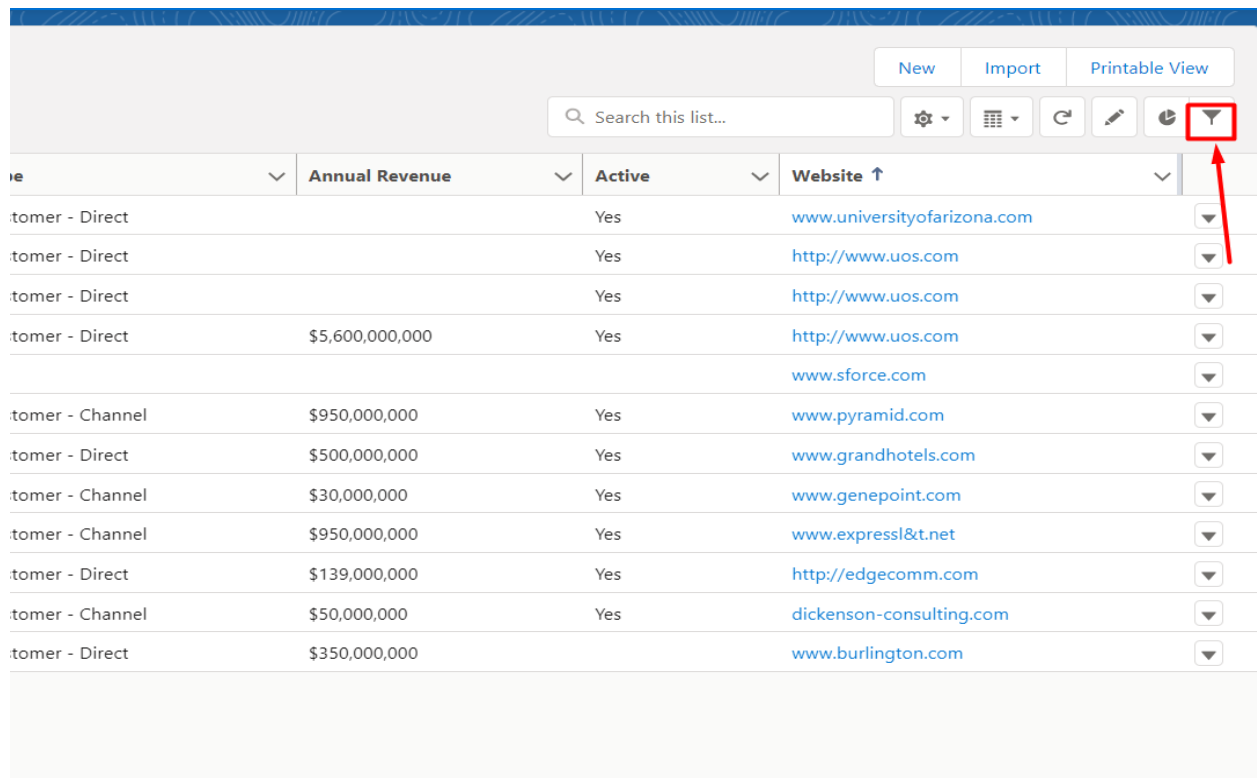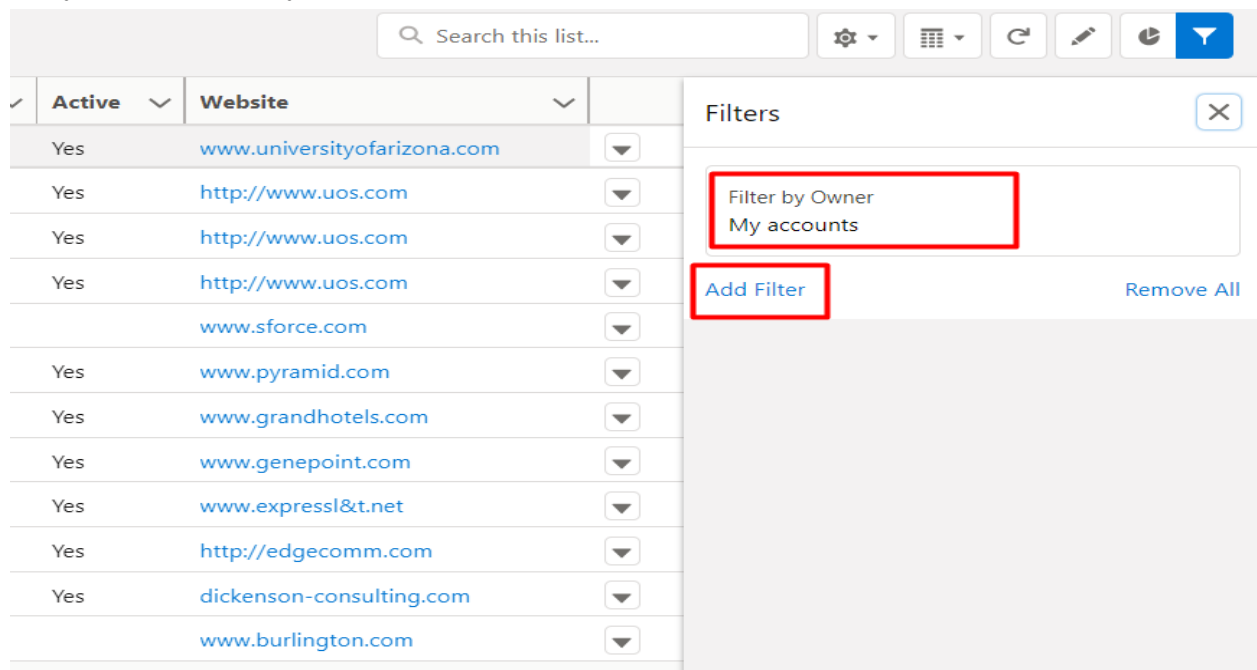**Step 1:** In order to apply the filter you need to click on the funnel button available on the right side of the screen.

Step 2: As you click on the funnel button you will see that now it is showing my account below that you can see that you can add filters.

Step 3: Now for example how we can add filters here I am going to add filters for those fields whose active is showing as blank, Like sForce.

Step 4: So here I'll be applying a filter that only the fields with active status populated as Yes will be shown. For that I will click on add filter when you click on it a pop up will appear with information to be filled like field, operator and value.

Step 5: So here I am selecting the field as active, leaving the operator as equals and putting the value as yes and then clicking on done.

Step 6: Once you click on done and then save you will be able to see that the list video is updated and fields without the active status as yes are not visible.

Step 7: You will be able to see an option available as add filter logic you can click on it and add logic like "1 AND 2" which mean filter 1 and filter 2 both will be applied or "1 OR 2" which means filter 1 or filterc 2 will be applied.