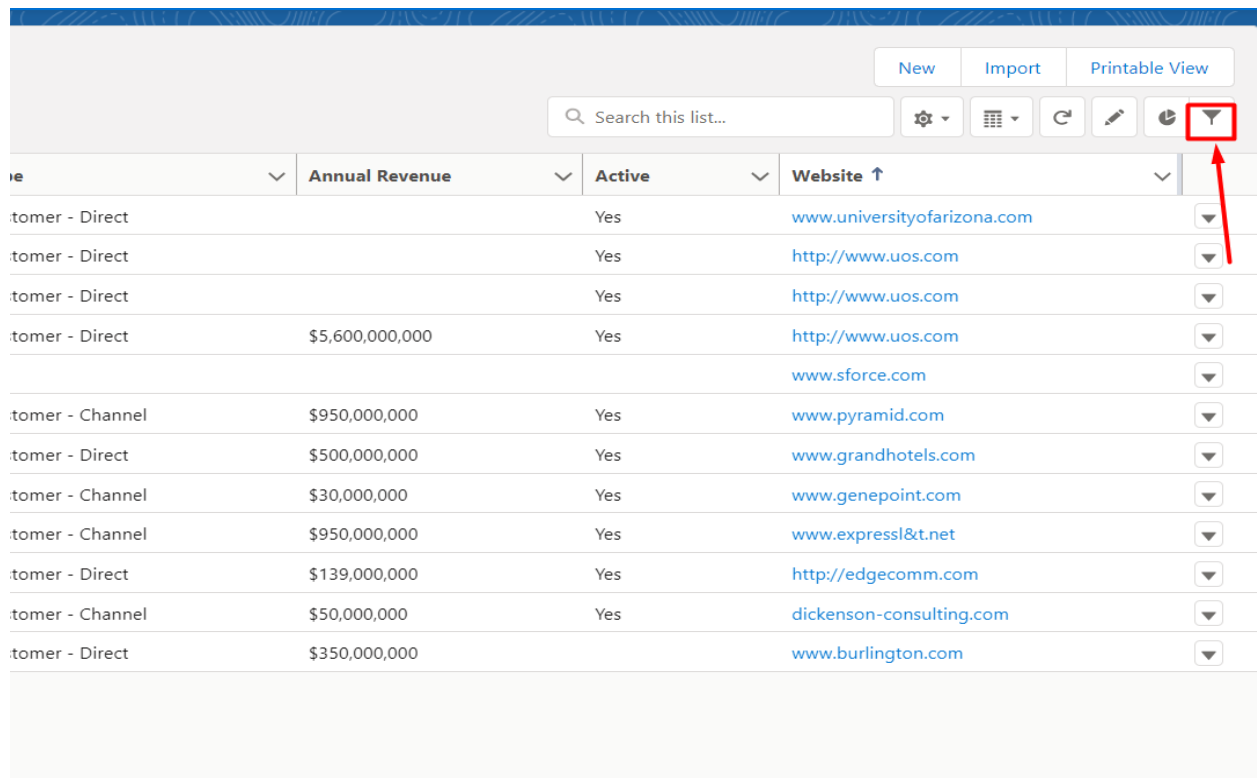


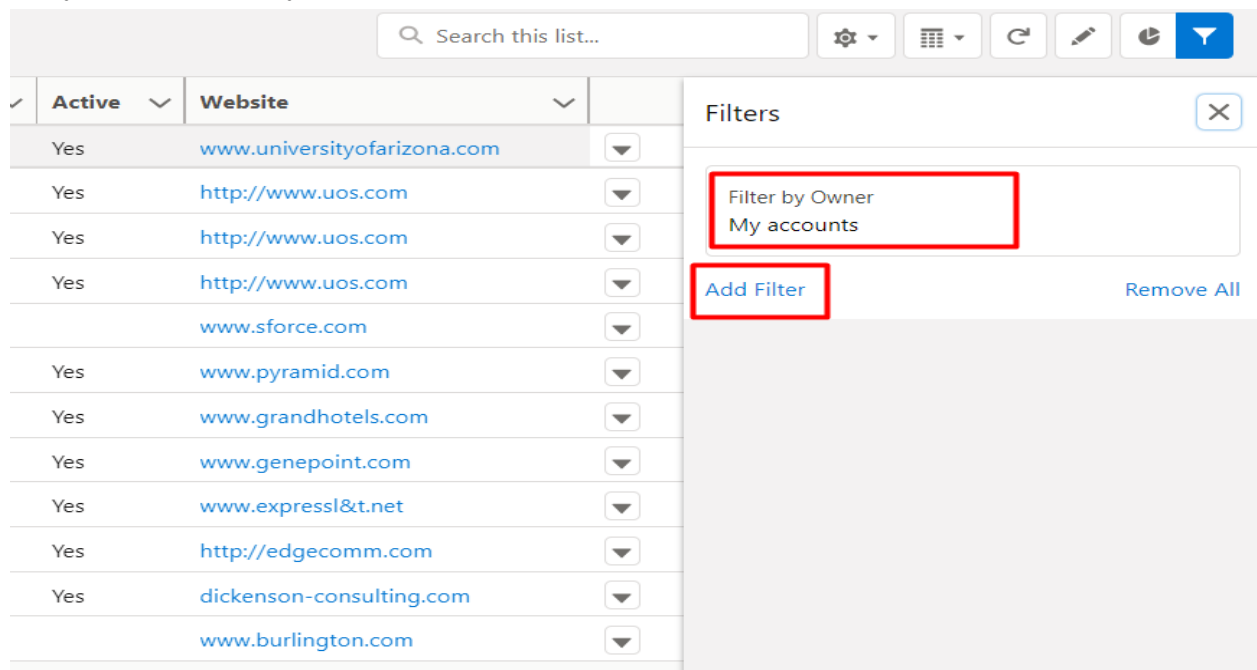
**Step 1:** In order to apply the filter you need to click on the funnel button available on the right side of the screen.



The screenshot shows a data table with columns: Name, Annual Revenue, Active, and Website. A red box highlights the funnel icon in the top right corner of the table interface.

Name	Annual Revenue	Active	Website
tomar - Direct		Yes	www.universityofarizona.com
tomar - Direct		Yes	http://www.uos.com
tomar - Direct		Yes	http://www.uos.com
tomar - Direct	\$5,600,000,000	Yes	http://www.uos.com
			www.sforce.com
tomar - Channel	\$950,000,000	Yes	www.pyramid.com
tomar - Direct	\$500,000,000	Yes	www.grandhotels.com
tomar - Channel	\$30,000,000	Yes	www.genepoint.com
tomar - Channel	\$950,000,000	Yes	www.expressl&t.net
tomar - Direct	\$139,000,000	Yes	http://edgecomm.com
tomar - Channel	\$50,000,000	Yes	dickenson-consulting.com
tomar - Direct	\$350,000,000		www.burlington.com

**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.



The screenshot shows the same data table as in Step 1, but with a filters panel open on the right side. The filters panel has a search bar and a list of filters. A red box highlights the 'Filter by Owner' option, and another red box highlights the 'Add Filter' button.

Active	Website
Yes	www.universityofarizona.com
Yes	http://www.uos.com
Yes	http://www.uos.com
Yes	http://www.uos.com
	www.sforce.com
Yes	www.pyramid.com
Yes	www.grandhotels.com
Yes	www.genepoint.com
Yes	www.expressl&t.net
Yes	http://edgecomm.com
Yes	dickenson-consulting.com
	www.burlington.com

**Filters**

Filter by Owner  
My accounts

Add Filter Remove All

**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.



Field  
Active

Operator  
equals

Value  
1 option selected

Done

Filter by Owner  
All accounts

Matching all of these filters

New Filter\*

Add Filter
Remove All

Add Filter Logic

Yes dickenson-consulting.com  
www.burlington.com

**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.

Accounts  
**Custom Acc List**

10 items • Sorted by Account Name • Filtered by All accounts - Active • Updated a minute ago

	<input type="checkbox"/> Account Name ↓	Phone	Type	Annual Revenue	Active
1	<input type="checkbox"/> University of Arizona	(520) 773-9050	Customer - Direct		Yes
2	<input type="checkbox"/> United Oil & Gas, UK	+44 191 4956203	Customer - Direct		Yes
3	<input type="checkbox"/> United Oil & Gas, Singapore	(650) 450-8810	Customer - Direct		Yes
4	<input type="checkbox"/> United Oil & Gas Corp.	(212) 842-5500	Customer - Direct	\$5,600,000,000	Yes
5	<input type="checkbox"/> Pyramid Construction Inc.	(014) 427-4427	Customer - Channel	\$950,000,000	Yes
6	<input type="checkbox"/> Grand Hotels & Resorts Ltd	(312) 596-1000	Customer - Direct	\$500,000,000	Yes
7	<input type="checkbox"/> GenePoint	(650) 867-3450	Customer - Channel	\$30,000,000	Yes
8	<input type="checkbox"/> Express Logistics and Transport	(503) 421-7800	Customer - Channel	\$950,000,000	Yes
9	<input type="checkbox"/> Edge Communications	(512) 757-6000	Customer - Direct	\$139,000,000	Yes
10	<input type="checkbox"/> Dickenson plc	(785) 241-6207	Customer - Channel	\$50,000,000	Yes

**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.

True	Active	Website
Yes		<a href="http://www.universityofarizona.com">www.universityofarizona.com</a>
Yes		<a href="http://www.uos.com">http://www.uos.com</a>
Yes		<a href="http://www.uos.com">http://www.uos.com</a>
0	Yes	<a href="http://www.uos.com">http://www.uos.com</a>
Yes		<a href="http://www.pyramid.com">www.pyramid.com</a>
Yes		<a href="http://www.grandhotels.com">www.grandhotels.com</a>
Yes		<a href="http://www.genepoint.com">www.genepoint.com</a>
Yes		<a href="http://www.expressl&amp;t.net">www.expressl&amp;t.net</a>
Yes		<a href="http://edgecomm.com">http://edgecomm.com</a>
Yes		<a href="http://dickenson-consulting.com">dickenson-consulting.com</a>

Cancel Save

Filter by Owner  
All accounts

Matching these filters

Active

Filter Logic

1 AND 2

Remove All

Remove

Filter logic governs how and when filters apply to your list view. Use AND and OR operators to fine-tune your results.