

Roadpost Support Center

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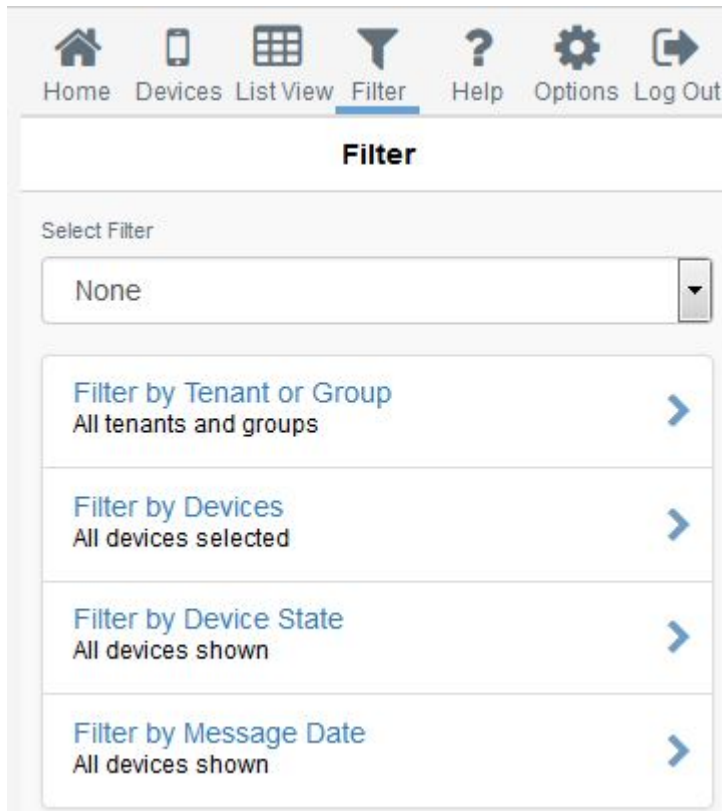
Creating a Custom Filter using the Filter tab [GPv3]

Lu Parente - 2015-10-07 - in How-To

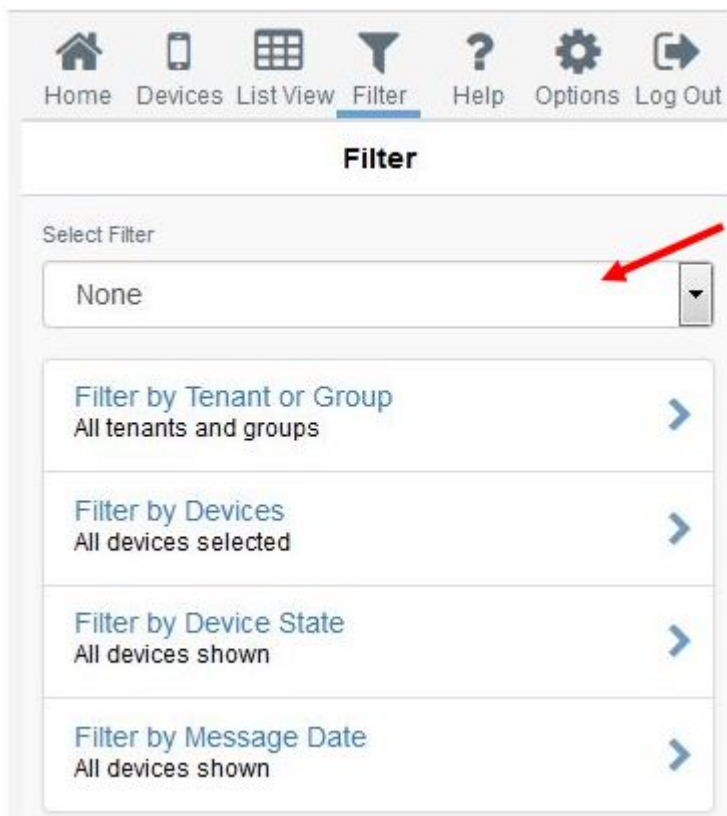
The **Filter** tab provides Administrators and Monitors with the ability to filter what is being displayed throughout the entire web app experience. When filters are used, they are applied to the Map, the Home tab, Devices tab, List View tab and Options tab. Filters are used to focus on specific criteria or a combination of criteria such as a **tenants/sub-tenants** or **groups, devices, device state,** and **message date**. Filters can also be saved for convenient access at a later time.

This article explains how to **save** custom filters.

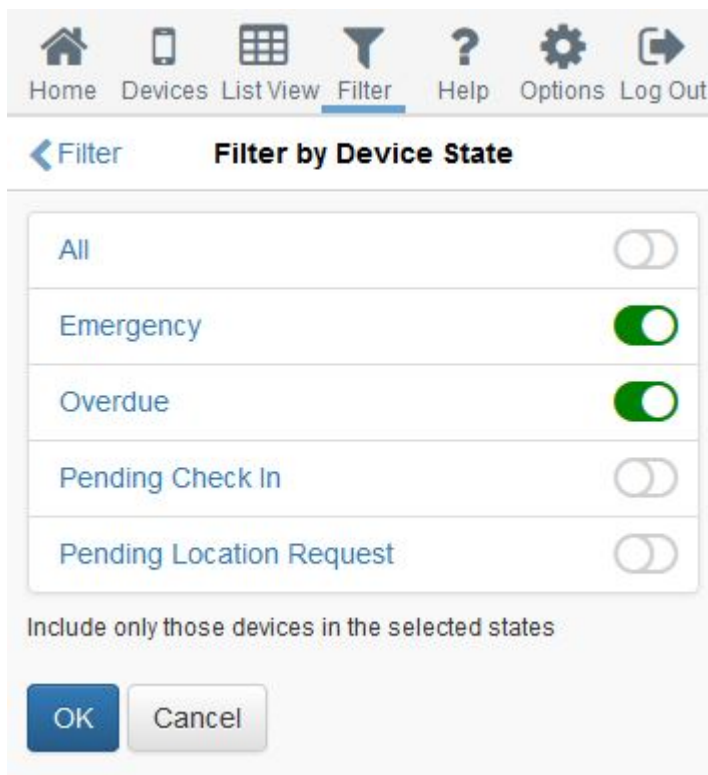
1. To save a custom filter, navigate to the **Filter** tab.



2. Ensure that **None** is selected from the **Select Filter** drop-down.



3. Next, select any of the filter categories and define the filter criteria you would like to save. In the example below, we're selected **Filter by Device State**. Press **OK** to apply your filter.



4. Your filter will now be applied to the map and throughout the entire web app as well as the "i" indicator will appear on the **Filter** tab to confirm the filter is active. Press **Save** to save your settings and give your filter a name.

Filter

Select Filter

New Filter

Filter by Tenant or Group
All tenants and groups

Filter by Devices
All devices selected

Filter by Device State
Only devices with Emergency, Overdue state shown

Filter by Message Date
All devices shown

This filter has not been saved yet. Click save to preserve changes.

Save

Delete

5. Give you filter a name and press **OK** to save your filter settings.

< Filter

Save Filter

Name

Emergency & Overdue Devices

OK

Cancel