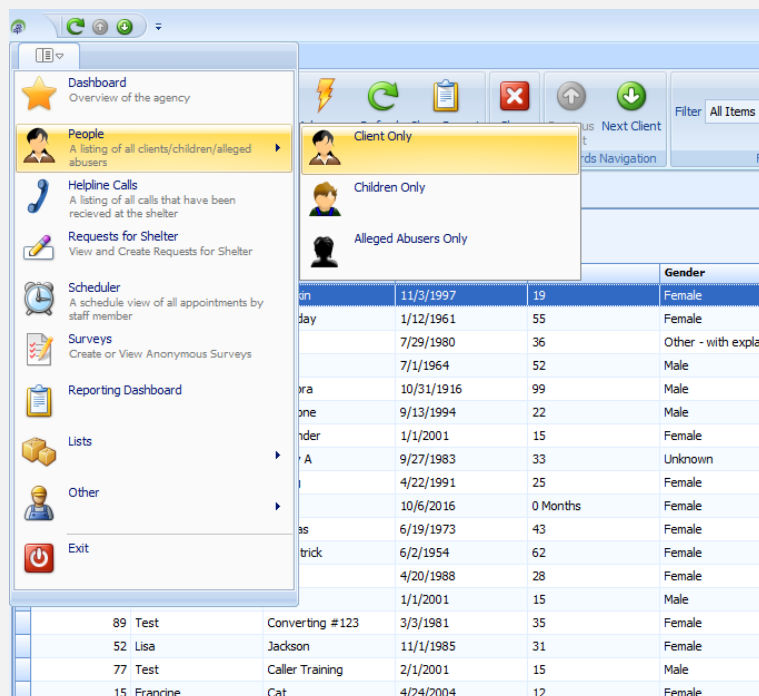# os-soft

How to Create Simple Filters in List Views

List views show complete lists of different objects in the software that can be sorted and filtered to display more specific information.

This guide will explain how to apply filters to list views.

 *Please note that the terminology may vary between implementations. One agency may call Services Activity Session, while another may call them Client Services.

1) To start, click on the Navigation Button in the top left corner to access the available lists. To view a list of clients, hover over People and select Client Only.
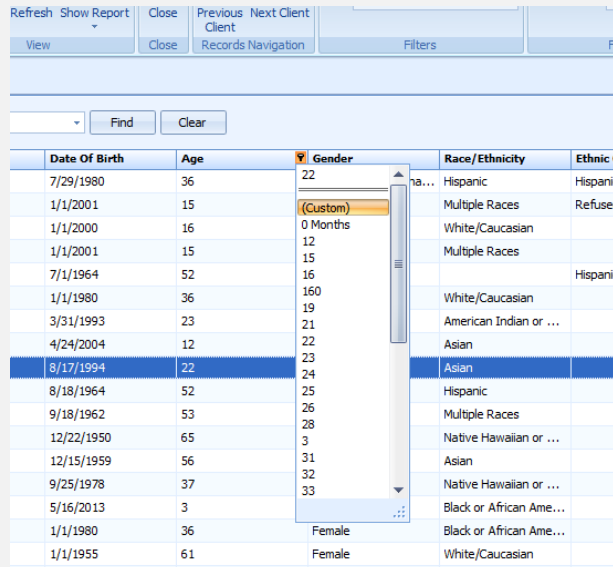
2) Apply a simple filter by highlighting a column, then clicking on the symbol on the right side of the column heading.

3) Clicking the filter symbol will bring a list of all the values available for filtering. Choosing a value from the list will filter the entire list for entries with the chosen value.
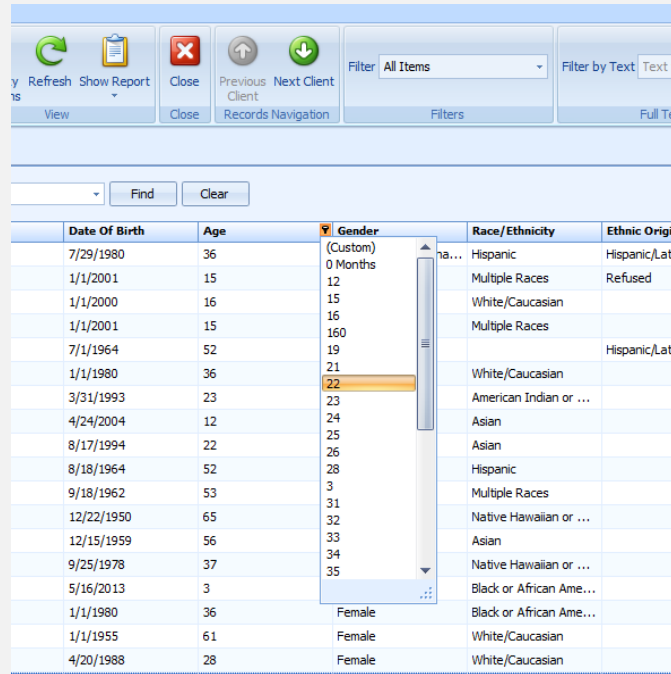
4) Click the checkbox or the x in the bottom left corner to remove or deselect the filter.
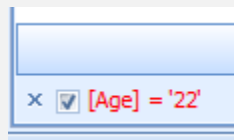
5) Apply custom filters like "less than" or "greater than" by choosing (Custom) in the filter drop down selection.

6) Choosing (Custom) will open the Custom AutoFilter window. Select the type of filter you would like to apply and the values the filter will apply to, then click OK.