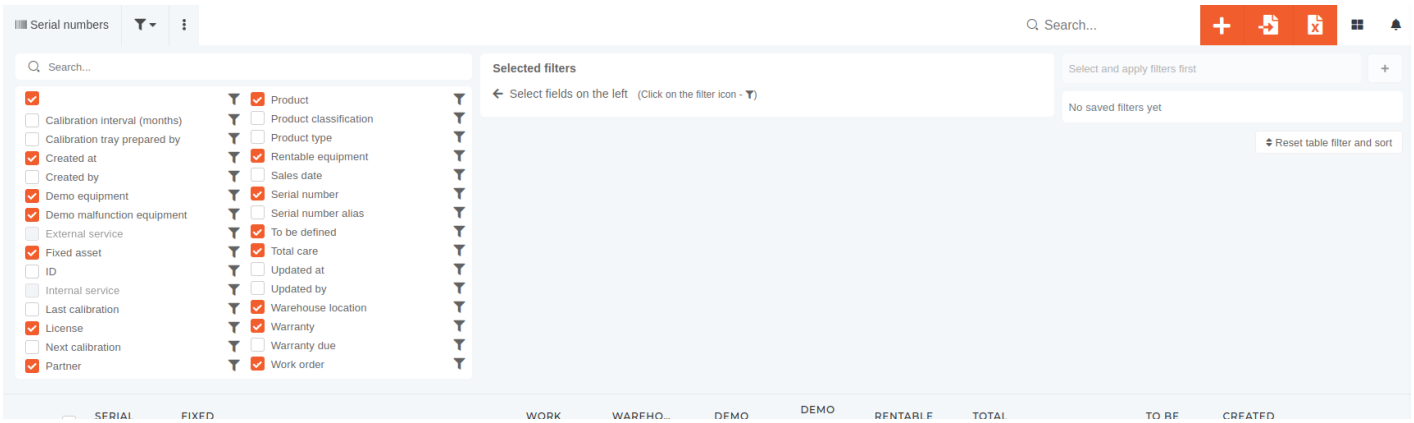
Filters

The filters section, above a table, allows user's to apply custom filtering to the table.



Filters for every field can be accessed by pressing the icon next to the field's name.

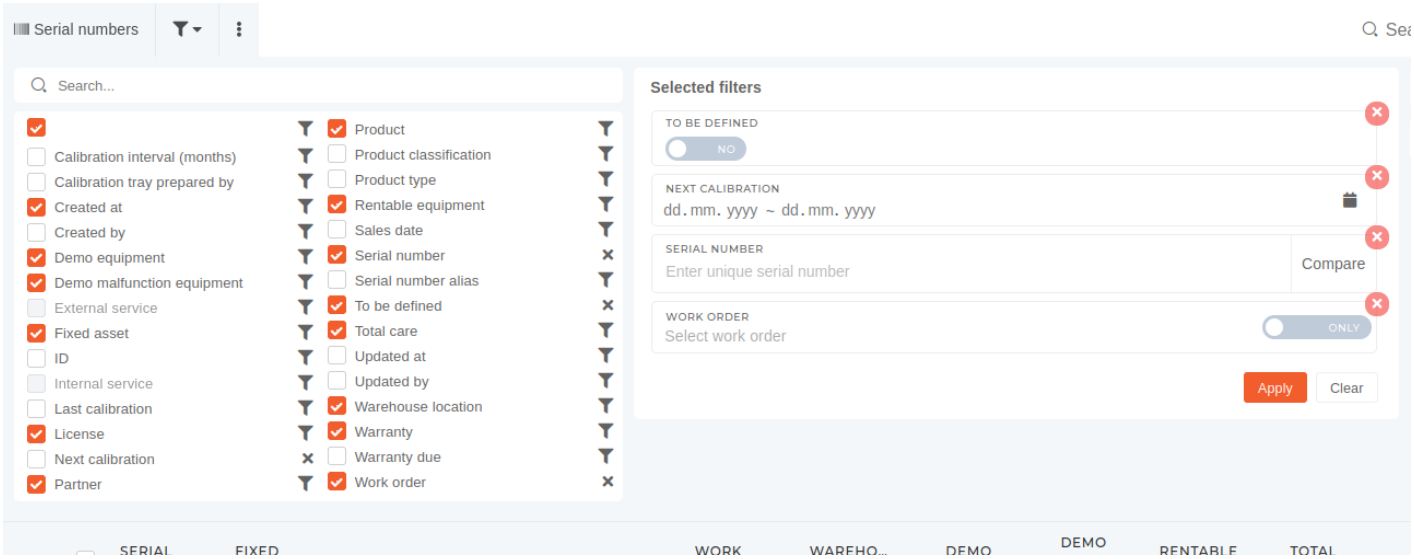
> Fields without the filter icon cannot be filtered by.

Types of available filters

There are several types of filters available in the filter section.

Most common among these are:

Yes/No filter	Filter's value is either true or false.
Date filter	Field's value is a date range between date 1 and date 2.
Text filter	Field value is equal to given value.
Select filter	Select a value from a provided list.

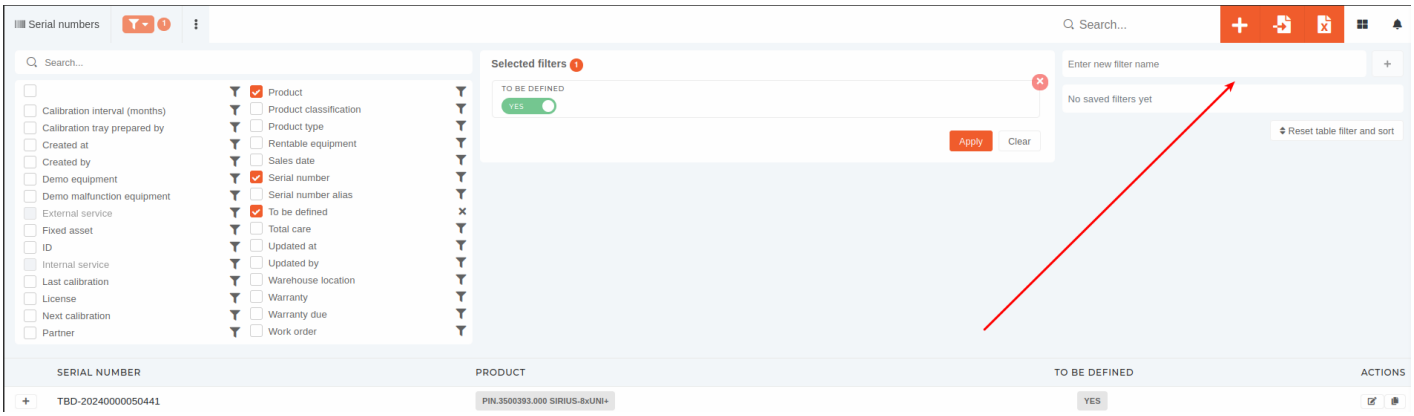


To apply the filters, press the "**Apply**" button, which reloads your page and filters table rows. You can remove all applied filters at once by pressing the "**Clear**" button, or one at a time by pressing the **"x"** in the top right corner of the filter fields.

> **NOTE:** The table filters, that you set for yourself, will only be set on the computer you set them on, if you don't save it.

Saving set filters

When you create a customized table view, you can choose to save your current **configuration** (the filters you have set and the columns you have set as visible).

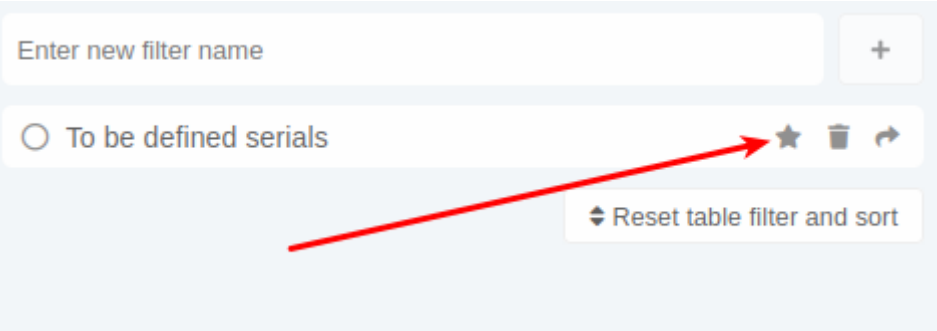


To save an existing configuration, just give it a name and press the "**+**" button, and the configuration will be saved, available for use anywhere you log in. To apply an existing saved filter, just click on it's name.

> **TIP**: If a saved filter is currently applied, that saved filter will show a check mark and will be colored green.

Setting saved filter as default

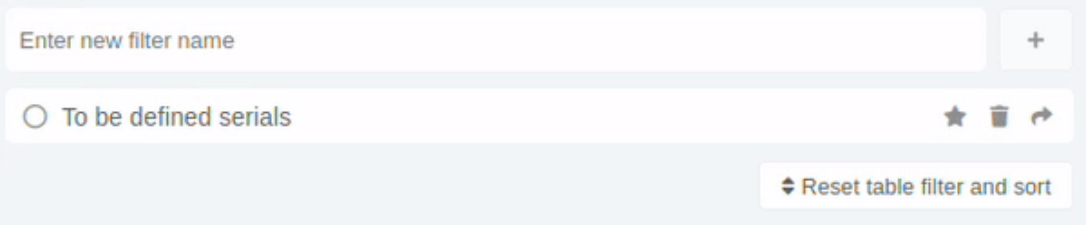
You can set any saved filter as default, by clicking it's **"star"** icon. When a filter is set as default, it is instantly applied, when you visit it's table page. To unset a default filter, click it's **"star"** icon again.



> There can be only one default filter set at a time. The current default filter has a colored star instead of a grey one.

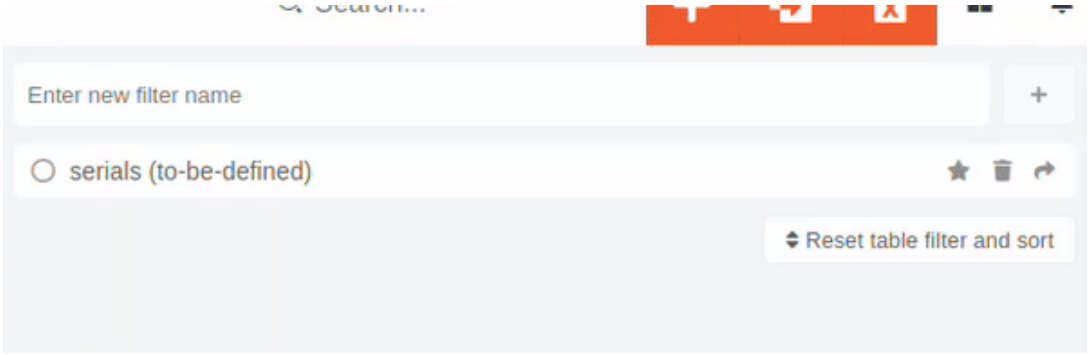
Editing saved filters

You can only edit a saved filter's name. This can be done by clicking the "pen" icon that appears next to saved filter's name.



Sharing saved filters

To share a saved filter, press the **"arrow right"** button. This displays a popup, where you select the user you want to share the saved filter with. You share the filter by pressing the **"share"** button. The shared filter will be visible after a page reload.

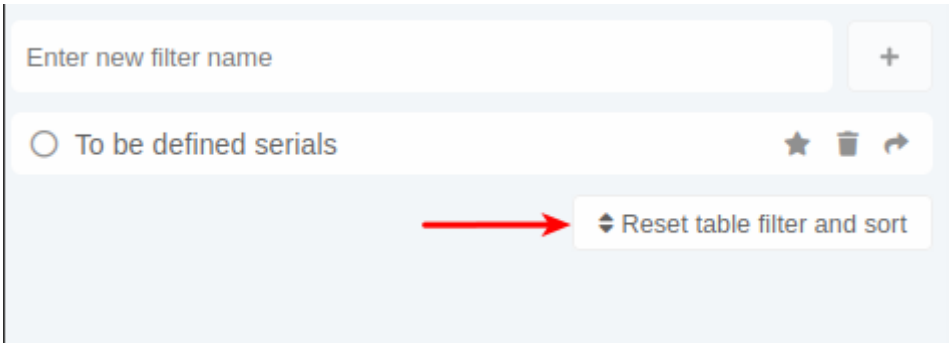


Removing saved filters

Saved filters can be removed by clicking the **"trash"** icon. A confirmation dialog is displayed, and after confirming, the saved filter is deleted.



> There is a "**Reset table filters and sort**" button under the list of saved filter sets. By pressing this button, you remove all filters and any column sorting, done by clicking column headers in the tables.



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