

# 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 are tied to projects in the database and can be used in Report Center dashboards. Additionally, many of the REST API services use filter IDs as parameters.

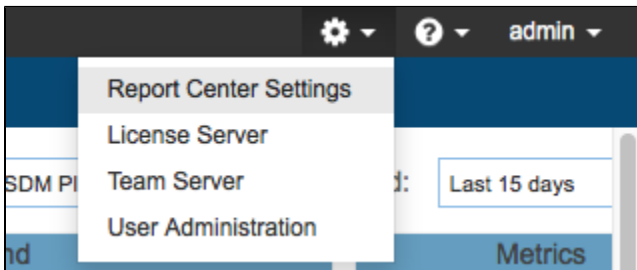
In this section:

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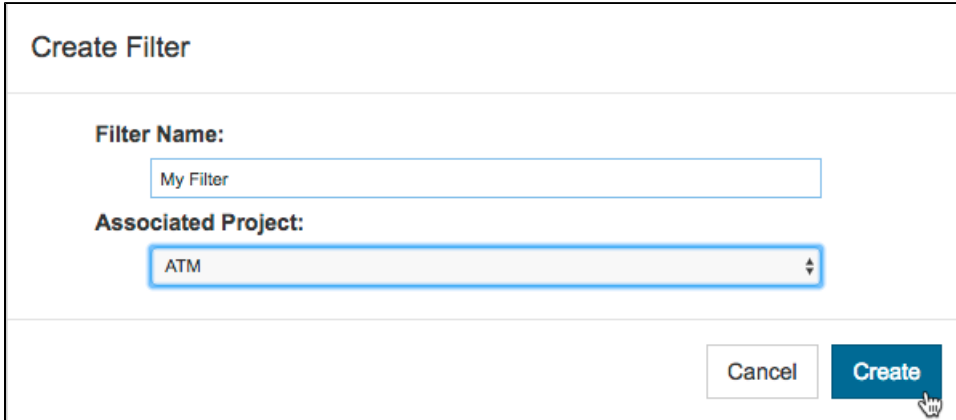
## Creating a Basic Filter

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

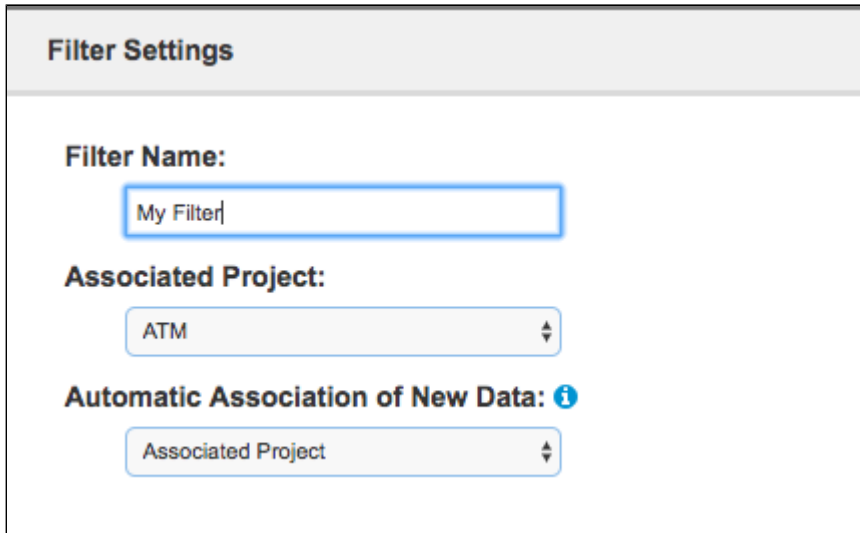
1. Choose **Report Center Settings** from the settings menu (cog icon).



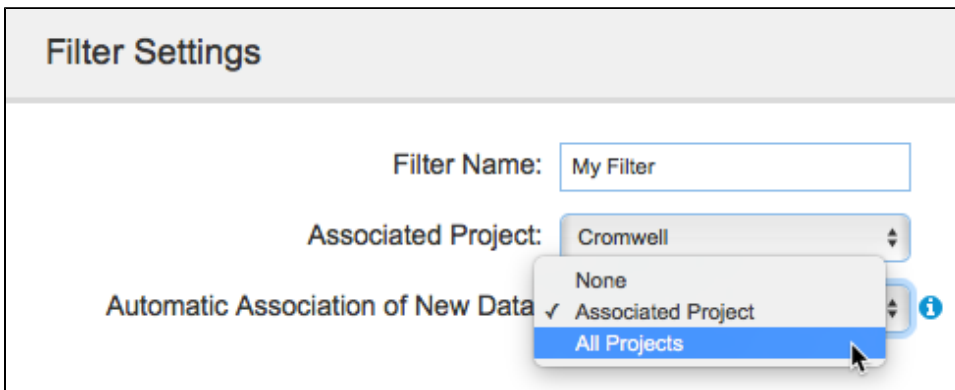
2. Click **Create Filter** and enter a name for the filter.
3. Choose a project from the Associated Project drop-down menu and click **Create**.

A screenshot of the 'Create Filter' dialog box. It 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.

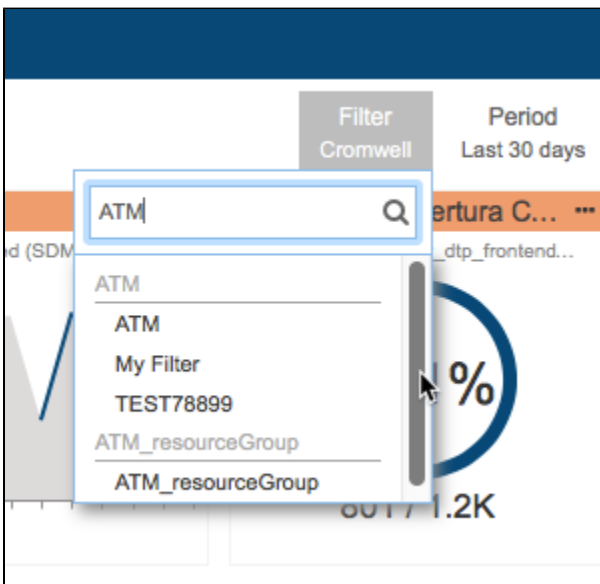


4. You can configure how coverage images and run configurations are added by choosing a setting from the **Automatic Association of New Data** drop-down menu.



- 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.



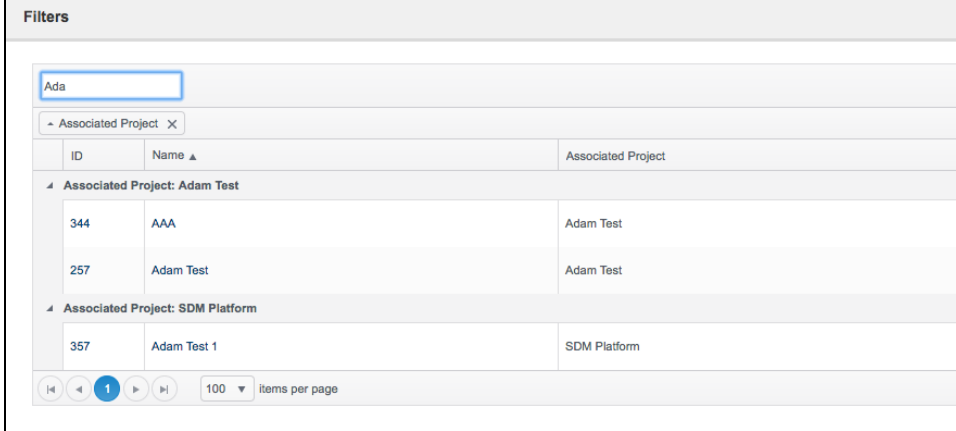
# Configuring Filters

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

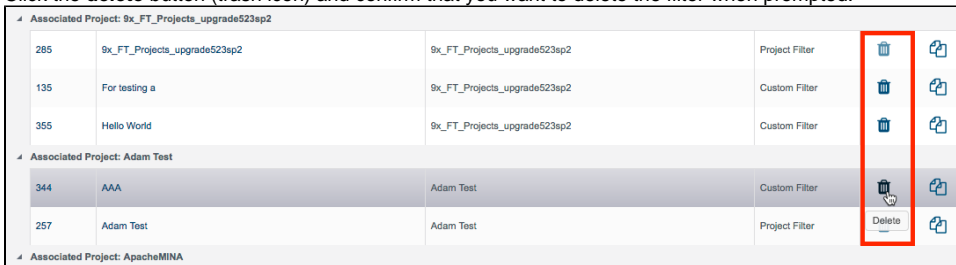
1. Choose **Report Center Settings** from the settings menu (cog icon).
2. Click on a filter name to view its settings. You can begin typing in the search bar to quickly locate your filter.



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

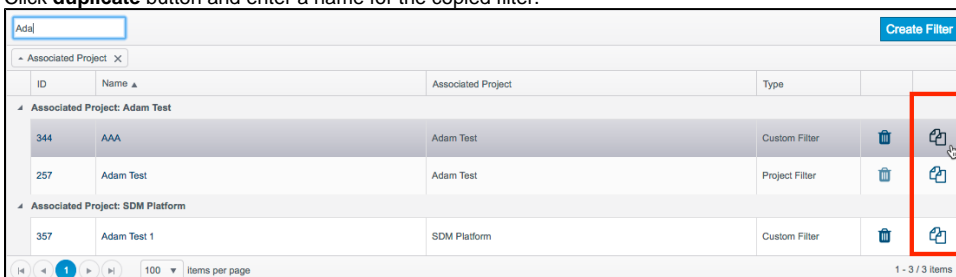
# Deleting Filters

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.

