## How Advanced Filter works

The Filter Editor and Show Find Panel options gives the user another way to filter records from a dashboard panel.

- Filter Editor
  - 1. On the Dashboard panel, click the Column Header Menu > Filter Editor button. This will open the Filter Editor screen.

Customer Invoices Gi						All Dates	~
Date	Customer ID	Company Name	Order Number	Order Total	Amount Due	Paid Status	
01/01/2007	C10010	1.6 Sort Ascenting hpany	51-10001	\$21,870.63	\$0.00	Yes	<u>^</u>
01/01/2007	C10009	12 Sur Passenting Center	51-10002	\$15,010.00	\$0.00	Yes	
01/01/2007	C10014	1 X Son Descending	SI-10003	\$12,080.52	\$0.00	Yes	
01/01/2007	C10015	Columns P e	SI-10004	\$19,250.00	\$0.00	Yes	
01/01/2007	C10019	Group by this field Inc	SI-10005	\$17,852.80	\$0.00	Yes	
01/15/2007	C10008	Clear Group By Bales, Inc.	SI-10026	\$1,551.50	\$0.00	Yes	
01/15/2007	C10007	Q. Show Find Papel	51-10029	\$8,328.15	\$0.00	Yes	
01/20/2007	C10002	C. Films Fellers	51-10008	\$201.00	\$0.00	Yes	
02/05/2007	C10001	( Piter Editor	SI-10015	\$3,452.73	\$0.00	Yes	
02/08/2007	C10003		GJINV-10002	-\$500.00	\$0.00	Yes	
02/18/2007	C10003	B&M Designs	51-10173	\$376.95	\$0.00	Yes	
02/20/2007	C10007	L&K Home Collection	SI-10016	\$4,894.63	\$0.00	Yes	
02/28/2007	C10010	Master Appliance Company	SI-10011	\$755.46	\$0.00	Yes	
03/02/2007	C10009	Kyle Home Appliance Center	SI-10017	\$815.55	\$0.00	Yes	
03/15/2007	C10012	HY Fine Furnishings	SI-10019	\$679.55	\$0.00	Yes	
03/22/2007	C10010	Master Appliance Company	SI-10018	\$18,418.60	\$0.00	Yes	
04/03/2007	C10017	Appliance Direct, Inc.,	SI-10020	\$1,653.80	\$0.00	Yes	
04/07/2007	C10009	Kyle Home Appliance Center	51-10021	\$7,517.55	\$0.00	Yes	
04/15/2007	C10009	Kyle Home Appliance Center	SI-10166	\$7,328.55	\$0.00	Yes	
04/17/2007	C10003	88M Designs	SI-10062	\$594.91	\$0.00	Yes	*
			263	\$8,107,118.95	\$659,760.86		

2. Select fields from where you want to filter records from. Select the appropriate Condition and enter the Value.

Filter Editor				~ X
OK Cancel Apply				
Details				
× Remove				
Column Name	Condition	Value 1	Value 2	Join
<ul> <li>Customer ID</li> </ul>	=	C10038		And
	=			And
? ◘ ♀ ⊠	Edited			

3. Click the **Apply button** to make the filtering criteria take effect without closing the Filter Editor screen. The **Cancel button** will disregard the filtering while the **OK button** will cascade the filtering on the panel display and close the Filter Editor screen.

Customer Invoices Grid						All Dates	~
Date	T Customer ID	Company Name	Order Number	Order Total	Amount Due	Paid Status	
02/19/2010	C10038	Jay Allstate Appliance	CA10002	\$3,872.95	\$0.00	Yes	
06/05/2010	C10038	Jay Allstate Appliance	CA10001	\$17,581.12	\$0.00	Yes	
02/09/2011	C10038	Jay Allstate Appliance	CA10003	\$38,309.45	\$0.00	Yes	
04/21/2012	C10038	Jay Allstate Appliance	CA10004	\$59,737.20	\$0.00	Yes	
			4	\$119,500.72	\$0.00		

4. If you would like to add other filter, just click the drop down on the next empty line.

Filter Editor				^ X
OK Cancel Apply				
Details				
× Remove				
Column Name Condition	Value 1	Value 2	Join	
Customer ID =	C10038		And	
✓                                 =			And	
· · · · · · · · · · · · · · · · · · ·				
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Column fields with filtered criteria has an indicator like shown below.

Date 🔺	T Customer ID
02/19/2010	C10038
06/05/2010	C10038
02/09/2011	C10038
04/21/2012	C10038

Show Find Panel

1. On the Dashboard panel, click the Column Header Menu > Show Find Panel button. This will display the Find field on top of the column header.

≡ i21 Invoices					
DATE	CUSTOMER ID	NAME	INVOICE NUMBER	INVOICE TOTAL	PAYMENT STATUS
2/26/2014	12	Brown Brother Farms	A Sort Ascending	9624000	No
2/26/2014	12	Brown Brother Farms	Z Sort Descending	336000	No
1/5/2015	12	Brown Brother Farms	Columns 🕨	500	No
2/26/2015	12	Brown Brother Farms	Group by this field	7787500	No
2/26/2015	12	Brown Brother Farms	Clear Group By	322000	No
8/26/2015	114	Cedric Noble	Filter Editor	295.02	No
8/26/2015	116	Tom Smith	SI-2	183.75	No
8/27/2015	44	Tanagalakis Farms	SI-3	1350	No
8/31/2015	44	Tanagalakis Farms	SI-4	336	No 👻
4					۱.

≡ i21 Invoices					
Hide Find:					٩
DATE	CUSTOMER ID	NAME	INVOICE NUMBER	INVOICE TOTAL	PAYMENT STATUS
2/26/2014	12	Brown Brother Farms	SI-66	9624000	No
2/26/2014	12	Brown Brother Farms	SI-67	336000	No
1/5/2015	12	Brown Brother Farms	SI-23	500	No
2/26/2015	12	Brown Brother Farms	SI-62	7787500	No
2/26/2015	12	Brown Brother Farms	SI-65	322000	No
8/26/2015	114	Cedric Noble	SI-1	295.02	No
8/26/2015	116	Tom Smith	SI-2	183.75	No
8/27/2015	44	Tanagalakis Farms	SI-3	1350	No
4					•

## 2. In order to filter the records from the panel, type in the keyword in the Find field. The records will be filtered once Enter key is pressed.

≡ i21 Invoices								
Hide Find: Brow	vn				×Q			
DATE	CUSTOMER ID	NAME	INVOICE NUMBER	INVOICE TOTAL	PAYMENT STATUS			
2/26/2014	12	Brown Brother Farms	SI-66	9624000	No			
2/26/2014	12	Brown Brother Farms	SI-67	336000	No			
1/5/2015	12	Brown Brother Farms	SI-23	500	No			
2/26/2015	12	Brown Brother Farms	SI-62	7787500	No			
2/26/2015	12	Brown Brother Farms	SI-65	322000	No			
9/8/2015	12	Brown Brother Farms	SI-7	15916.25	No			
12/29/2015	12	Brown Brother Farms	SI-32	4000	No			
12/29/2015	12	<mark>Brown</mark> Brother Farms	SI-34	1250	Yes 🔻			
•					• •			

3. To remove the entered keyword, hit the backspace from keyboard or click the x button.

≡ i21 Invoices					
Hide Find: Brow	n				× R
DATE	CUSTOMER ID	NAME	INVOICE NUMBER	INVOICE TOTAL	PAYMENT STATUS

4. To remove the Find field, click the Hide button or the Column Header Menu > Hide Find Panel button.

≡	≡ i21 Invoices							
Hid	le	Find: Brown x Q						
DA	TE			CUSTOMER ID	NAME	INVOICE NUMBER	INVOICE TOTAL	PAYMENT STATUS

≡ i21 Invoices								
Hide Find: Brow	/n				×Q			
DATE	CUSTOMER ID	NAME	INVOICE NUMBER	INVOICE TOTAL	PAYMENT STATUS			
2/26/2014	12	<mark>Brown</mark> Brother Farms	A Sort Ascending	9624000	No			
2/26/2014	12	Brown Brother Farms	$\downarrow_A^Z$ Sort Descending	336000	No			
1/5/2015	12	Brown Brother Farms	Columns 🕨	500	No			
2/26/2015	12	Brown Brother Farms	Group by this field	7787500	No			
2/26/2015	12	<mark>Brown</mark> Brother Farms	Clear Group By	322000	No			
9/8/2015	12	Brown Brother Farms	Filter Editor	15916.25	No			
12/29/2015	12	<mark>Brown</mark> Brother Farms	SI-32	4000	No			
12/29/2015	12	<mark>Brown</mark> Brother Farms	SI-34	1250	Yes 👻			
•								