SAGE 200
INSIDER TIPS

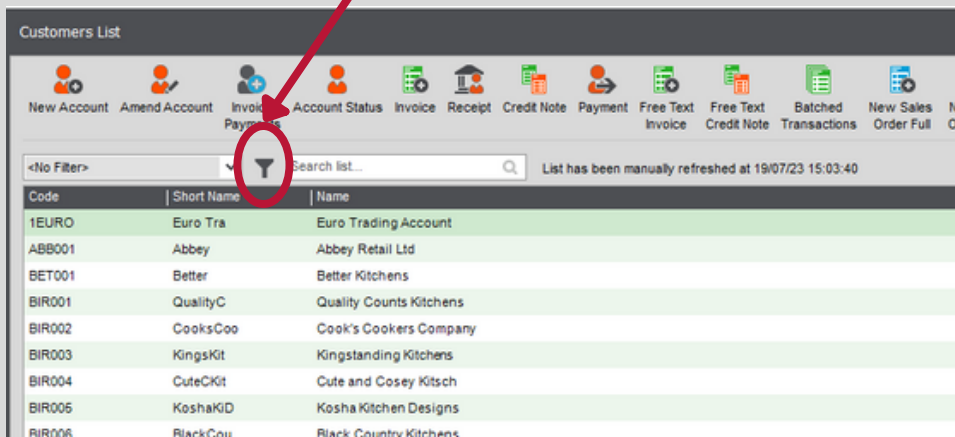**Paradise**
I.T. For Business

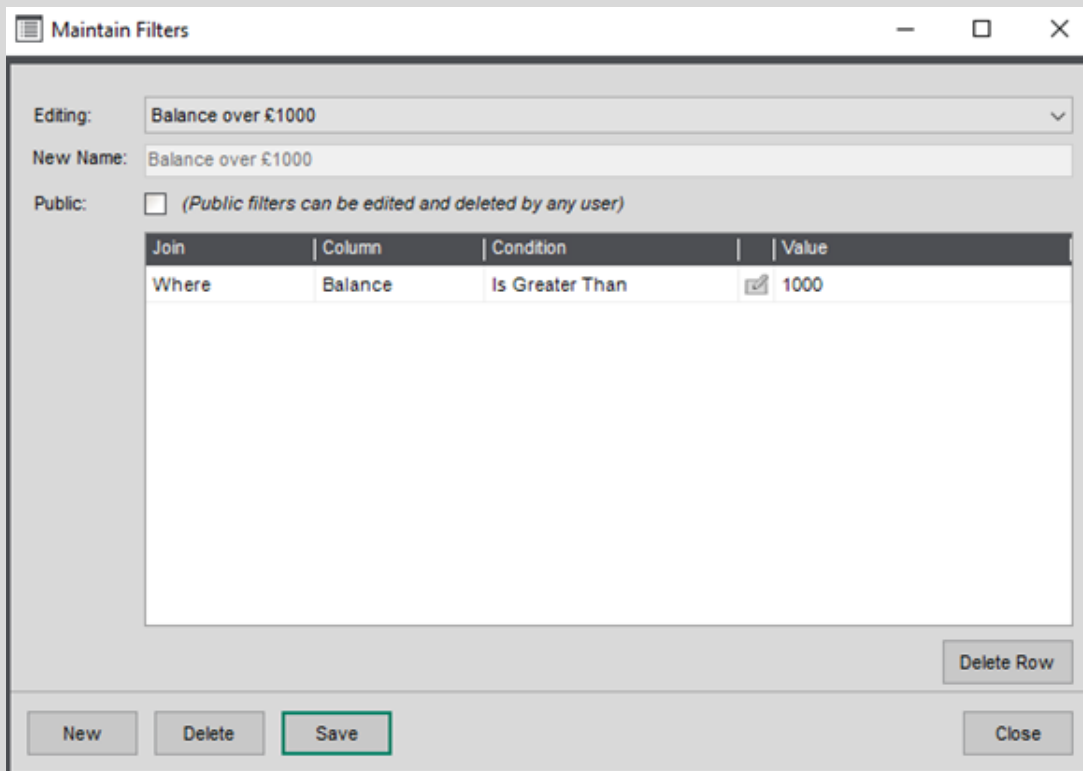## SAGE 200: HOW TO APPLY FILTERS TO LIST VIEWS

1

You can create and save various Filters in your List Views.

Begin by selecting the **filter symbol** located at the top of any List View and edit the options.

2

For example, you can filter all customers with a balance over £1,000, or accounts On Hold.

3

A Filter can include unlimited lines.

Below is a Filter showing all customers with a balance over £1000 **and** a credit limit over £0.

	Maintain Filters		— ☐ ✕
Editing:	Balance over £1000		⌄
New Name:	Balance over £1000		
Public:	☐ (Public filters can be edited and deleted by any user)		

Join	Column	Condition		Value
Where	Balance	Is Greater Than	🖉	1000
And	Credit Limit	Is Not Equal To	🖉	0

Delete Row

New   Delete   Save   Close

4

This reduces a large list down to the customers you need to see in an easy-view screen.

You can now save and name your Filter for future use.

Don't forget to select <No Filter> to clear your filter when you're done!

END