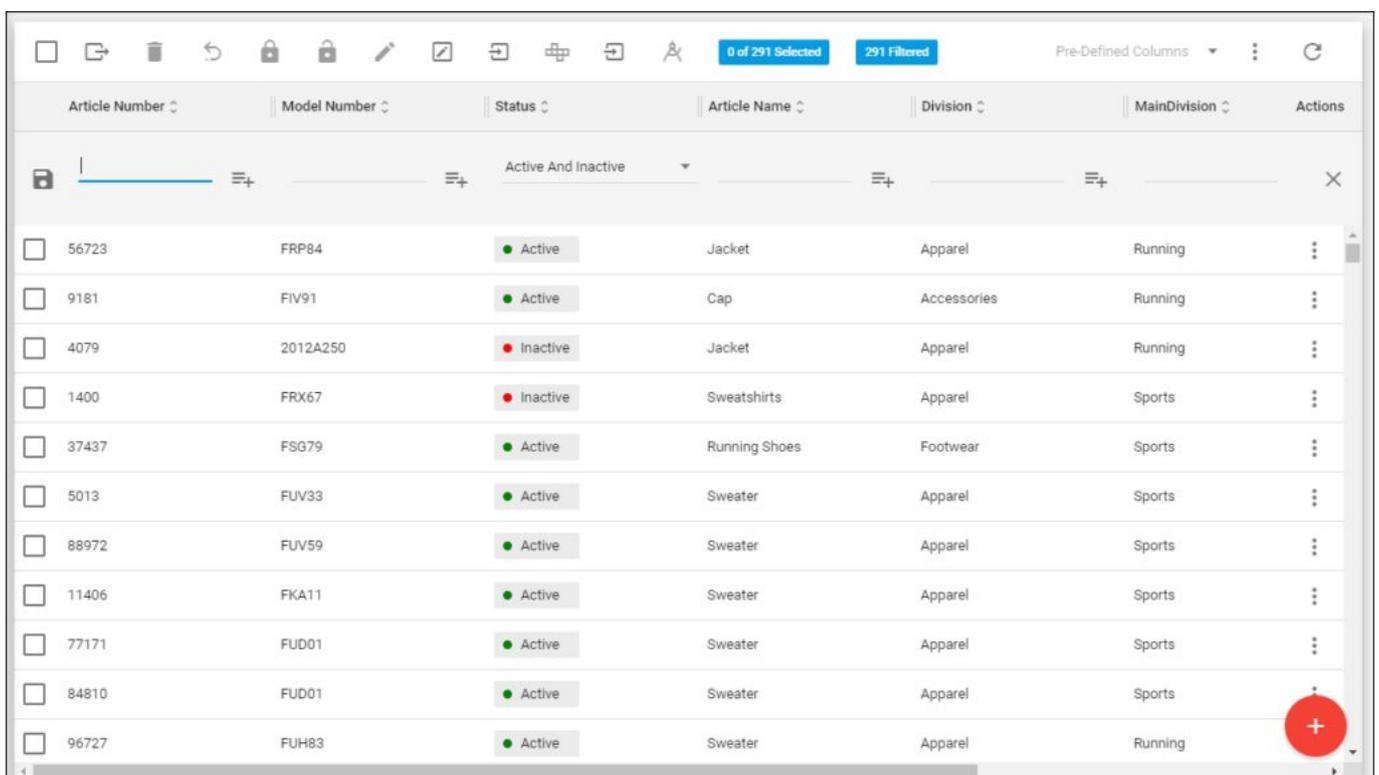


Filter records

Through this feature, you can define search criteria and display only the records that match your filter. You can also save filters which are used frequently.

To filter records, click the Actions menu then select Filter records, the following search fields appear:



The screenshot shows a data table with a filter overlay. The table has columns for Article Number, Model Number, Status, Article Name, Division, and MainDivision. The filter overlay is titled 'Active And Inactive' and has a search input field. A red circle with a white plus sign is visible in the bottom right corner of the table area.

Article Number	Model Number	Status	Article Name	Division	MainDivision	Actions
<input type="checkbox"/>	56723	FRP84	Active	Jacket	Apparel	Running
<input type="checkbox"/>	9181	FIV91	Active	Cap	Accessories	Running
<input type="checkbox"/>	4079	2012A250	Inactive	Jacket	Apparel	Running
<input type="checkbox"/>	1400	FRX67	Inactive	Sweatshirts	Apparel	Sports
<input type="checkbox"/>	37437	FSG79	Active	Running Shoes	Footwear	Sports
<input type="checkbox"/>	5013	FUV33	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	88972	FUV59	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	11406	FKA11	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	77171	FUD01	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	84810	FUD01	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	96727	FUH83	Active	Sweater	Apparel	Running

To filter by article number and/or article name, you can click to enter more values, the following window appears:

Filter By Article Number

Use next line to add additional filter value

Filter Blank Exclude

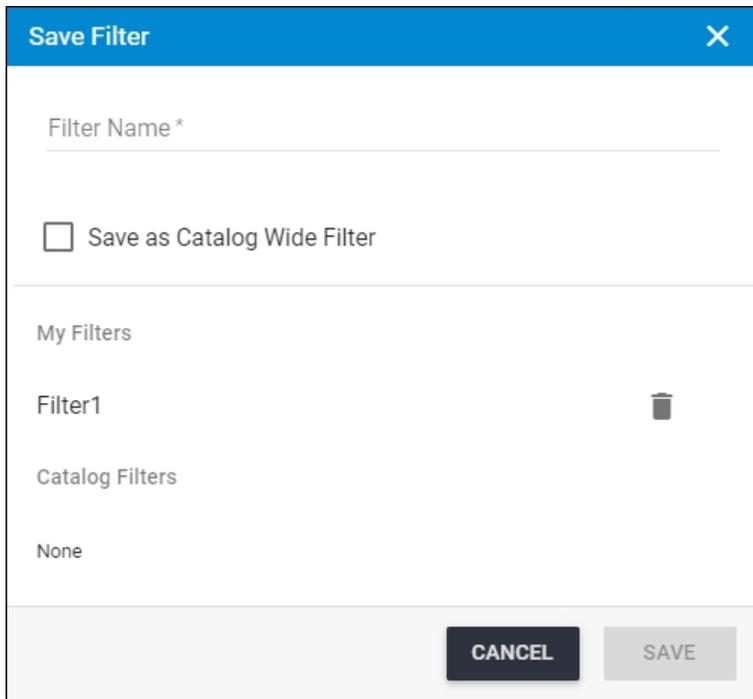
CANCEL APPLY

Follow these steps:

1. Enter the values you want, each value in a separate line,
If you click the slider button next to *Filter Blank*, only records having this column as blank will be retrieved and other options are deactivated. If you want to exclude blank values, both sliders should be activated.
2. Click the slider button next to *Exclude* if you want to retrieve all records except the ones containing the search value you have entered,
3. Click **Apply**, a new button, **Advanced Filter**, appears under the field for which you have defined the search criteria and you can click this button to view or update your filter. You can also delete the filter by clicking (X) next to it.

You can also search by status by selecting the status you want.

Results matching your filter are displayed. You can click the **Save** button in the filter section, the following window appears:



The image shows a 'Save Filter' dialog box with a blue header and a close button (X) in the top right corner. Below the header is a text input field labeled 'Filter Name *'. Underneath is a checkbox labeled 'Save as Catalog Wide Filter'. A horizontal line separates this from a section titled 'My Filters'. Under 'My Filters', there is a list item 'Filter1' with a trash can icon to its right. Below this is a section titled 'Catalog Filters' which contains the text 'None'. At the bottom of the dialog are two buttons: 'CANCEL' and 'SAVE'.

If you have other filters defined, they are displayed under “My Filters” as in the above example and you can delete any of them by clicking Delete button next to it.

Enter the filter name then click **Save**. A new menu “Pre-defined Filter” appears as shown in the below example:

Article Number	Model Number	Status	Article Name	Division	MainDivision	Actions
<input type="checkbox"/>	56723	FRP84	Active	Jacket	Apparel	Running
<input type="checkbox"/>	9181	FIV91	Active	Cap	Accessories	Running
<input type="checkbox"/>	4079	2012A250	Inactive	Jacket	Apparel	Running
<input type="checkbox"/>	1400	FRX67	Inactive	Sweatshirts	Apparel	Sports
<input type="checkbox"/>	37437	FSG79	Active	Running Shoes	Footwear	Sports
<input type="checkbox"/>	5013	FUV33	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	88972	FUV59	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	11406	FKA11	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	77171	FUD01	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	84810	FUD01	Active	Sweater	Apparel	Sports
<input type="checkbox"/>	96727	FUH83	Active	Sweater	Apparel	Running

You can select the filter you want from the menu.

Note:

- You can also filter blank values for boolean, date, and date time values. Below is an example:

Article Number	Article Name	Carryover	Status	Gender	Division	Actions
<input type="checkbox"/> NN6000000-P01	Softdown Jacket		Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000001-P01	Softdown Jacket		Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000002-P01	Classic Tee		Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000003-P01	Classic Tee	True	Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000004-P01	Classic Tee	True	Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000005-P01	Classic Tee	True	Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000006-P01	Classic Tee	True	Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000007-P01	Fleece Trouser	False	Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000008-P01	Fleece Trouser	False	Active	Men	Apparel	⋮
<input type="checkbox"/> NN6000009-P01	Fleece Trouser	False	Active	Men	Apparel	⋮

You can then assign values to those records.