

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.

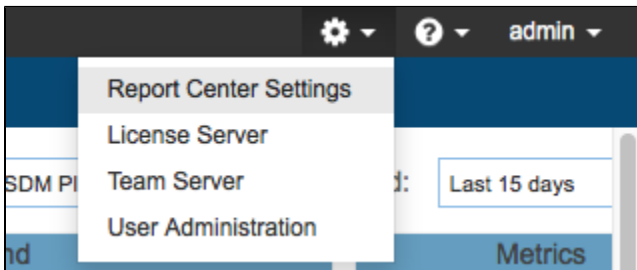
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Creating a Basic Filter

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' form. The form has a title 'Create Filter' at the top. Below the title, there are two main sections. The first section is labeled 'Filter Name:' and contains a text input field with the value 'My Filter'. The second section is labeled 'Associated Project:' and contains a dropdown menu with the value 'ATM'. At the bottom right of the form, there are two buttons: a 'Cancel' button and a 'Create' button. A mouse cursor is pointing at the 'Create' button.

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

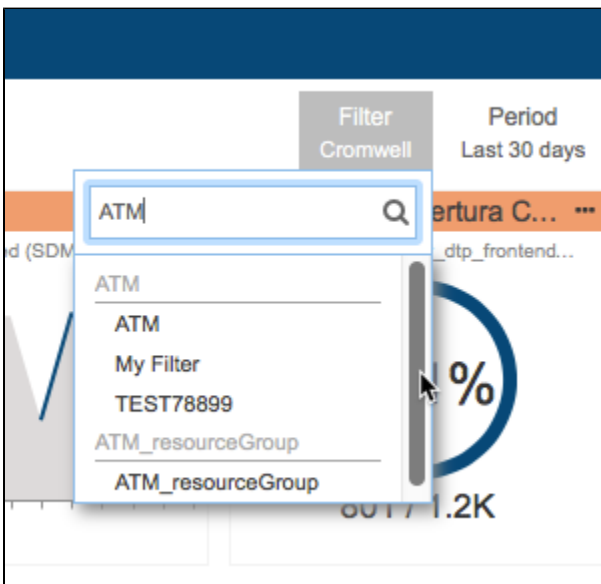
The screenshot shows the 'Filter Settings' dialog box. It has a title bar 'Filter Settings'. Below it, there are three sections: 'Filter Name:' with a text input field containing 'My Filter'; 'Associated Project:' with a dropdown menu showing 'ATM'; and 'Automatic Association of New Data:' with an information icon and a dropdown menu showing '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.

This screenshot shows the 'Filter Settings' dialog box with the 'Automatic Association of New Data' dropdown menu open. The menu options are: 'None', 'Associated Project' (which has a checkmark), and 'All Projects' (which is highlighted by the mouse cursor). The other fields remain the same: 'Filter Name: My Filter' and 'Associated Project: Cromwell'.

- 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.



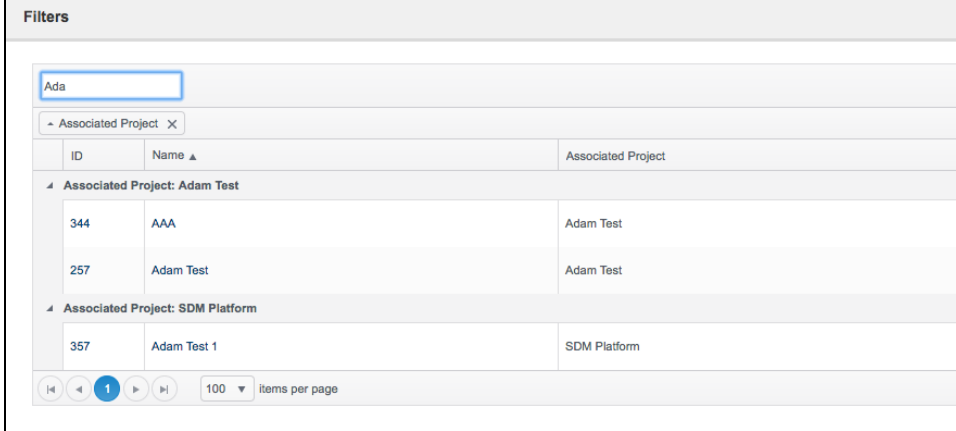
Configuring Filters

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

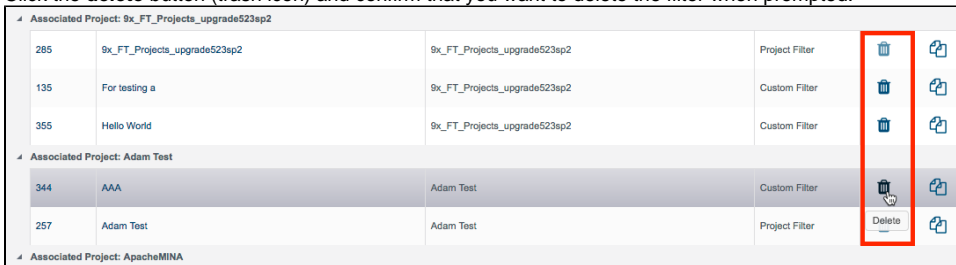
1. Choose **Report Center Settings** from the settings menu (cog icon).
2. Click on a filter name to view its settings. You can begin typing in the search bar to quickly locate your filter.



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

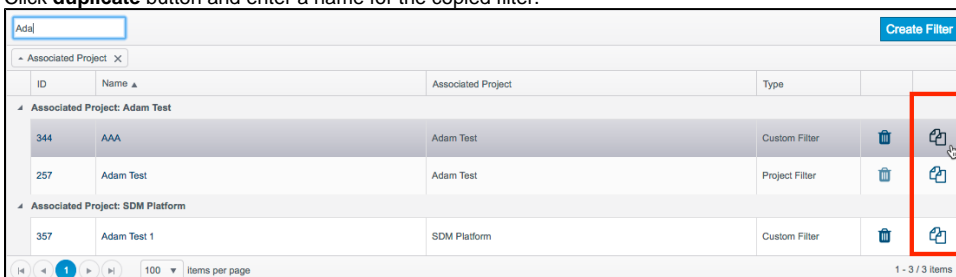
Deleting Filters

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.

