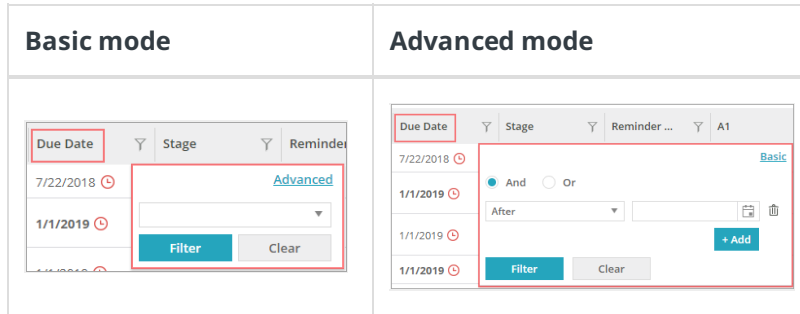


Configure grid filtering mode

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Overview

Users can filter columns in Flowtime and Hot Operations grids. By default, filters open in Basic mode, which performs the most common filtering operation for the specific type of data. For more complex filtering operations, users can select the Advanced mode.





If required, you can configure a column filter to display a multi-selection filter instead of the default behavior.

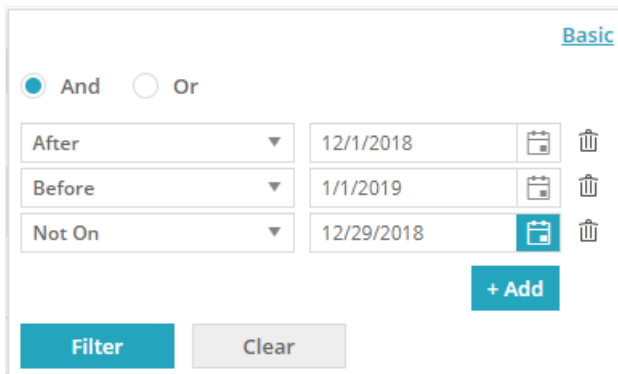
Filtering options by data type

Types of data	Filtering options
String	<ul style="list-style-type: none">• Contains (default)• Does not Contain• Equal to• Not Equal to• Starts with• Ends with
Number	<ul style="list-style-type: none">• <i>Equal to (default)</i>• Not equal to• Greater than• Greater than or equal to• Less than• Less than or equal to
Boolean	<ul style="list-style-type: none">• Check• Unchecked (nulls = unchecked)

Types of data	Filtering options
Date	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Basic mode</p> <ul style="list-style-type: none"> • Today • Yesterday • Last 7 days • Last 30 days • Last 12 months • This month • Last month • This year • Last year </div> <div style="width: 45%;"> <p>Advanced mode</p> <ul style="list-style-type: none"> • On • Not on • On or after • <i>After (default)</i> • On or before • Before </div> </div>

Functionality

- Filtered columns display this icon .
- To reset filters, click **Clear Filter** (.
- The relationship between the column filters is **AND**.
- In Advanced mode, the operators **Or** and **And** determine the relationship between the conditions **within** the column.
And is the default selection.
- You can add up to 10 filtering conditions by column. For example, as team leader, you can retrieve tasks due through December 1 and January 1, but not on December 29.



- The system saves changes the user makes to filter definitions and displays the filtered grid next time the user logs in.
- The following columns are not filterable:
 - HotOperations: **Assigned** and **Team** columns in *Team Leader* grids.
 - Flowtime: **Process Name** in all grids.

NOTE

To filter decimal values in grid, configure the `ServiceMetadata.config` files and specify the decimal "Format".

For example, to filter *Amount* column for a decimal value up to two places, add

```
DataField="Amount"
Format="n2"/>
```

Configure filters to multi-selection mode

You can configure filters to display a list of selectable items instead of the default Basic/Advanced mode. For example, you can change the filter of the *From* column to display a list of the names of task initiators.

Parameter	Value	Location
FilterType	Multi	Shared Resources/Components/Flowtime/Config/ServiceMetadata

IMPORTANT

- Columns that include data of type *date* do not support multi-selection filters.
- Multi-selection filters can include a list of up to 200 items.

Procedure

1. To set up a column in multi-selection filter mode, open the respective grid's **ServiceMetadata** file, located at `Shared Resources/Components/Flowtime/Config/ServiceMetadata`.
2. Add the `FilterType` attribute to the column section, and set it to `Multi`.

Example

```
FilterType="Multi"
Caption="Resx(From)" />
```

NOTE
The **Stage** column is set to multi-selection filter by default. To return to the default filtering mode, remove the `FilterType` attribute.