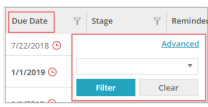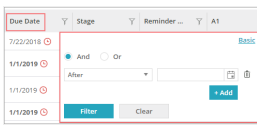# Configure Grid Filtering Mode
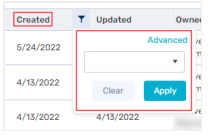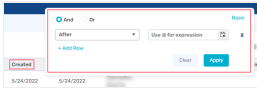
Last Modified on 12/02/2024 1:58 am EST

> Starting with V10.0, Cora SeQuence has been renamed to Cora Orchestration.
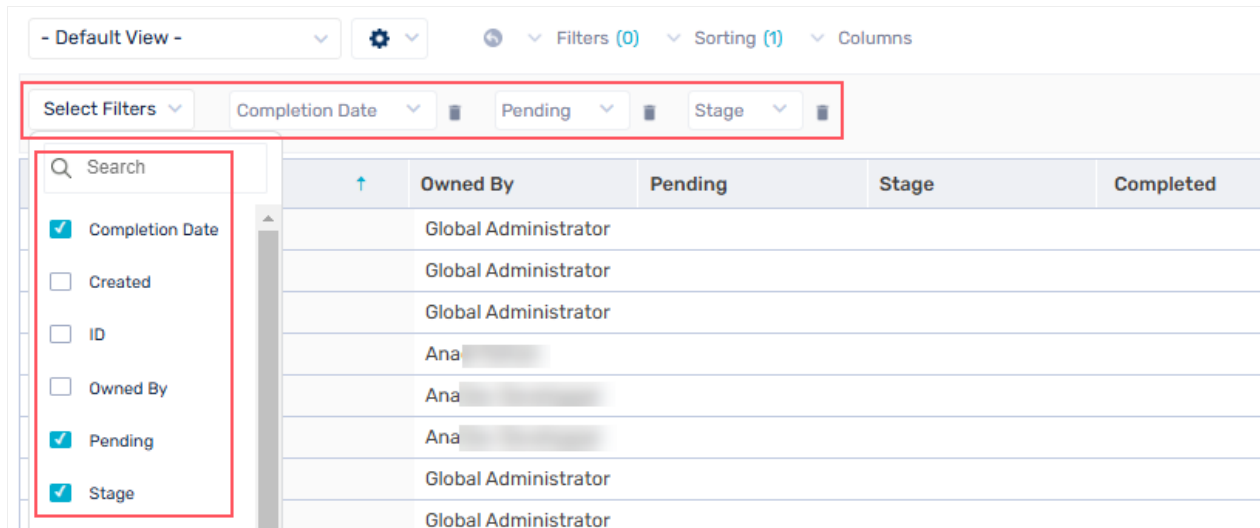
Overview

Users can filter columns in portal 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.

Version	Basic mode	Advanced mode
V9.x		
V10.x		

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

Starting from V10.7, you can choose to display a filter panel above the portal grid and open filters in the filter panel instead of in the grid header.

With Select Filters option in the panel, you can select the columns which you want to filter. In the filter panel, for each column add filters using the dropdown.
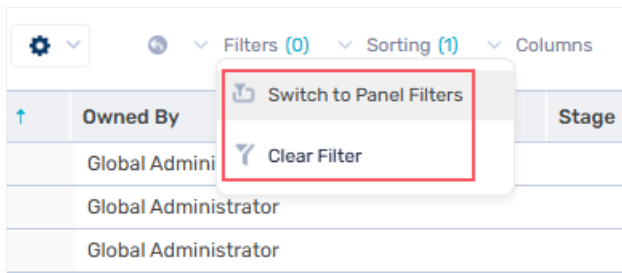
Filtering options by data type

> **NOTE**
> (Blanks) and (Non-Blanks) filtering options are available from V10.2 onwards.

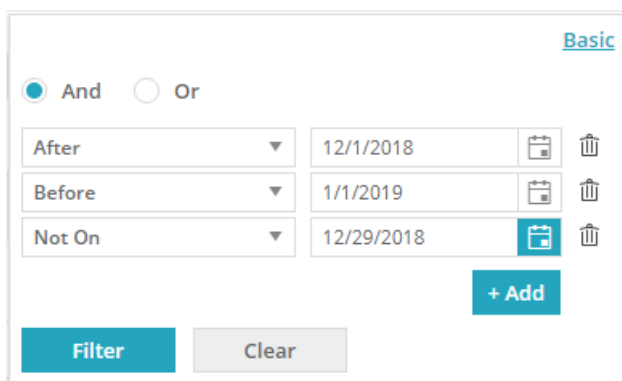| Types of data	Filtering options	
String	- Contains (default) - Does not Contain - Equal to - Not Equal to - Starts with - Ends with (Blanks) (Non-Blanks)	
Number	*Equal to (default)* - Not equal to - Greater than - Greater than or equal to - Less than - Less than or equal to (Blanks) (Non-Blanks)	
Boolean	- Check - Unchecked (nulls = unchecked)	
Date	**Basic mode** - Today - Last Hour *(V10.7 onwards)* - Next Hour *(V10.7 onwards)* - Yesterday - Last 7 days - Last 30 days - Last 12 months - This month - Last month - Next month *(V10.7 onwards)* - This year - Last year (Blanks) (Non-Blanks)	**Advanced mode** - On - Not on - On or After *After (default)* - On or Before - Before (Blanks) (Non-Blanks)

Functionality

- Filtered columns display this icon ▼ .
- **Starting from V10.7,** to display filter panel, click Switch to Panel Filters.

- 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.
- **Starting from V10.2**, with (Blanks) and (Non-Blanks) options, you can retrieve records with empty parameters and only the ones without empty parameters respectively.

> **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` atribute to the column section, and set it to `Multi` .

Example

```
<DataBoundcolumn
DataType="System.String"
DataField="From"
Name="From"
FilterType="Multi"
Caption="Resx(From)" />
```

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

Search

☐ Select All

☐ CEO Approval

☐ Direct Manager Approval

☐ Request Form

0 items selected

Filter   Clear