

Guide to shortlist creation using the advanced features in the sortable master index

1. To add a horse to a shortlist, choose one or more horses (rows) by clicking the checkbox found to the left of the hip number
2. Use the filters and search fields above each column to refine your selection. For example, select a sire, in-foal sire or consignor and click the checkbox. For multiple selections, use the filter for another sire or category and click again in the appropriate box.
3. Once you have selected all the horses for your shortlist, select the "Create Shortlist" button, which will show only the horses added to the shortlist.
4. Sort the shortlist by one, two or three columns using the sort choices above the right side of the table. For example: Barn, Consignor, Hip
5. Export the shortlist into excel or .pdf format and/or print the information using the buttons found above the center of the table.