

Roadpost Support Center

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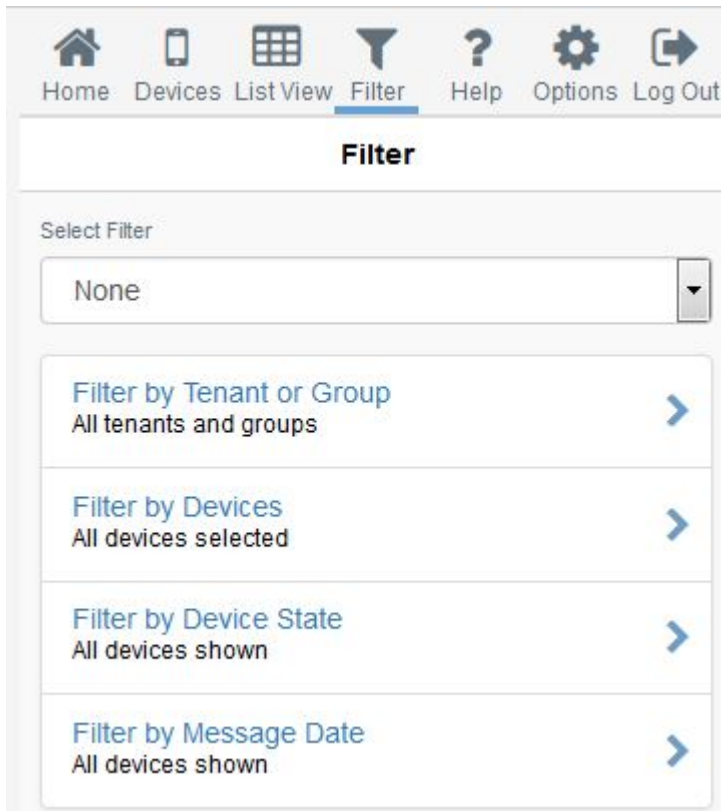
Deleting a Custom Filter using the Filter tab [GPv3]

Lu Parente - 2023-02-05 - 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 **delete** a custom filter.

1. To delete a previously saved custom filter, navigate to the **Filter** tab.



2. Select the previously saved filter from the **Select Filter** drop-down.

Home Devices List View **Filter** Help Options Log Out

Filter

Select Filter

Emergency & Overdue Devices

Filter by Tenant or Group
All tenants and groups

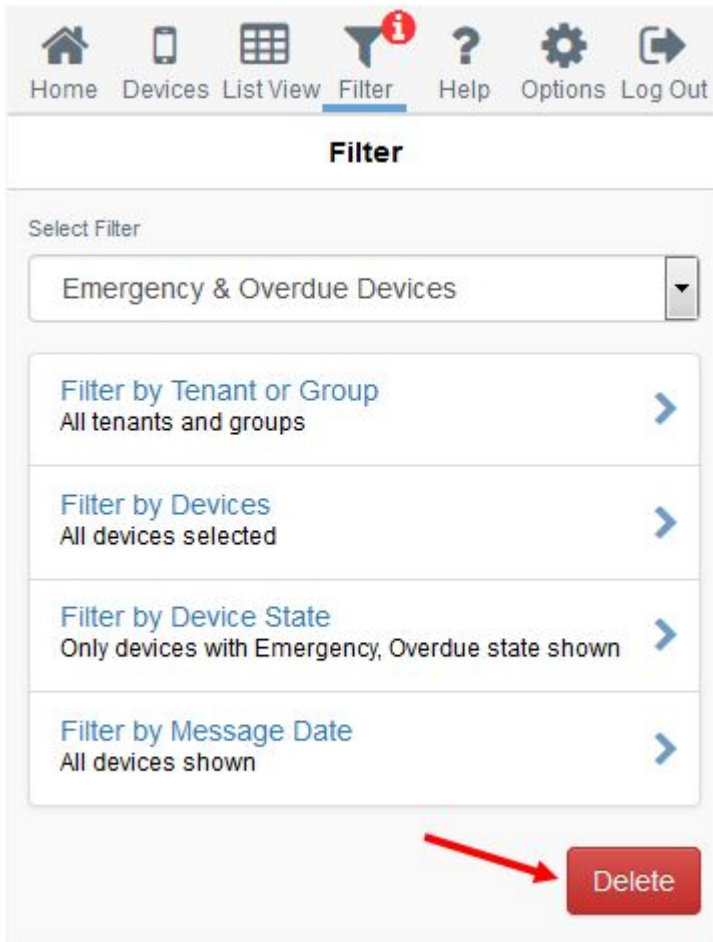
Filter by Devices
All devices selected

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

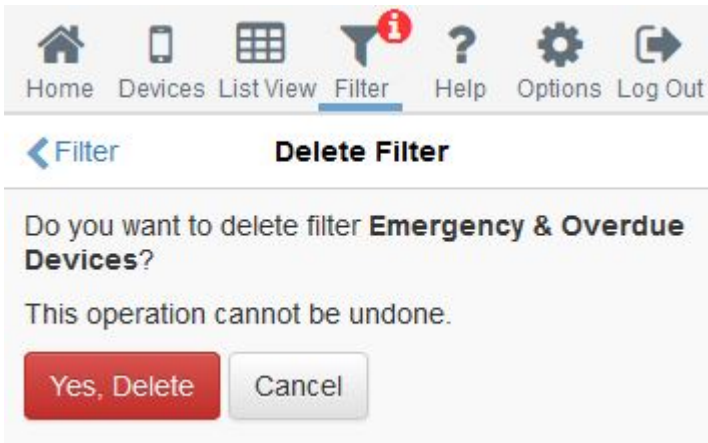
Filter by Message Date
All devices shown

Delete

3. Select **Delete** to delete the selected custom filter.



4. You will be prompted to confirm the deletion of the selected filter. Select **Yes, Delete** to delete the custom filter or select **Cancel** to return to the **Filter** tab.




5. Once delete, the selected filter will be removed from the list and the filter will no longer exist or be active.

Filter

Select Filter

None 

- [Filter by Tenant or Group](#)
All tenants and groups 
- [Filter by Devices](#)
All devices selected 
- [Filter by Device State](#)
All devices shown 
- [Filter by Message Date](#)
All devices shown 