# \_Managing\_custom\_data\_table\_view\_filters\_Content\_v1

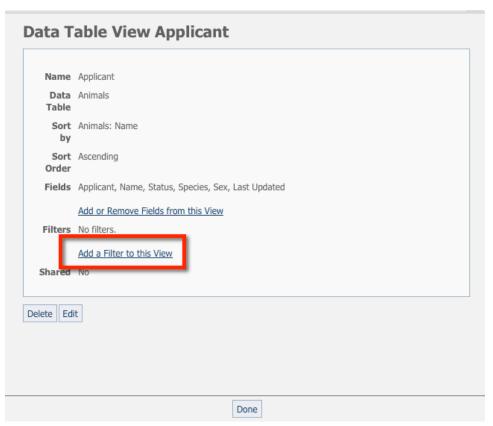
### Add a filter to a custom data table view

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.

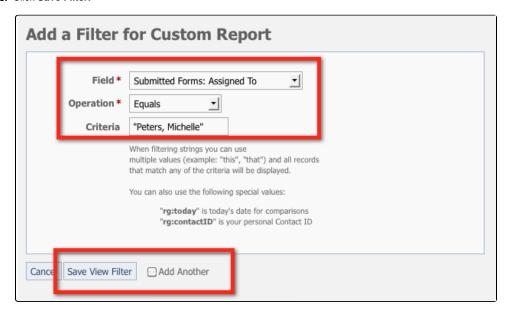


2. Click the Add a Filter to this View link to add a filter to this custom data table view.



- 3. Make a selection in the  $\textbf{Fields}\ \text{drop-down}\ \text{menu}.$
- 4. Select equals or not equal in the **Operation** drop-down menu.
- 5. Select Criteria.

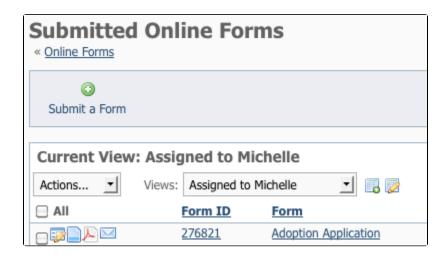
#### 6. Click Save Filter.



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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.



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.

