Managing custom data table view filters

Filters are one of the primary features of data tables. By using filters, you can quickly find the data you are looking for. Filters specify the criteria to use when deciding which rows of data to display in a data table. For example, you might add a filter to an **Animals** data table view so only animals with a status of Available are displayed, or animals that were adopted in a certain date range.

Where do I find it?

You can add and remove filters on a custom data table view by selecting the custom data table view in the **Views** drop down, clicking the **Edit this data table view button** , and then looking in the **Filters** section.

On this page:

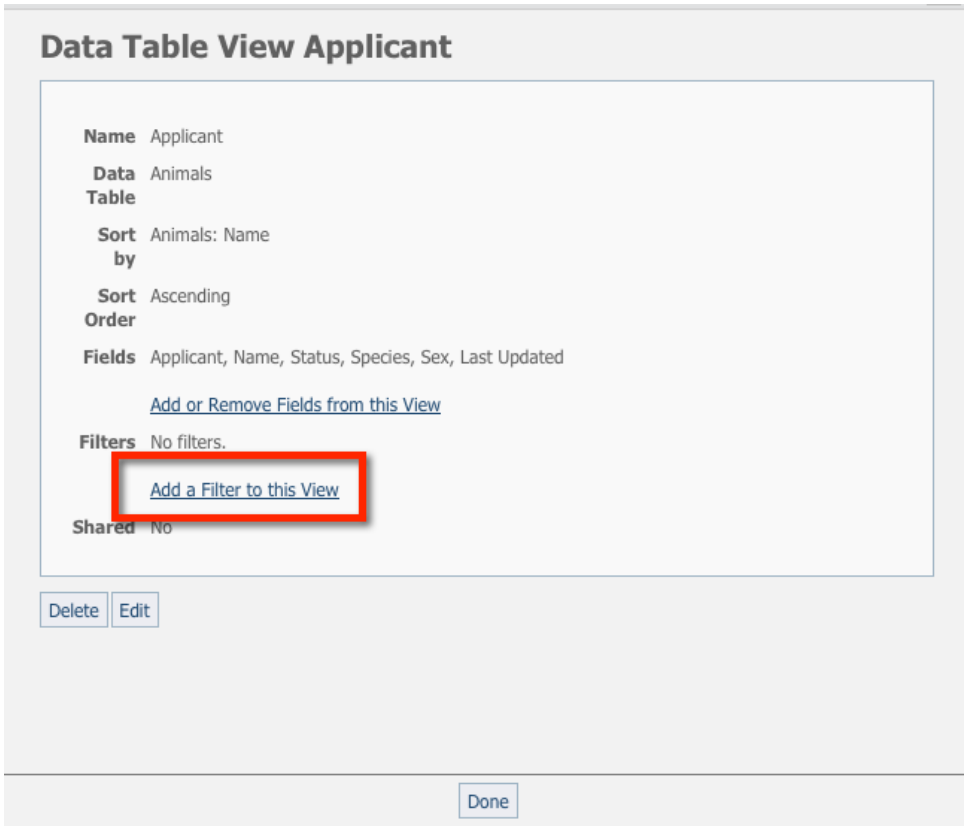
- Add a filter to a custom data table view
- Edit a data table view filter
- Remove a filter from a data table view

Add a filter to a custom data table view

To add filters to a custom data table view:

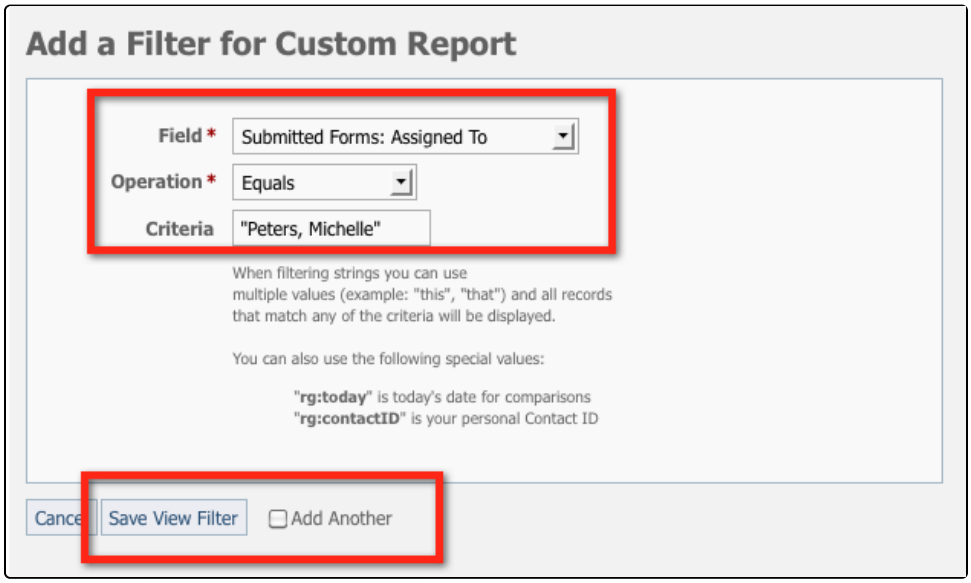
1. Select your custom data table view, and click on the edit this data table view button.

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



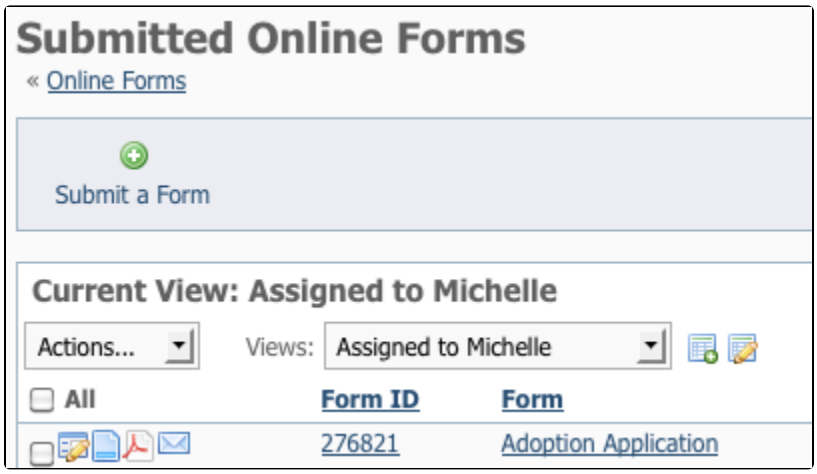
3. Make a selection in the **Fields** drop-down menu.
4. Select equals or not equal in the **Operation** drop-down menu.
5. Select **Criteria.**

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:

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