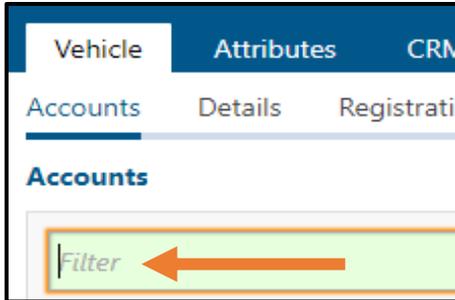# Filtering Lists

Nearly all list windows in ATLAS can be filtered. For some lists, a green Filter field is automatically displayed at the top of the list; for others, the ☰ icon needs to be clicked to display the Filter field.

SIMPLE FILTERS

To perform a simple filter on a list, type in the word or number sequence to filter by. The list filters to show only entries containing the information entered.

Enter the criteria into the **Filter** field, then press **Enter** on the keyboard to filter the list.

USING OPERATORS IN FILTERS

An operand is any object that can be manipulated, usually with an operator symbol. These can be used in ATLAS to specify filter results.

To use an Operator:

- Type the name of the **column** to be filtered.
- Enter the appropriate **operator**:
  - Equals (=), does not equal (<>), greater than (>), less than (<), greater than or equal to (>=), less than or equal to (<=), etc.
- Enter the **value** to filter the list by.
- Press the **Enter** key.

SORTING COLUMNS OF A LIST

Lists can be sorted by column in ATLAS. To sort a list by column, select the **Column Name** in the list.

- Selecting the **Column Name** lists the data in ascending order for that column. The column name will have a triangle pointing upward.
- Selecting the **Column Name** twice lists the data in descending order. The column name will have a triangle pointing downward.
- Select the **Column Name** a third time to list the data in default order. The column name will *not* have a triangle.

| **Ascending Order Sort**: Triangle Pointing Upward | **Descending Order Sort**: Triangle Pointing Down | **Default Order**: No Triangle in Column |