open. The menu options are 'Edit Columns', 'Download Report' (highlighted with a pink circle), and 'Send Email'. The rest of the page content is identical to the previous screenshot.

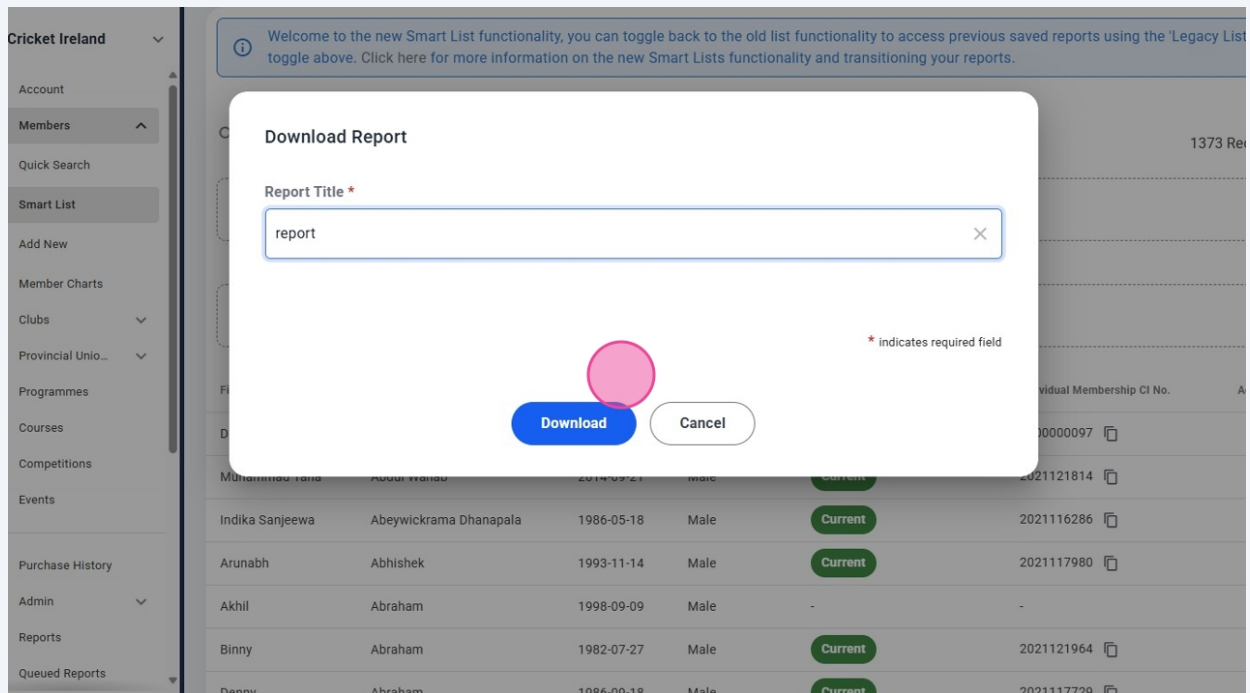
## 10 Click "Done"



## 11 Click the "Report Title \*" field.



## 12 Click here.



## 13 Click "Download"

