

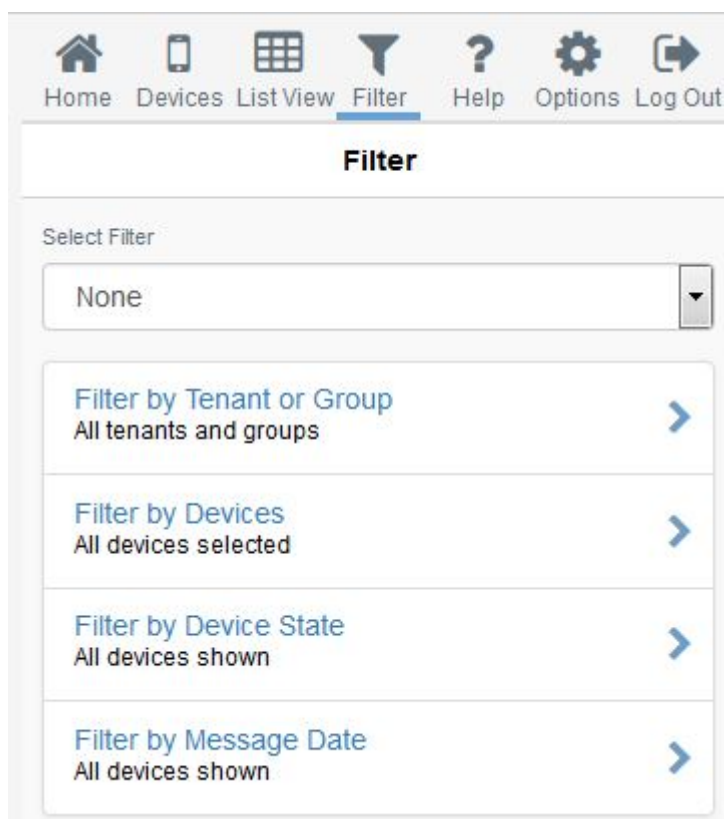
## Editing a Custom Filter using the Filter tab [GPv3]

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 **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 **edit** custom filters.

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



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

### 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. Make any necessary modifications by selecting any of the filter categories and defining the required criteria. In the example below, we're going to add **Pending Check-In** to our filter. Press **OK** to apply the filter settings.

[Home](#)
[Devices](#)
[List View](#)
[Filter](#)
[Help](#)
[Options](#)
[Log Out](#)

Filter Filter by Device State

All	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>
Overdue	<input checked="" type="checkbox"/>
Pending Check In	<input checked="" type="checkbox"/>
Pending Location Request	<input type="checkbox"/>

Include only those devices in the selected states

OK Cancel

4. Your new filter settings 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 update your custom filter settings.

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, Pending C...

Filter by Message Date  
All devices shown

This filter has been modified. Click save to preserve changes.

Save Delete

5. If necessary, modify the filter name and press **OK** to save your updated custom filter settings.

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

< Filter **Save Filter**

Name

Emergency & Overdue & Pending Check-Ins

OK Cancel