

# Creating and Managing Filters

A filter represents a set of run configurations that enable custom views of the data stored in DTP (see [DTP Concepts](#)). Filters show a subset of data that is associated with projects in the database. Many DTP REST API services require the filter ID to be specified when calling an endpoint.

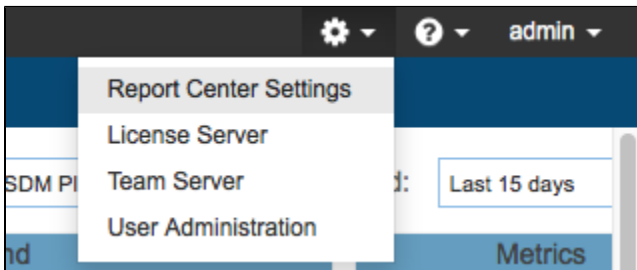
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## Creating a Basic Filter

A filter is automatically created when a new project is added to DTP, but you can create additional filters to facilitate custom views of the data associated with the project.

1. Choose **Report Center Settings** from the settings menu (cog icon).



2. Choose **Filter** from the Administration menu and click **Create Filter**.
3. Enter a name for the filter and choose a project from the Associated Project drop-down menu.
4. Click **Create** to add the filter.

A screenshot of a 'Create Filter' dialog box. The dialog has a title bar 'Create Filter'. Below the title bar, there are two fields: 'Filter Name:' with a text input containing 'My Filter', and 'Associated Project:' with a dropdown menu showing 'ATM'. At the bottom right, there are two buttons: 'Cancel' and 'Create'. A mouse cursor is pointing at the 'Create' button.

You can still change the filter settings when the Create Filter dialog closes.

**Filter Settings**

**Filter Name:**  
My Filter

**Associated Project:**  
ATM

**Automatic Association of New Data:** ⓘ  
Associated Project

5. You can configure how coverage images and run configurations are added by choosing a setting from the **Automatic Association of New Data** drop-down menu.

**Filter Settings**

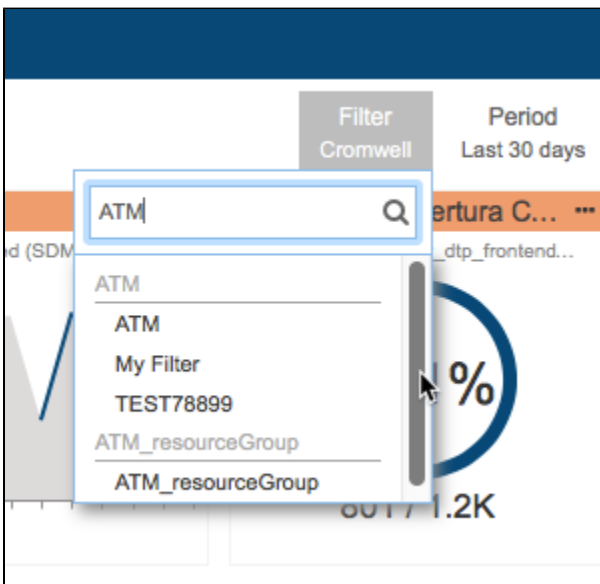
**Filter Name:** My Filter

**Associated Project:** Cromwell

**Automatic Association of New Data:** ⓘ  
None  
✓ Associated Project  
All Projects

- Choose **Associated Projects** to automatically associate data from the associated project with the filter.
- Choose **All Projects** to automatically associate data from all projects with the filter.
- Choose **None** to disable the automatic association of data.

Changes are saved automatically. The new filter will be available in the Report Center dashboard filter drop-down menu.



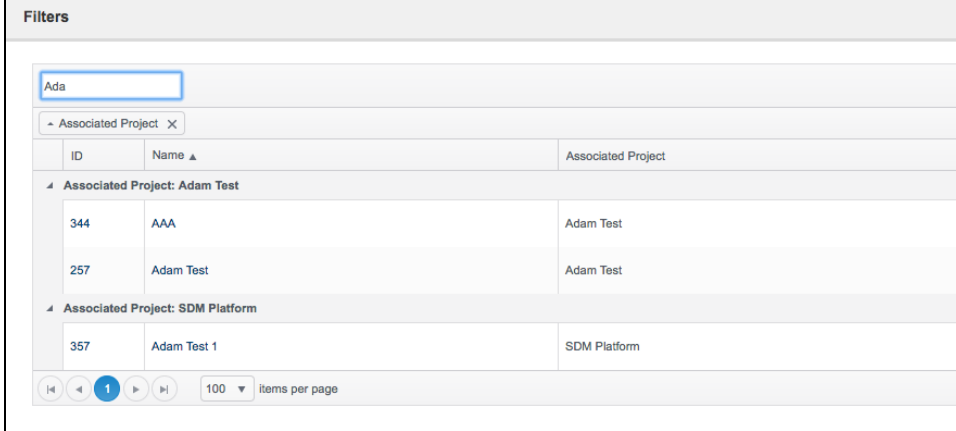
# Configuring Filters

After creating the filter, you can configure additional settings in the Filters Settings page. See the following sections for details about additional project configuration:

- [Adding Run Configurations to Filters](#)
- [Associating Coverage Images with Filters](#)
- [Associating Resource Groups With Filters](#)
- [Setting Priorities in Filters](#)

# Editing Filters

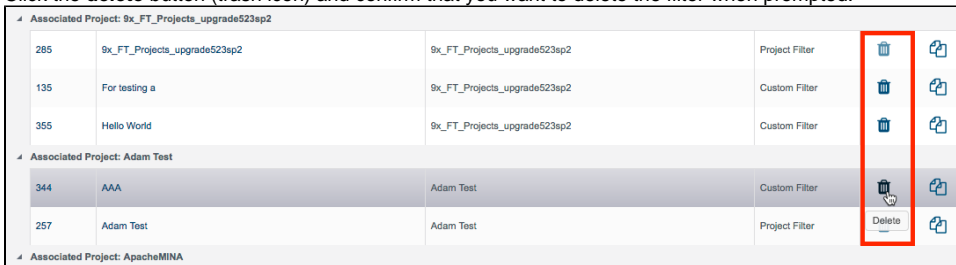
1. Choose **Report Center Settings** from the settings menu (cog icon).
2. Click on a filter name to view its settings. You can begin typing in the search bar to quickly locate your filter.



3. Make changes (see [Adding Run Configurations to Filters](#) for filter configuration options) fit and click **Save**.

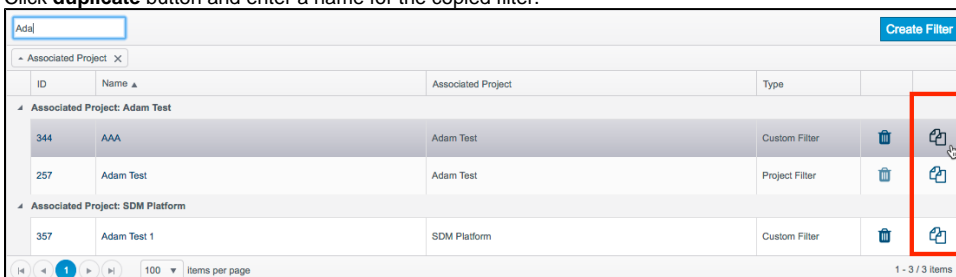
# Deleting Filters

1. Choose **Report Center Settings** from the settings menu (cog icon).
2. You can begin typing in the search bar to quickly locate the filter you want to delete.
3. Click the **delete** button (trash icon) and confirm that you want to delete the filter when prompted.



# Duplicating Filters

1. Choose **Report Center Settings** from the settings menu (cog icon).
2. You can begin typing in the search bar to quickly locate the filter you want to duplicate.
3. Click **duplicate** button and enter a name for the copied filter.



4. Click **Create** and make any adjustments when the dialog closes.

