

Filters

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Filters are excellent storing functionality in the system. It allows users to organize dossiers according to specified criteria. So we can say that the filters are pre-defined and saved search criteria. Some of the filters are built-in to the dashboard by default such as "Recent activity", My Unresolved 2019" and "Others should react", and so on.

There are two ways to create filters: use the add button at the FILTER section in the menu or go to "advanced search" and save the search criteria as a new filter.

The screenshot displays the ORNE PCS Path Coordination System interface. The top navigation bar includes 'Dashboard', 'Pre-constructed Products', 'Administration', 'Support', 'Documentation', and 'LTE-HU Support'. The left sidebar contains a 'New dossier' button, 'Recent Activity', and a 'FILTERS' section with an 'Add' button highlighted by a red box and a red arrow pointing to the advanced search window. The main content area shows a search bar with a 'Search' button and a circled 'Advanced search' button. Below the search bar is a table with columns: ID, Dossier name, Version, Last Change Date, and Labels. Two rows are visible: '202323 AG test skip path variant view' and '201642 AG error in calendar'. A red box highlights the 'Advanced search' button in the search bar. Below the table, a red box highlights the 'Advanced search' button in the advanced search window. The advanced search window has a title 'Define your search criteria for your filter' and contains several input fields: 'Dossier id', 'Int. Train no.', 'Timetable period' (set to 2020), 'Process type' (set to New Path Request), and 'Phase' (set to Open, Harmonization). A 'Search' button and a 'Save as new filter' button (circled in red) are also present. Below the advanced search window, a table shows search results with columns: Traffic Lights, Int. train no., Dossier name, Phase, ID/Version, Last Change Date, and Labels. Two rows are visible: 'Test copy times' and 'Ag test PaP'. A red box highlights the 'Save as new filter' button in the advanced search window.

To get more information on how the search functionality works, please visit [Search and advanced search](#) documentation.

When using the "Add" button at the Filter section, it opens the advanced search window. After defining the search criteria save the output as a new filter. Then the "Update filter" wizard window opens where we need to enter the title of your filter and or determine the validity period for the filter if necessary, and finally save our action.

Update filter
✕

Filter name

Mandatory to add title

Optional to define validity period

Valid from

☰

Valid to

☰

Cancel

Save filter

It appears on the dashboard between the built-in filters in the menu. If no validity period is set, the filter will be always visible. However, if we want to make the filter visible only for a certain period it must be defined and the filter will become visible on the dashboard only during the defined days. Later, If you don't know or don't remember what are the search criteria of the filter, you can click on the "Show criteria" link and the system will show how the criteria were set.

The screenshot shows the RNE PCS Path Coordination System dashboard. The top navigation bar includes 'Dashboard', 'Pre-constructed Products', 'Administration', 'Support', 'Documentation', and 'LTE-HU Support'. The left sidebar contains navigation options like 'New dossier', 'Recent Activity', and 'FILTERS'. The main content area features a search bar and a filter menu. A red box highlights the filter menu options: 'Hide/unhide filter criteria', 'Edit Info', 'Edit Search Criteria', 'Share', and 'Delete'. Below this, a table displays the 'Output of the defined filter criteria' with columns for 'Traffic Lights', 'Int. train no.', 'Dossier name', 'Phase', 'ID/Version', 'Last Change ...', and 'Labels'. The table lists several filter entries with their respective details and dates.

Dashboard extends with Filter menu

Click show criteria to have the defined criteria visible for further amendment if needed

Hide/unhide filter criteria

Output of the defined filter criteria

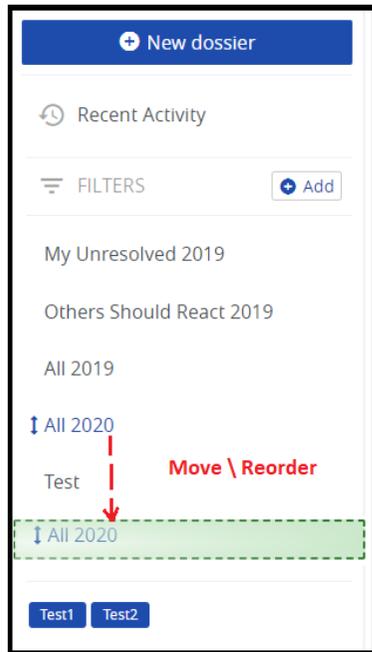
Traffic Lights	Int. train no.	Dossier name	Phase	ID/Version	Last Change ...	Labels
<input type="checkbox"/>		Test copy times		202501 / 27	31.07.2019	
<input type="checkbox"/>		Ag test PaP		202441 / 15	26.07.2019	
<input type="checkbox"/>		Test Alternate offer accepted 2		202421 / 6	24.07.2019	
<input type="checkbox"/>		447214 Szob- Simeria Demo Add PaP as A sub-path		202343 / 13	31.07.2019	
<input type="checkbox"/>		44721 Szob - Simeria Demo Add TO a sub-path		202342 / 11	16.07.2019	

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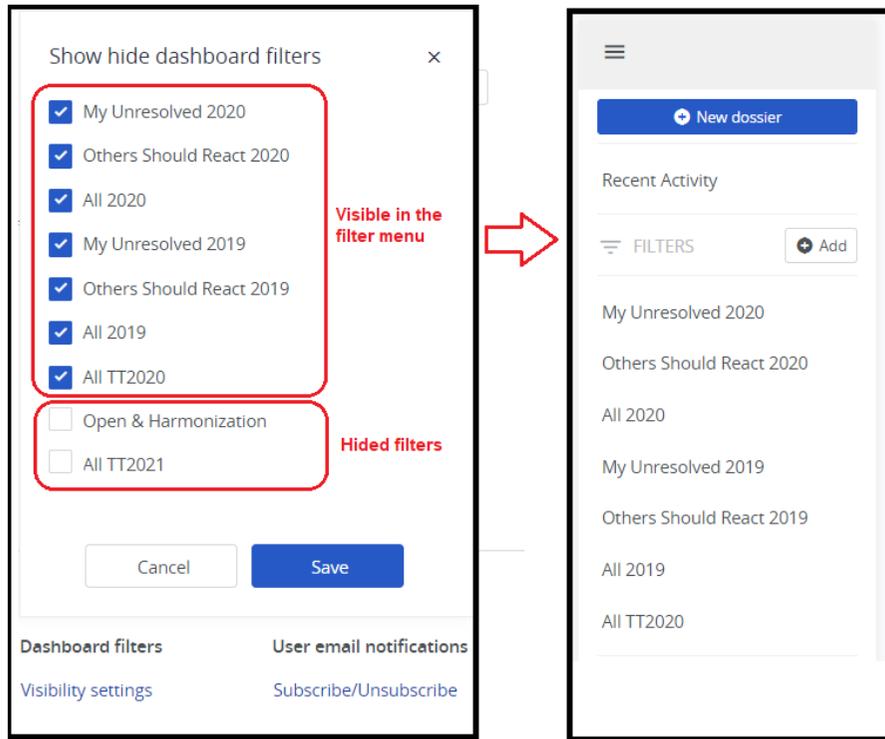
When creating own personal filters it brings bigger freedom for the users than the default ones: they can be modified, shared and deleted. To access these activities the pre-condition is to have a filter created. Select a previously created filter and after the dashboard extends with a filter menu where we can customize and manage our filter in several ways:

- **Edit info:** change the title and or the validity period
- **Edit search criteria:** resetting the previously defined criteria and adding new criteria to our filter
- **Share:** share our filter with colleagues within the company or group of a colleague
- **Delete:** delete our filter. Note: if a filter has been shared by someone then unable to modify the filter because we are not the creator (owner) of the filter!

It is possible to reorder them using its drag & drop function.



Please note that default filters cannot be deleted, although they can be hidden. In this way, they will not show up on your dashboard just go to **settings - personal settings** and change their visibility settings by ticking or unticking its checkbox.



PCS gives flexibility to the users and personal created filters can be shared with your colleagues within the agency. To share your own filter you need to select one and after the sharing option will be visible.

My dashboard

Search by: Dossier ID, Dossier Name, Int.Train No., Pap ID/Catalogue ID Search Advanced search

More option appears

FILTER: MyTestFilter Edit Delete Share

FILTER: MyTestFilter Share **Click "Share" filter button and a "Share filter with" window opens**

Share filter with: **Define your colleague's name to share your filter with**

Start typing... 0 Save

<input type="checkbox"/>		Sub-path Demo	Open	216161/3	05.09.2019
<input type="checkbox"/>		Test carry forward	Path Elaborati	217005/10	05.11.2019
<input type="checkbox"/>		46841 Coke Train N-S	Open	216281/5	10.09.2019
<input type="checkbox"/>		Test border times	Acceptance	216821/33	16.10.2019

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