# Complex Filters in the Data Management Tool

The **Filter** icon (⌄) in the IROC DMT offers a powerful tool for performing advanced searches.

**1** Click the **Filter** icon (⌄) to show (or hide) the filter modification options.

  **a** *Optional:* Click **AND** or **OR** to add more fields to the menu to perform more complex searches.

**2** For each AND/OR condition, choose an option and an operator from the Choose Field and Operator drop-down menus, respectively.

> **Note:** The content in the **Choose Field** drop-down varies depending on the list. The content in the **Operator** drop-down varies depending on the selected field.
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> **Note:** Examples of operators are "is," "starts with," "ends with," and so forth.

**3** Type text in each Search (--value--) field.

**4** *Optional:* Click **Add Sort** to add a column sort function to the filter (e.g., sort a column in ascending or descending order after the filter has been applied).

  **a** Choose a column from the first drop-down and indicate in the second drop-down whether to sort in ascending or descending order.

> **Note:** The screenshot shows fields for both the **AND** and the **OR** conditions, as well as for the **Add Sort** function.
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> **Tip:** To remove a condition, click **Delete** ( × ) to the right of the field.

**5** After all information is entered, click **Run** to apply the filter to the list.

**6** *Optional:* Click **Save** to save the filter.

> **Note:** To access saved filters, click the **List Controls** icon and choose a filter from the Filters drop-down.
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> **Note:** Saving a filter is different from creating a favorite.