_Managing_custom_data_table_view_filters_Content_v1

Add a filter to a custom data table view

To add filters to a custom data table view:

1. Select your custom data table view, and click on the edit this data table view button.

2. Click the **Add a Filter to this View** link to add a filter to this custom data table view.

3. Make a selection in the **Fields** drop-down menu.
4. Select equals or not equal in the **Operation** drop-down menu.
5. Select **Criteria.**

6. Click **Save Filter.**

ⓘ The example above is what it would look like to create a custom filter for all submitted forms assigned to a specific volunteer.

This custom view is now available to quickly select in the data table as Views: Assigned to Michelle

Edit a data table view filter

You can edit a filter to change the operation, criteria, or even the field itself.

Edit icon:

to edit a data table view filter:

1. Click the **Edit this filter** icon next to the filter you want to modify.
2. Select the Field from the **Fields** drop-down menu.
3. Select the Operation in the **Operation** drop-down menu.
4. Enter or select the **Criteria** status.
5. Click **Save View Filter.**

Remove a filter from a data table view

To remove a filter from a view click the **Delete this filter** button next to the filter you want to remove.

Delete icon: