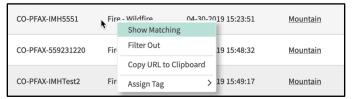# Quick Filters in the Data Management Tool

Filtering lists is a powerful feature that allows you to quickly find and organize data as you need it. IROC DMT provides several ways to use quick filters to create custom views of information in lists.

Right-Click

Use this tool in any module that provides a list view in the main content frame, such as **All Incidents**. As you choose Show Matching or Filter Out, the applied filters will appear at the top of the main content area.

1 **Show Matching** – Right-click on a term in the list and select Show Matching to show all records that match that term.
2 **Filter Out** – Right-click on a term in the list and select Filter Out to exclude all records that match that term.

> **Tip:** To revert to the previous view of the list, use the breadcrumbs, or click the **Delete** icon (×) beside the applied filter and click **Run**.

Breadcrumbs

Breadcrumbs offer a quick form of filter navigation. Breadcrumb filters are ordered from left to right—the leftmost element is the most general, while the right is the most specific. Clicking on a breadcrumb element alters the filter.

All > Incident Name >= idaho > Incident Number = 2019-CABDF-005008 > Incident Number != 2019-CABDF-005008

1 Clicking a breadcrumb element removes all the conditions to its right.
2 Clicking the condition separator (>) before a condition removes only that condition. For example, in the breadcrumbs list shown here, clicking the arrow to the left of "=idaho" would delete only that element; everything else to the right of it will remain.

> **Note:** Gray text in a breadcrumbs list cannot be changed.

Grouping

1 There are two options for choosing to group by a column:
   - **Option 1:** Right-click on a column heading you want to group records by and select the **Group By…** option from the drop-down menu.
   - **Option 2:** Click the **List Controls** icon at the top left of the main content frame to select an overall category for grouping items. Hover over **Group By…** to open a drop-down menu of options. Click on your preferred option.

> **Note:** The **Group By…** option is not available for all columns.

2 There are two options for viewing all records in a grouped list:
   - **Option 1:** Click on the arrow to the left of the heading to expand or collapse the list of records.
   - **Option 2:** Click on the hyperlink to view only the list of related records in a separate window.

> **Note:** To return to the list of grouped records from the Option 2 view, click your browser's Back button.