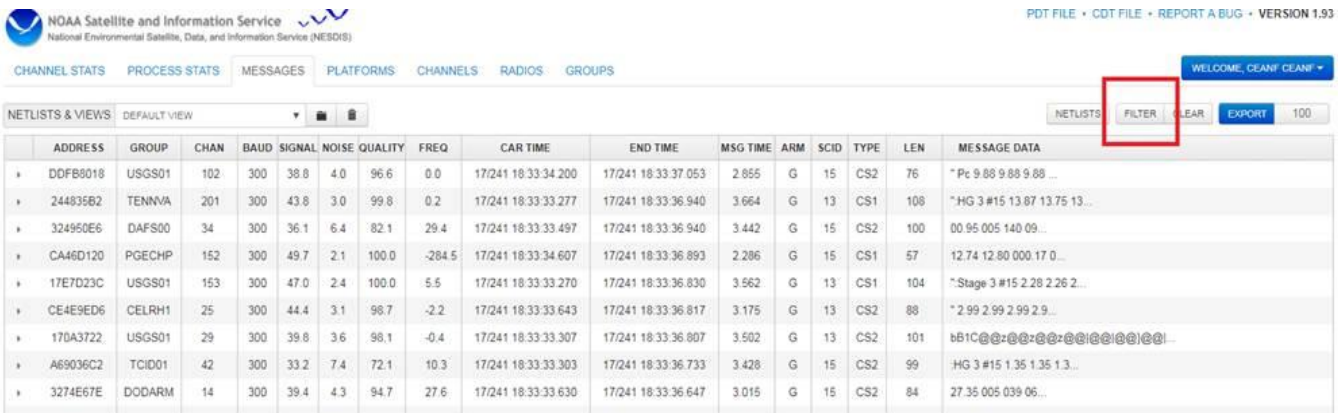
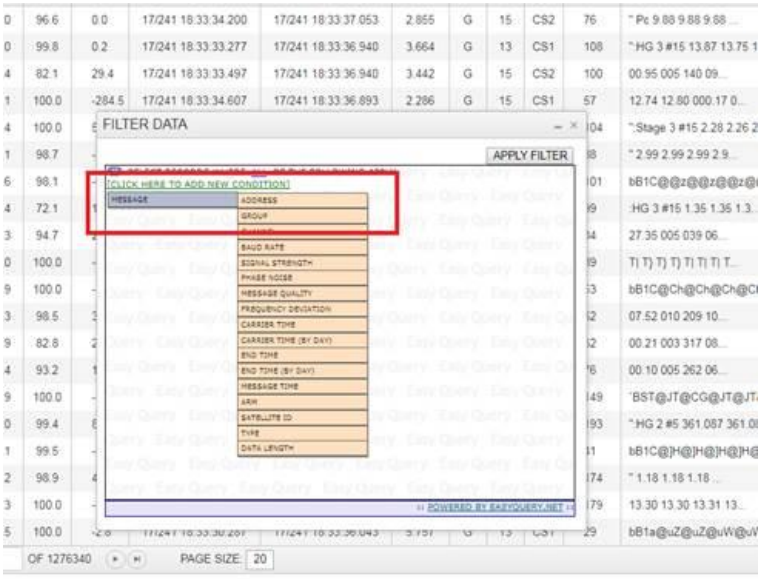
Creating a Filter

1. Browse to the 'MESSAGES' tab and click the 'Filter' button located on the right side of the messages tab toolbar to open the filtering dialog.

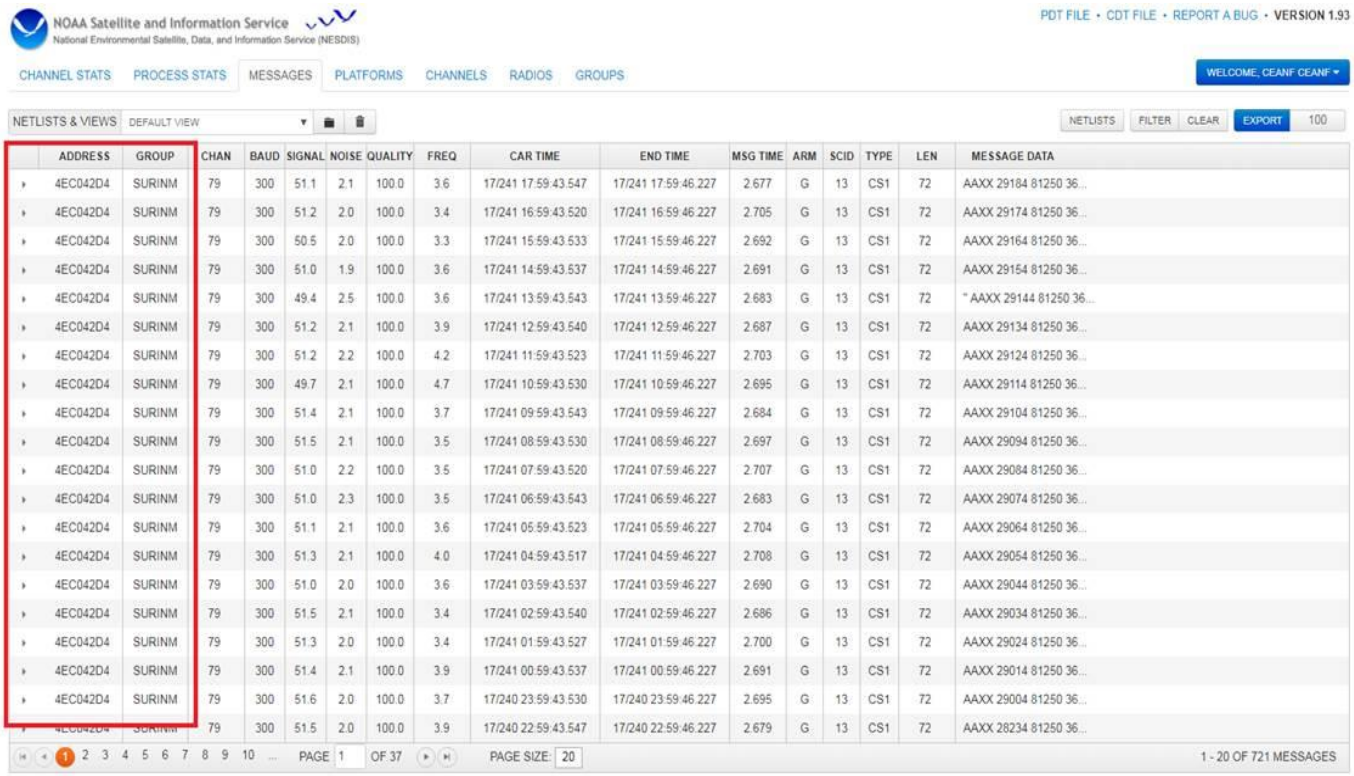


2. On the dialog, click the 'CLICK HERE TO ADD A NEW CONDITION' link, then the messages option, followed by the 'GROUP' condition.



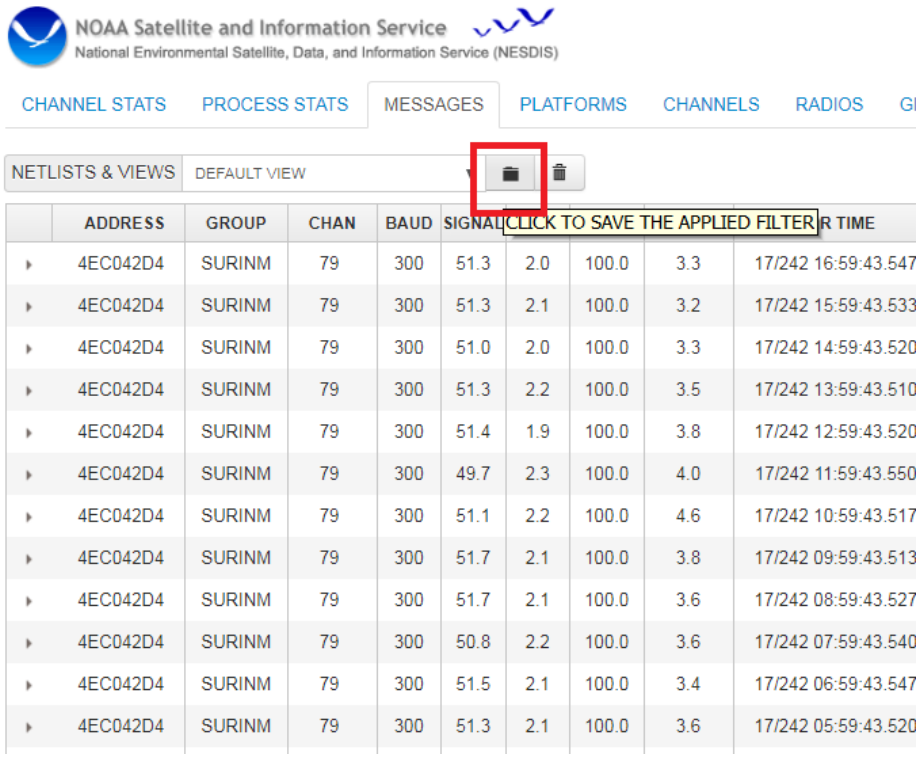
3. In the 'GROUP' condition textbox, enter your 6 character group code 'SURINM'.

4. Click ‘APPLY FILTER’ to filter the messages dataset. The dialog should close, and the grid should now contain messages from your platforms only.

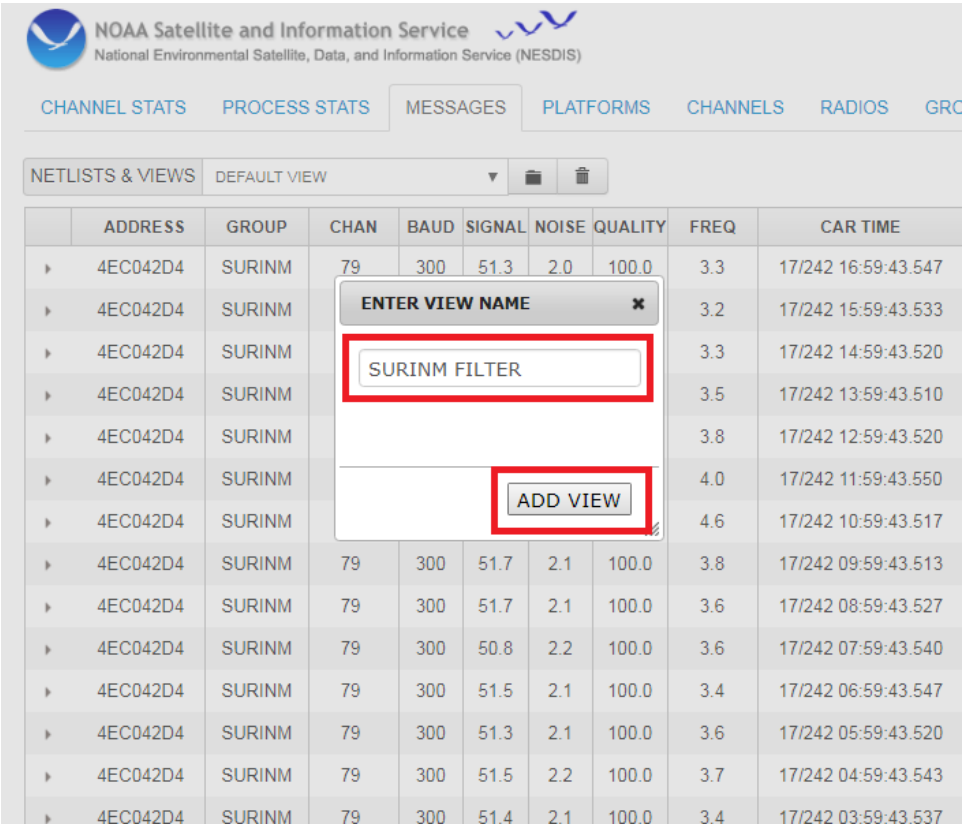


Saving a Filter

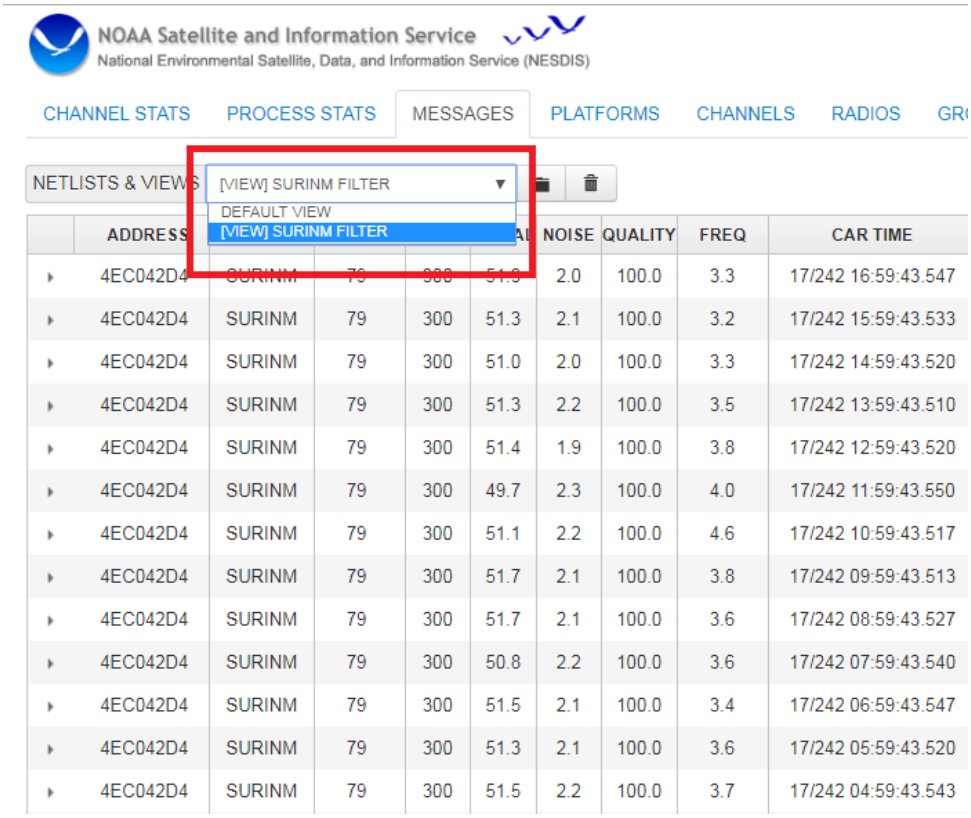
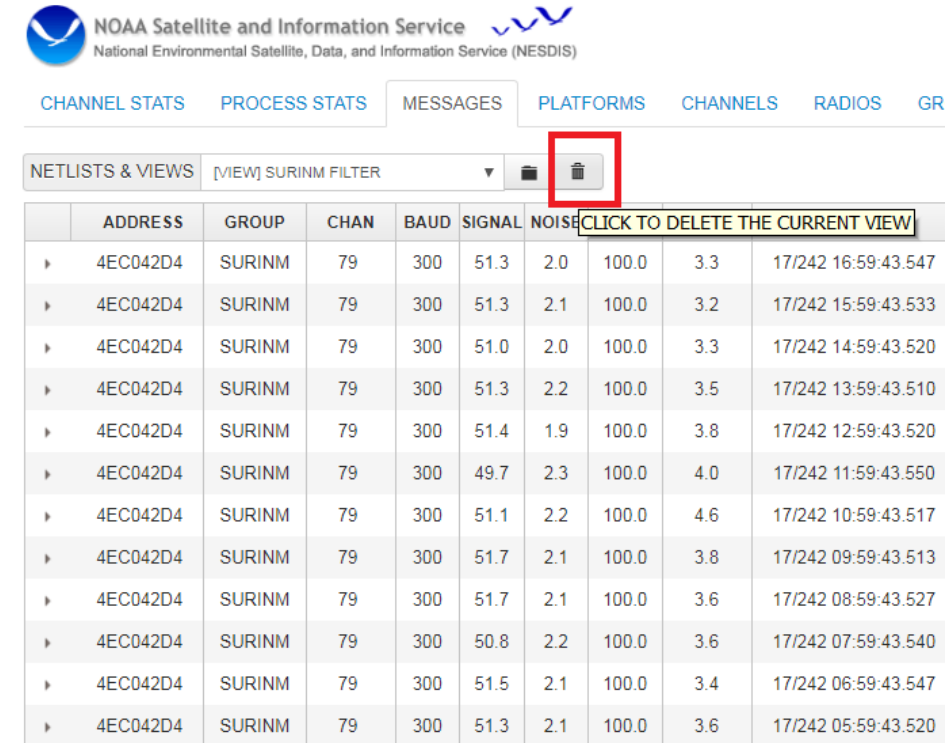
1. Filters can be saved so that they can be easily re-used. Once you have created a filter and applied it to the dataset, click the folder icon located to the right of the 'NETLISTS & VIEWS' drop down box to open the save filter dialog.



2. On the dialog, enter a friendly name for the filter and click the 'ADD VIEW' button at the bottom of the dialog.



3. Once the filter is saved, it will show up in the 'NETLISTS & VIEWS' drop down box and the message filter will be applied to the grid. The drop down box is used to apply the saved filters in the future. To load an un-applied filter, simply select it from the list, and it will be automatically applied to the message data.



4. You can also delete your saved filters. To do this load the filter you want to delete by selecting from the drop down list. Then click the trash can icon located to the right of the drop down list and save button. This will delete the filter from your account and clear it from the message data.