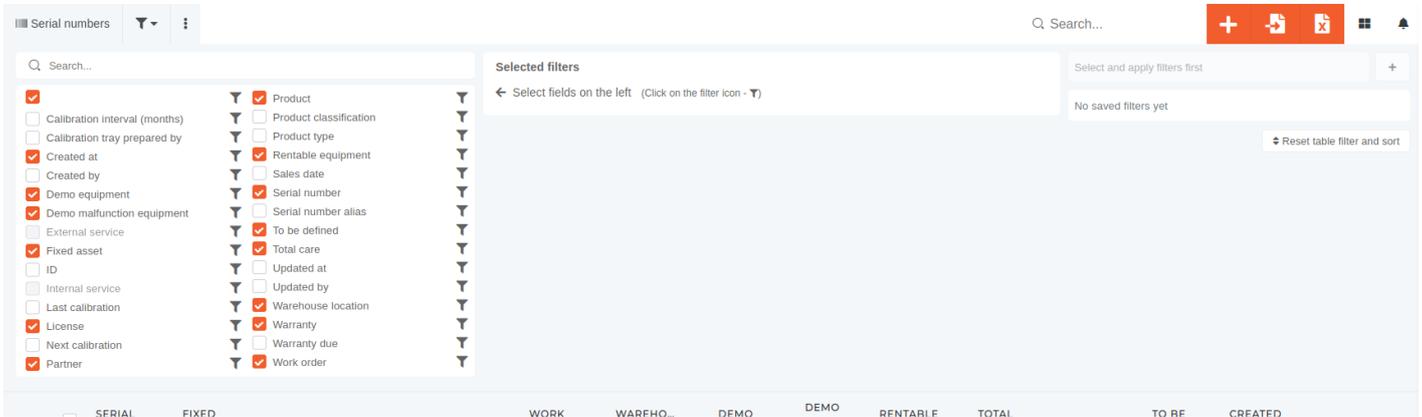


Filters

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

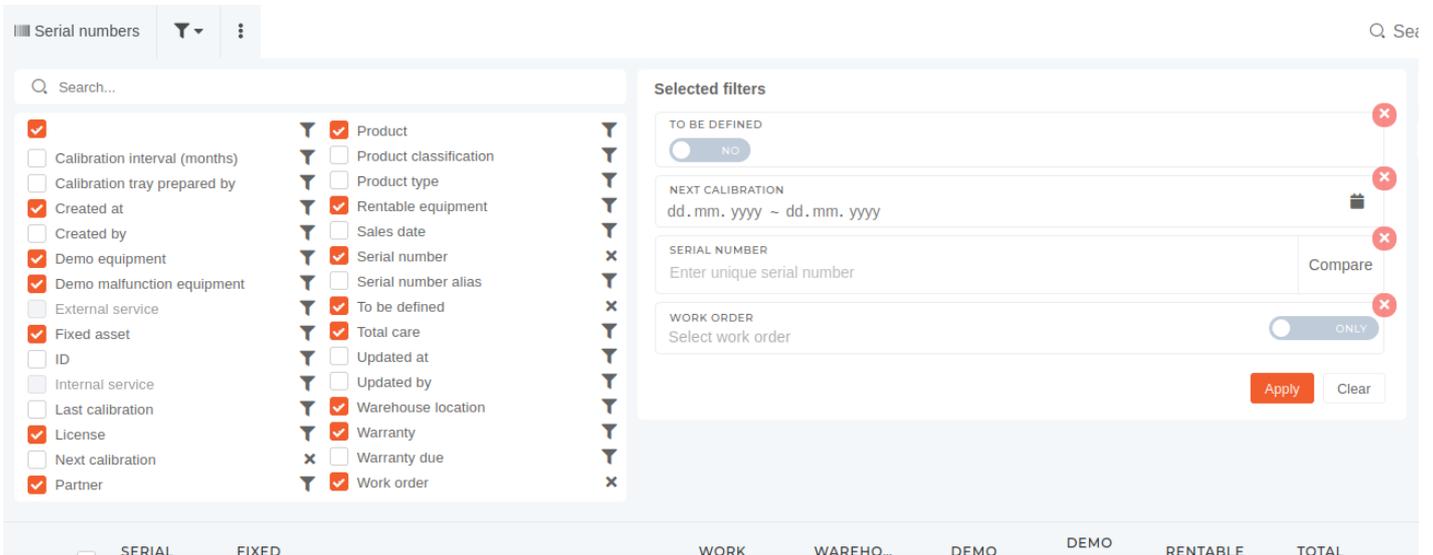
Field's value is a date range between date 1 and date 2.

Text filter

Field value is equal to given value.

Select filter

Select a value from a provided list.

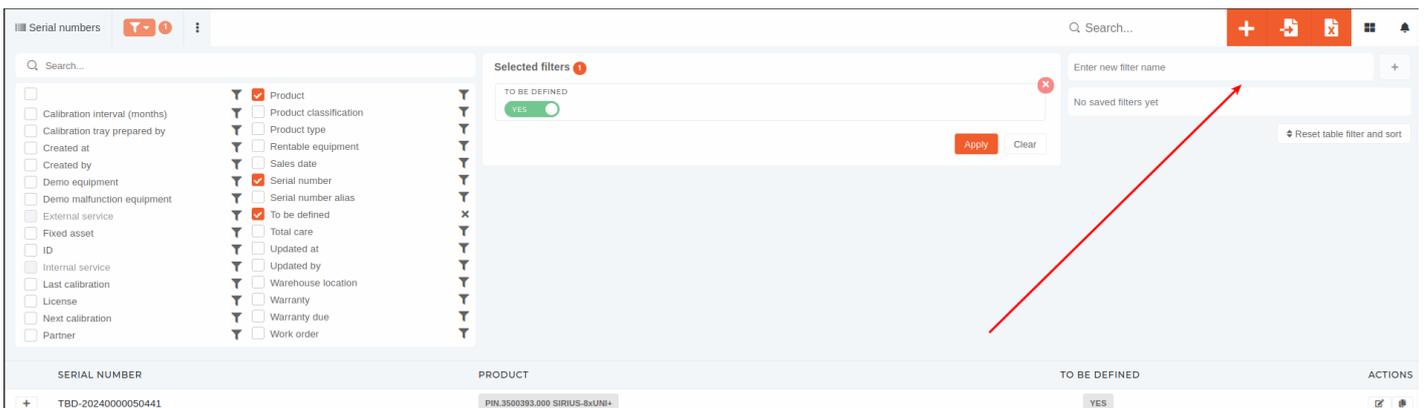


To apply the filters, press the **"Apply"** button, which reloads your page and filters table rows. You can remove all applied filters at once by pressing the **"Clear"** button, or one at a time by pressing the **"x"** in the top right corner of the filter fields.

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).

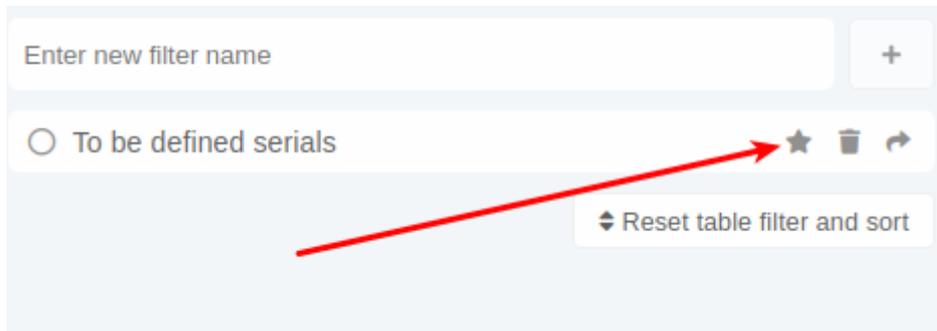


To save an existing configuration, just give it a name and press the **"+"** button, and the configuration will be saved, available for use anywhere you log in. To apply an existing saved filter, just click on its name.

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 its **"star"** icon. When a filter is set as default, it is instantly applied, when you visit its table page. To unset a default filter, click its **"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.

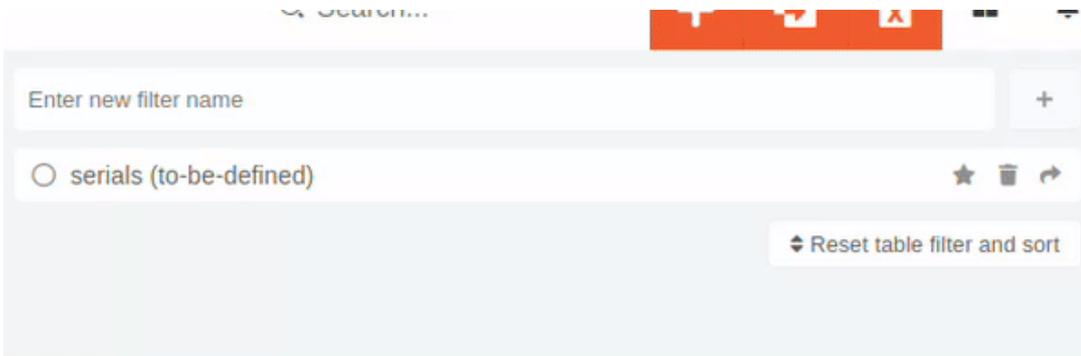
Editing saved filters

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.



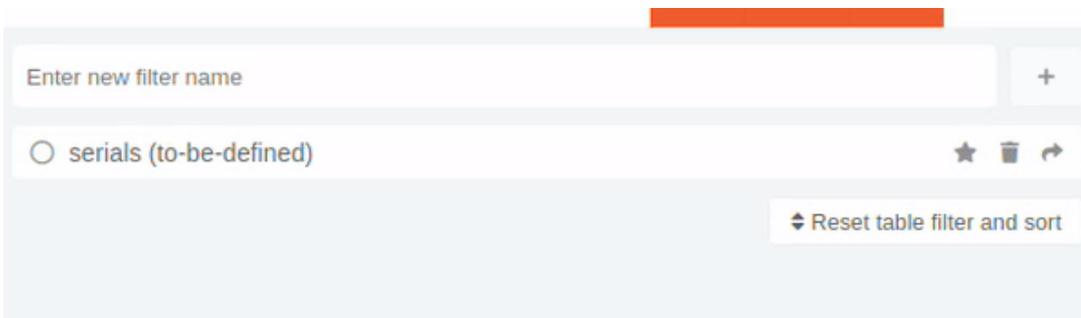
Sharing saved filters

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.

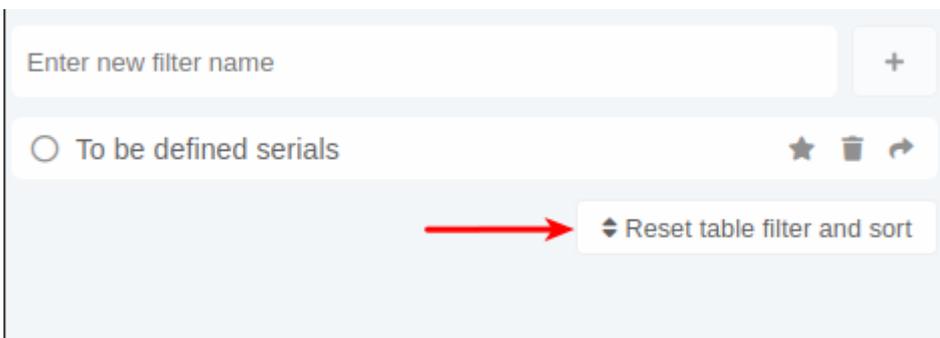


Removing saved filters

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.



Revision #16

Created 30 April 2024 08:46:17 by Admin

Updated 17 December 2024 12:43:43 by Admin