New UI FAQ #5

How Do I Search and Filter Within a Data Table?

Data tables may have a search field at the top of the data table, to complete a search…

1. Click **'Operators'**
2. Enter a search term
3. Select the appropriate result from the autocomplete drop-down list to apply the search

To remove a search…

1. Click on the ✖ button next to the search filter

To apply a filter…

1. Click on the **'CONFIGURE'** button at the top of the data table
2. Select the **'Filters'** tab to display all filter options,

Alternatively, you can…

1. Click on the **'FILTER'** icon on the individual column header for the data you want to filter
2. Enter the search term, select the appropriate result
3. Click apply

When filters have been applied, they are displayed above the data table.

To remove filters…

1. Click the ✖ next to the filter you want to remove.

[Click here to view a video of this FAQ.](#)